

# Agenda

## Assisting with Family Law Case Intake

T. Mohink

Assisting with initial client interview  
Preparing engagement letter, opening file  
Collecting information

## Preparing Pleadings and Assisting with Motion Practice

W. Ferris

Preparing initial pleadings  
Requesting temporary relief  
Preparing for the temporary orders hearing  
Preparing the temporary orders

## Obtaining and Evaluating Financial Information

E. Neuhausen

Identifying relevant information on assets, debts, income and expenses  
Obtaining financial information

- Using financial information questionnaires
- Using interrogatories, requests for production, deposition testimony, private investigators
- Valuing assets

Evaluating the information you have obtained  
Working with accountants and financial experts  
Preparing financial statements

## Preparing Marital Settlement Agreements

T. Mummert

Assisting with different types of agreements

- Property agreements
- Child-related agreements
- Support agreements

## Assisting with Alternative Dispute Resolution

T. Mummert

Assisting in family law mediation  
Understanding and assisting in divorce arbitration  
Assisting in the collaborative divorce process

## Handling Ethical Issues in Family Law Practice

B. Avery

Complying with rules of professional responsibility and ethics guidelines for attorneys and paralegals  
Avoiding conflicts of interest  
Maintaining client confidentiality  
The difference between privilege and confidentiality  
Avoiding the unauthorized practice of law  
Working with the secretive or dishonest client  
Handling allegations of abuse or neglect  
Zealous (vs. over-zealous) representation  
Fee agreements, retainers, and collection of unpaid fees

## Maryland Family Law Practice for Paralegals

Columbia, MD - Thursday, November 14, 2019



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Altoona, WI 54720-0278

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## Learning Objectives

### You'll be able to:

**Learn** about assisting with family law case intake.

**Prepare** pleadings and assist with motion practice.

**Obtain** and **evaluate** financial information.

**Work** on marital settlement agreements.

**Assist** in family law mediation and in the collaborative divorce process.

**Handle** ethical issues in family law practice.



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# Maryland Family Law Practice for Paralegals

Columbia, MD - Thursday, November 14, 2019



**Learn** about assisting with family law case intake

**Prepare** pleadings and assist with motion practice

**Obtain** and evaluate financial information

**Work** with divorce clients and opposing counsel

**Assist** with alternative dispute resolution and handle ethical issues in family law practice

## Continuing Education Credits

**National Association of Legal Assistants**

**National Federation of Paralegal Associations**

6.5 CLE Hours (1.0 Ethics)



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# Faculty

**Todd K. Mohink** *Law Offices of Todd K. Mohink, PA*  
Mr. Mohink is the owner of the Law Offices of Todd K. Mohink, P.A., and has been practicing for 25 years. The firm has offices in Anne Arundel County and Howard County, Maryland. He represents clients in family law matters and criminal matters. The family law matters include divorce, child custody, child visitation, child support, paternity, adoption, pre-nuptial agreements, marital separation agreements, protective orders and other domestic relations matters. He is licensed to practice law in the state of Maryland. Mr. Mohink has extensive experience in the area of family law. While in law school, he interned with the school's civil clinic, where he assisted his clients with landlord/tenant matters, and other civil matters. He has argued in front of the appellate courts in the state of Maryland and is a member of the Family Law Section of the Maryland Bar Association. He is the proud recipient of Martindale-Hubbell's silver Client Champion Award from 2017-2019, and has more than 100 Google Five Star Reviews. Mr. Mohink earned his B.A. degree from the University of Maryland, and earned his J.D. degree from University of Baltimore School of Law with Honors.

**William Ferris** *William M Ferris Attorney at Law*  
Mr. Ferris graduated with a juris doctor degree from the University of Baltimore School of Law, *summa cum laude* (highest honors), in 1978. He has also earned a master of laws degree (LL.M.) in Taxation from the University of the Baltimore Law School. He is a member of the American Bar Association, the Maryland State Bar Association, and the Anne Arundel County Bar Association, and is certified as a proctor in admiralty by the Maritime Law Association of the United States. He is admitted to the bars of the United States Supreme Court, the United States Court of Appeals for the Fourth Circuit, the Court of Appeals of the Armed Forces, the United States Tax Court, the United States District Court for the District of Maryland, the United States Air Force Court of Criminal Appeals, and the Maryland Court of Appeals, and has appeared before all of those courts as well as before the Maryland Court of Special Appeals, various Maryland Circuit and Orphans' Court, the Maryland District Court, and the Navy-Marine Corps Court of Military Review. Mr. Ferris is a member of the Character Committee of the Maryland Court of Appeals, a past member of the Maryland Commission on Judicial Disabilities, and a former member and past president of the Maryland State Board of Dental Examiners.

**Emily Neuhausen** *Shulman Rogers*  
Ms. Neuhausen is a zealous advocate for clients involved in negotiation and litigation centering on their families. An associate with the firm's Family Law practice group, her practice focuses on domestic relations

# Seminar Information

**Sheraton Columbia Town Center Hotel**  
10207 Wincopin Circle  
Columbia, MD 21044  
(410) 730-3900

## Tuition

**\$289** for individual registration  
**\$269** for three or more registrants from the same company at the same time.

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matters, including divorce, custody, visitation, child support, alimony, property distribution, LGBT family issues, adoptions, and assisted reproductive technology issues. Ms. Neuhausen has a broad background in dealing with a variety of family law issues. Some of her memorable cases involve assisting clients with international, domestic, step-parent, second-parent, and foster-parent adoptions in Maryland, D.C., and Virginia. Ms. Neuhausen also represents clients in negotiating surrogacy, sperm donor, and egg donor contracts. She is adept at guiding LGBT clients through the process of building their families, and also has familiarity with issues that can unfortunately arise when things don't work out.

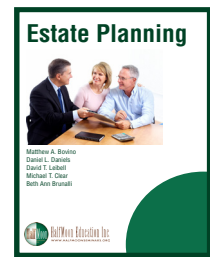
**Timothy J. Mummert** *Mummert Law*  
Mr. Mummert graduated *cum laude* from Frostburg State University with a B.S. degree in Political Science and Justice Studies and received a J.D. degree from the University of Baltimore School of Law, After law school he served as a law clerk to the Hon. Michael E. Loney at the Circuit Court for Anne Arundel County. Timothy J. Mummert, P.A., was founded in February, 2006. Mr. Mummert is admitted to practice in Maryland and the U.S. District Court for the District of Maryland. He has completed training for civil and family law mediation, domestic collaborative law and civil collaborative law, and is a Circuit Court for Anne Arundel County mediator in all issues of family law.

**Bruce Avery** *Partner with Avery & Upton in Rockville*  
Mr. Avery was in the Army for 20 years. Since 1993, after he retired from the Army, he has restricted his practice to family law, predominantly in Montgomery County, Maryland. Mr. Avery has handled hundreds of divorce, child custody, child support, visitation and other family issues, most often bringing them to resolution without the need for a trial. He is certified as a mediator in both general civil matters and family law, focusing on property and child-related issues. Mr. Avery serves as a facilitator for the Family Law Division of the Montgomery County Circuit Court. He is an adjunct professor at the University of Maryland Francis King Carey School of Law. Mr. Avery is a trainer for the Collaborative Practice Training Institute training practicing professionals in collaborative practice. He is a member and past president of the Collaborative Dispute Resolution Professionals, Inc. (CDRP), and is a member of the International Academy of Collaborative Professionals. Mr. Avery is a member of the Maryland State Bar Association, the Kentucky Bar Association, the DC Bar, the American Bar Association, the American Association for Justice and the Bar Association of Montgomery County.

# Estate Planning Manual

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# Registration

## Maryland Family Law Practice for Paralegals

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		Email address is required for credit card receipt, program changes, and notification of upcoming seminars and products. Your email will not be sold or transferred.
		( )  I need special accommodations. Please contact me.

## Tuition

- ( ) **I will be attending the live seminar.** Single Registrant - **\$289.00**. Three or more registrants from the same company registering at the same time - **\$269.00** each.
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- ☐ Downloadable MP3 Audio/PDF Manual for **\$269.00**.
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