

# Faculty and Credit Information

## Faculty

**Shelly Bibb DeAdder** *Associate Professor of Legal Writing at North Carolina Central University School of Law*

Professor DeAdder received her Bachelor of Arts degree in Communication Studies with a minor in Spanish from the University of North Carolina at Chapel Hill in 2002. She then moved to Alexandria, Virginia, and worked as a paralegal in Washington, D.C. until 2005 when she returned to North Carolina to attend law school. Professor DeAdder graduated *cum laude* from North Carolina Central University School of Law (NCCU Law) in 2008. After law school, Professor DeAdder served as a law clerk for Judge Robert C. Hunter at the North Carolina Court of Appeals from August 2008 to May 2012. From May 2012 to August 2014, she was employed by the North Carolina General Assembly in the nonpartisan Research Division. Professor DeAdder has been teaching full time at NCCU Law since August 2014. She teaches Legal Reasoning and Analysis, Legal Research and Persuasion, Judicial Opinion Writing, Appellate Advocacy and Senior Writing. She is a member of the North Carolina Appellate Defender Roster, representing indigent clients on appeal. Professor DeAdder also drafts the opinions of the Cherokee Supreme Court on a contract basis.

## Continuing Education Credit Information

Each webinar offers 4.0 CLE hours, including one ethics hour to certified and uncertified paralegals. They have been approved by the National Federation of Paralegal Associations, the National Association of Legal Assistants, and the North Carolina State Bar Board of Paralegal Certification. The Texas Board of Paralegal Certification has approved each webinar for 4.0 CLE hours in the specialty areas of Bankruptcy Law, Civil Trial Law, Criminal Law, Family Law, and Personal Injury Trial Law. These webinars will qualify for paralegal CLE credit in California and Florida.

HalfMoon Education has applied for course approval from the National Association of Legal Assistants and the State Bar of New Mexico Paralegal Division, which are pending. Visit [www.halfmoonseminars.org](http://www.halfmoonseminars.org) for the most current status of these credits.

*To register and to view more online learning opportunities, please visit us at:*  
**[www.halfmoonseminars.org/webinars/](http://www.halfmoonseminars.org/webinars/)**

## Legal Research and Writing for Paralegals Webinar Series

Wednesday, April 29, and Thursday, April 30, 2020 - Online



Halfmoon Education Inc.  
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Altoona, WI 54720-0278

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## Legal Research and Writing for Paralegals

### Legal Research for Paralegals - Wednesday, April 29

- Legal Research Basics
- Identifying Ethical Issues in Research
- Legal Research Case Study

### Legal Writing for Paralegals - Thursday, April 30

- Legal Writing for Legal Assistants
- Ethical Issues in Legal Writing
- Legal Writing Case Study



## HalfMoon Education Webinar Series Legal Research and Writing for Paralegals

Wednesday, April 29, and Thursday, April 30, 2020



### A Two-Part Online Webinar Series

## Legal Research for Paralegals

Wednesday, April 29, 2020, 11:00 AM - 3:30 PM CDT

## Legal Writing for Paralegals

Thursday, April 30, 2020, 11:00 AM - 3:30 PM CDT

### Total Credits:

**NFPA** – 8.0 CLE hours, including 2.0 ethics hours

**NALA** – 8.0 CLE hours, including 2.0 ethics hours

**California Paralegals** – 8.0 CLE hours, including 2.0 ethics hours

**Florida Paralegals** – 8.0 CLE hours, including 2.0 ethics hours

**North Carolina Paralegals** – 8.0 CLE hours, including 2.0 ethics hours

**Texas Paralegals** – 8.0 CLE hours in the specialty areas of Bankruptcy Law, Civil Trial Law, Criminal Law, Family Law, Personal Injury Trial Law



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# Legal Research and Writing for Paralegals Webinar Series

Series Tuition: ~~\$400~~ **\$350** when you register for both webinar sections (\$200 per webinar section when registered for individually)

## Legal Research for Paralegals

Wednesday, April 29, 2020, 11:00 AM - 3:30 PM CDT (with a 30 min break) **Tuition:** \$200

### Agenda:

#### Legal Research Basics

- Sources of the law
  - Primary sources: constitutions, statutes, case law, and administrative codes
  - Secondary sources: treatises, articles, encyclopedias, etc.

Locating sources via paid and free services

Analyzing information for relevance and meaning – understanding how sources connect

Updating your research

#### Identifying Ethical Issues in Research

- Evaluating sources for objectivity and reliability
- Identifying sources that refute your arguments
- Preventing copyright infringement

#### Legal Research Case Study

Faculty will use a legal research case study to guide students through the legal research process, including primary and secondary legal research

### Credits:

**NFPA** – 4.0 CLE hours, including 1.0 ethics hour

**NALA** – 4.0 CLE hours, including 1.0 ethics hour

**California Paralegals** – 4.0 CLE hours, including 1.0 ethics hour

**Florida Paralegals** – 4.0 CLE hours, including 1.0 ethics hour

**North Carolina Paralegals** – 4.0 CLE hours, including 1.0 ethics hour

**Texas Paralegals** – 4.0 CLE hours in the specialty areas of Bankruptcy Law, Civil Trial Law, Criminal Law, Family Law, Personal Injury Trial Law

## Legal Writing for Paralegals

Thursday, April 30, 2020, 11:00 AM - 3:30 PM CDT (with a 30 min break) **Tuition:** \$200

### Agenda:

#### Legal Writing for Legal Assistants

- Legal terminology
- Drafting legal documents: correspondence, research memoranda, basic pleadings, and briefs
  - The rhetorical triangle – audience, purpose, and persona
  - Using samples
- Crafting a compelling narrative
- Structuring a legal analysis – CRAC and beyond
- Legal citation skills
- Editing and proofreading – ensuring credibility

#### Ethical Issues in Legal Writing

- Preventing plagiarism
- The limits of advocacy
  - Candor to the court
  - Avoiding hyperbole
  - Treating adversaries with respect

#### Legal Writing Case Study

Faculty will use a legal writing case study to guide students through the legal writing process

### Credits:

**NFPA** – 4.0 CLE hours, including 1.0 ethics hour

**NALA** – 4.0 CLE hours, including 1.0 ethics hour

**California Paralegals** – 4.0 CLE hours, including 1.0 ethics hour

**Florida Paralegals** – 4.0 CLE hours, including 1.0 ethics hour

**North Carolina Paralegals** – 4.0 CLE hours, including 1.0 ethics hour

**Texas Paralegals** – 4.0 CLE hours in the specialty areas of Bankruptcy Law, Civil Trial Law, Criminal Law, Family Law, Personal Injury Trial Law

## Webinar Instructions

Each webinar session earns continuing education credit and can be registered for individually. All attendees must log-on through their own email – attendees may not watch together if they wish to earn continuing education credit. HalfMoon Education Inc. must be able to prove attendance if either the attendee or HalfMoon Education Inc. is audited.

Certificates of completion will be available upon completion of a quiz, which will be emailed shortly after each webinar.

Webinars are presented via **GoToWebinar**, an easy-to-use application that can be run on most systems and tablets. Instructions and login information will be provided in an email sent close to the date of the webinar. ***It is highly recommended that you download, install and test the application before the webinar begins by clicking on the link in the email.***

**For more system requirements and more information visit the Support section at [www.gotowebinar.com](http://www.gotowebinar.com).**

## Registration

### Legal Research and Writing for Paralegals Webinar Series

Online - Wednesday, April 29 and Thursday, April 30, 2020

How to Register	
<b>Online:</b> www.halfmoonseminars.org	
<b>Phone:</b> 715-835-5900	
<b>Fax:</b> 715-835-6066	<b>Code:</b>
<b>Mail:</b> HalfMoon Education Inc., PO Box 278, Altoona, WI 54720-0278	
<b>Complete the entire form.</b> Attach duplicates if necessary.	
<div>Email address is required for webinar link, credit card receipt, program changes, and notification of upcoming seminars and products. Your email will not be sold or transferred.</div> <div>( )  I need special accommodations. Please contact me.</div>	

Registrant Information
Name: _____
Company/Firm: _____
Address: _____
City: _____ State: _____ Zip: _____
Occupation: _____
Email: _____
Phone: _____
<b>Additional Registrants:</b>
Name: _____
Occupation: _____
Email: _____
Phone: _____
Name: _____
Occupation: _____
Email: _____
Phone: _____

## Tuition

( ) **I will be attending both webinar sections for \$350.**

( ) **I will only be attending the following webinar sections for \$200 each**

( ) Legal Research for Paralegals - Wednesday, April 29, 2020

( ) Legal Writing for Paralegals - Thursday, April 30, 2020

**Checks:** Make payable to HalfMoon Education Inc.

**Credit Card:** *Mastercard, Visa, American Express, or Discover*

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV2 Code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_