

Agenda

Complying with Rules of Professional Conduct and Ethics during Litigation

E. Ross

- Duty to preserve client confidences
- Duty to keep clients fully informed
- Duty to be diligent
- Duties of truthfulness, candor and full disclosure
- Avoiding the unauthorized practice of law

Understanding and Working with Evidence

A. Pingnot Key

- Types of evidence: documentary, demonstrative, physical, circumstantial, testimony, computer-generated
- Rules for admissibility of evidence
- Reasons for inadmissibility
- Preserving and managing evidence

Preparing for and Assisting at Trial

L. Norman

- Obtaining subpoenas
- Assisting with jury investigation
- Preparing trial notebook
- Preparing and organizing evidence
- Managing exhibits and witnesses

Conducting Formal Discovery

L. Melhart

- Defining the scope of discovery
- Preparing and answering interrogatories
- Preparing and responding to requests for admission
- Making and responding to objections
- Compelling discovery

Beginning a Civil Case

C. Erick

- Drafting complaints
- Obtaining service of process
- Drafting answers
- Asserting crossclaims and counterclaims

Enhancing Your Investigation Skills

L. Kliman

- Identifying the elements of proof
- Determining what facts you need to prove
- Finding sources
- Utilizing information obtained

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Texas Civil Litigation Skills for Paralegals

Live, Interactive Webinar - Thursday, January 20, 2022

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Learning Objectives

You'll be able to:

Comply with ethical duties to be diligent and keep clients fully informed.

Avoid the unauthorized practice of law.

Identify elements of proof and find information sources.

Get tips on preserving and managing evidence.

Prepare and **respond** to interrogatories and requests for admission.

Prepare for trial, and manage exhibits and witnesses.



HalfMoon Education Live Webinars

Texas Civil Litigation Skills for Paralegals

Live, Interactive Webinar

Thursday, January 20, 2022



Comply with rules of professional conduct

Explore the process for beginning a civil case

Identifying the elements of proof and identify facts you need to prove

Assist with formal discovery

Review types of evidence and learn how to preserve and manage evidence

Learn to prepare for and assist at trial

Continuing Education Credits

TX Certified Paralegals

- 6.0 Civil Trial Law CLE Hours
- 6.0 Family Law CLE Hours
- 6.0 Personal Injury Trial Law CLE Hours

NALA

6.0 CLE Hours (1 ethics hour)

NFPA

6.0 CLE Credits (1 ethics credit)



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Faculty

Emily T. Ross *Yusuf Ross Law, PLLC, San Antonio, TX*
Ms. Ross is board certified in family law by the Texas Board of Legal Specialization and has extensive litigation experience in both civil and family law. Her current practice covers all areas of family law litigation, including divorce, child custody, visitation and child support, modification and enforcement of court orders, and property division. Ms. Ross serves on the Board of Directors of the Texas Family Law Foundation, and she is a member of the Texas Family Law Foundation’s Bill Review Committee, reviewing and advising on legislation that impacts family lawyers and families throughout Texas. She has also been named by *Super Lawyers* as a Texas Rising Star. Ms. Ross earned her B.S. degree in Psychology and Criminology from Florida State University and her J.D. degree from Baylor University School of Law.

Aimee M. Pingnot Key *Attorney with Goranson Bain Ausley, Dallas, TX*
Ms. Pingnot Key exclusively practices family law. She has been selected for inclusion in *Texas Monthly* “Rising Stars” each year since 2006. Prior to practicing law, Ms. Pingnot Key was the program director of a supervised visitation facility for families in Austin as well as an elementary school teacher with the non-profit program, Teach for America. She received a B.A. degree in Psychology, with honors, an M.S. degree in Social Work, with honors, and a J.D. degree from the University of Texas at Austin. Ms. Pingnot Key is board certified in family law and speaks and writes frequently on issues in family law.

Lisa M. Norman *Attorney with Andrews Myers, P.C., Houston, TX office*
Ms. Norman is Board Certified in Civil Trial Law by the Texas Board of Legal Specialization, her practice is centered on all aspects of commercial litigation, with an emphasis on commercial bankruptcy, financial litigation, contract disputes and construction law. She has extensive trial experience in the Texas state courts, federal courts and arbitration. Ms. Norman has successfully argued appeals before the Fifth Circuit Court of Appeals, the Texas

Supreme Court and multiple Texas Courts of Appeals. Her commercial bankruptcy practice focuses on creditors’ rights and acquisitions within the bankruptcy context, and she has managed cases from inception through final disposition, including depositions, briefs/motions, mediation, arbitration and trial.

Lauren Melhart *Attorney with Kinser & Bates, LLP, Dallas, TX*
Ms. Melhart has been licensed to practice law in Texas since 2007 and earned board certification in family law from the Texas Board of Legal Specialization in 2014. Ms. Melhart has extensive experience within the family law field, including several years as a prosecutor representing the Department of Family and Protective Services. As a CPS prosecutor, Ms. Melhart received the award for excellence in serving children from Court Appointed Special Advocates (CASA) of Trinity Valley. She has also been named by *Super Lawyers* as a Texas Rising Star each year since 2013 and is on the faculty for the NITA/American Bar Association Family Law Trial Advocacy Institute held in Boulder, Colorado, every July.

Casey S. Erick *Shareholder with Cowles & Thompson, P.C., Dallas, Texas*
Mr. Erick focuses on commercial litigation and employment law. He has represented clients in both litigation and transactional matters that span across commercial law, labor and employment, real estate, consumer protection and general litigation including, but not limited to breach of contract, corporate trade secret theft, tortious interference, defamation, personal injury, fraud, and various other kinds of civil litigation. Mr. Erick is a member of the State Bar of Texas and Dallas Bar Association. He earned his B.A. degree, *cum laude*, from the University of Mississippi and his J.D. degree from Baylor School of Law.

Laura Kliman *Litigation Paralegal with Loewy Law Firm, Austin, Texas*
Ms. Kliman is an experienced and Board Certified Paralegal with a demonstrated history of working in the legal and medical industries. She is skilled in medical record summarization, drafting pleadings and discovery, e-filing, demand preparation, negotiation, subrogation and reductions.

Webinar Information

Log into Webinar 8:00 - 8:30 am CST	Break 11:45 am - 12:45 pm CST
Morning Session 8:30 - 11:45 am CST	Afternoon Session 12:45 - 4:00 pm CST

Tuition
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Continuing Education Credit Information
This webinar is open to the public. Paralegal certification is not required in order to participate.

This seminar has been approved by the Texas Board of Legal Specialization for certification and recertification continuing legal education for paralegals (6.0 Civil Trial Law, 6.0 Family Law, 6.0 Personal Injury Trial Law).

The National Association of Legal Assistants has approved this course for 6.0 CLE hours, including 5.0 substantive hours and 1.0 ethics hour.

The National Federation of Paralegal Associations has approved this course for 6.0 CLE Credits, including 5.0 General CLE Credits and 1.0 Ethics CLE Credit.

Completion certificates will be awarded to participants who complete this event, respond to prompts, and earn a passing score (80%) on the quiz that follows the presentation (multiple attempts allowed).

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Additional Learning

Advanced Texas Family Law Practice for Paralegals

Recorded Tuesday, October 26, 2021, this package is available on a USB drive or as a digital download.
This package covers topics including:

- Assisting with Preparation of Parenting Plans
- Assisting in Matters Involving Allegations of Abuse or Neglect
- Obtaining, Enforcing and Modifying Child Support Awards
- Assisting with Adoptions
- Identifying and Resolving Ethical Issues in Cases Involving Children
- Working Under the Uniform Child Custody Jurisdiction and Enforcement Act

Presented by
Liza A. Greene *Laura Dale & Associates P.C.*
Aimee M. Pingnot *Key Goranson Bain Ausley, PLLC*
Lindsey Obenhaus *Goranson Bain, PLLC*
Mari L. Wise *The Wise Law Firm in Houston*
Maria S. Lowry *Law Office of Maria Lowry PLLC*

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Registration

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How to Register	Registrant Information Name: _____ Company/Firm: _____ Address: _____ City: _____ State: _____ Zip: _____ Occupation: _____ Email: _____ Phone: _____ Additional Registrants: Name: _____ Occupation: _____ Email: _____ Phone: _____ Name: _____ Occupation: _____ Email: _____ Phone: _____ 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.
Online: www.halfmoonseminars.org	
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