

Agenda

Presented by Shelly DeAdder

Agenda Day One

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

Agenda Day Two

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

Can't Attend? Order the Webinar as a Self-Study Package!

Recordings of this webinar are available for purchase. See course listing online for more information and please refer to specific state licensing rules or certification requirements to determine if this learning method is eligible for continuing education credit.

Legal Writing and Research for Paralegals

Online - Wednesday, June 8 and Thursday, June 9, 2022

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Altoona, WI 54720-0278



Learning Objectives

You'll be able to:

Explore the differences between primary sources of the law and secondary sources.

Evaluate free and paid sources for legal research.

Cite sources and prevent copyright infringement.

Get tips on working on correspondence, pleadings and research memoranda.

Learn about the importance of editing and proofreading.

Participate in legal research and legal writing case studies.



HalfMoon Education Live Webinars

Legal Writing and Research for Paralegals

Live, Interactive Webinar

Wednesday, June 8 and Thursday, June 9, 2022



Identify primary and secondary sources for legal research

Analyze research results for relevance and meaning

Evaluate research sources for objectivity and reliability

Learn about the drafting of basic legal documents

Create legal citations and prevent plagiarism

Participate in legal research and legal writing case studies

Continuing Education Credits

Paralegal/Legal Assistant

8.0 CLE Hours
(2.0 ethics hours)

NALA

8.0 Substantive CLE Hours
(2.0 ethics hours)

NFPA

Pending

Texas Certified Paralegal

8.0 Bankruptcy Law CLE Hours
8.0 Civil Trial Law CLE Hours
8.0 Criminal Law CLE Hours
8.0 Estate Planning & Probate Law CLE Hours
8.0 Family Law CLE Hours
8.0 Oil, Gas & Mineral Law CLE Hours
8.0 Personal Injury Trial Law CLE Hours
8.0 Real Estate Law CLE Hours



Faculty

Shelly DeAdder

Assistant 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. She also drafts the opinions of the Cherokee Supreme Court on a contract basis.

Webinar Information

Day One: Wednesday, June 8, 2022

11:00 am - 3:15 pm CDT (including a 15-min. break)

Day Two: Thursday, June 9, 2022

11:00 am - 3:15 pm CDT (including a 15-min. break)

(please log into the webinar 15 - 30 minutes before start time)

Tuition

\$319 for individual registration

\$289 for two or more registrants from the same company at the same time.

Included with your registration: PDF seminar manual.

How to Register

- Visit us online at www.halfmoonseminars.org
- Mail-in or fax the attached form to 715-835-6066
- Call customer service at 715-835-5900

Webinars are presented via GoToWebinar. Instructions and login information will be provided in an email sent close to the date of the webinar. For more information, please visit our FAQ section of our website, or visit www.gotowebinar.com.

Cancellations: Cancel at least 48 hours before the start of the webinar, and receive a full tuition refund, minus a \$39 service charge for each registrant. Cancellations within 48 hours will receive a credit toward another webinar or the self-study package. You may also authorize another person to take your place.

Added Value:

Enhance your learning - a recording of this webinar will be available for attendees to stream online for two weeks after the program date.
(Must attend live webinar to earn live webinar credits)

Additional Learning

Chapter 7 Bankruptcy Practice for Paralegals

Live, Interactive Webinar - Monday, May 23, 2022

Agenda:

- Chapter 7 Bankruptcy Basics
- Eligibility for and Objectives of Chapter 7 Bankruptcy
- Preparing and Filing Petition and Schedules
- Chapter 7 Bankruptcy Practice
- Creditors' Claims
- Ethical Issues in Chapter 7 Bankruptcy Practice

Credits:

- **Paralegal/Legal Assistant:** 6.5 CLE Hours (1 ethics hour)
- **Texas Certified Paralegal:** 6.5 Bankruptcy Law CLE Hours
- **NALA:** 6.5 CLE Hours (1 ethics hour)
- **NFPA:** 6.5 CLE Credits (1.0 ethics)

For more information and other online learning opportunities visit: www.halfmoonseminars.org

Continuing Education Credit Information

This webinar is open to the public. Paralegal certification is not required in order to participate.

The National Association of Legal Assistants (NALA) has approved this course for a total of 8.0 qualified CLE hours; 6.0 substantive CLE hours and 2.0 legal ethics CLE hours.

This course has been submitted to the National Federation of Paralegal Associations (NFPA) for approval, which is pending. Visit this course listing at www.halfmoonseminars.org for updates on this credit.

This course has been approved by the Texas Board of Legal Specialization for certification and recertification continuing legal education for paralegals.

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).

Can't Attend? Order the Webinar as a Self-Study Package!

Recordings of this webinar are available for purchase. See registration panel for more information and please refer to specific state licensing rules or certification requirements to determine if this learning method is eligible for continuing education credit.

Registration

Legal Writing and Research for Paralegals

Live, Interactive Webinar - Wednesday, June 8 and Thursday, June 9, 2022

How to Register		Registrant Information
Online: www.halfmoonseminars.org		Name: _____ Company/Firm: _____ Address: _____ City: _____ State: _____ Zip: _____ Occupation: _____ Email: _____ Phone: _____
Phone: 715-835-5900		Additional Registrants: Name: _____ Occupation: _____ Email: _____ Phone: _____ Name: _____ Occupation: _____ Email: _____ Phone: _____
Fax: 715-835-6066	Code:	
Mail: HalfMoon Education Inc., PO Box 278, Altoona, WI 54720-0278		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.
Complete the entire form. Attach duplicates if necessary.		

Tuition

() **I will be attending the live webinar.** Single Registrant - **\$319.00**. Two or more registrants from the same company registering at the same time - **\$289.00** each.

() **I am not attending.** Please send me the webinar recording:
 Streamable MP4 Video/PDF Manual for **\$329.00**.
 USB Video/PDF Manual for **\$329.00**.

Checks: Make payable to HalfMoon Education Inc.
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