

HalfMoon Education Live Continuing Education Webinars

# Fundamentals of Legal Assisting in Texas

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**Online - Tuesday, January 17, 2023 | 8:30 am - 4:00 pm CST**

**Credits:**

Attorneys & Paralegals: 6.5 CLE Hours

NFPA: 6.5 CLE Credits, Including 5.5 General CLE credits, 1.0 Ethics Credit

NALA: 6.5 CLE hours (5.5 substantive CLE hours, 1.0 legal ethics CLE hour)

HalfMoon Education Inc.  
PO Box 278  
Altoona, WI 54720-0278

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## Webinar Agenda | Tuesday, January 17, 2023 | 8:30 am - 4:00 pm CST (including a 30-min. break)

### Basics of Law Office Management and Operation in Texas

- Law office organization
- Staff roles and responsibilities
- Awareness of attorney regulation and ethics rules
- Managing contacts with potential clients and other law firms
- Participating in client intake process
- Creating, organizing and maintaining files
- Client communications
- Client billing and accounting practices

### Beginning a Civil Case

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

### Legal Ethics for Legal Assistants

- Attorney and paralegal ethical rules
- Specific areas of concern for legal support staff:
  - Conflicts of interest
  - Confidentiality
  - Ex-parte communications
- Avoiding the unauthorized practice of law
- Working with clients, courts and opposing counsel

### Understanding and Working with Evidence

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

### Document Drafting and Editing

- Legal terminology
- Drafting legal documents
- Editing legal documents
- Updating legal references
- Proofreading skills

### Presented by

**Laura Grove** *Litigation Paralegal, Loewy Law Firm in Austin*

**Casey S. Erick** *Shareholder, Cowles & Thompson, P.C. in Dallas*

**Mari L. Wise** *Attorney, The Wise Law Firm in Houston*

**Aimee M. Pingenot Key** *Attorney, Goranson Bain Ausley in Dallas*

**Ashley DeHart** *Attorney, Gray Reed & McGraw in Houston*

### 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.

### Can't Attend? Order the Webinar as an On-Demand Package!

Recordings of this webinar are available for purchase. See details 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.

## Credit Information

This webinar is open to the public and offers 6.5 CLE hours to attorneys and paralegals in Texas.

HalfMoon Education is an approved CLE provider for Texas attorneys (No. 8306). This course has been approved by the Texas Board of Legal Specialization for certification and recertification continuing legal education requirements for attorneys and paralegals in the following specialty fields: 6.50 hours in civil appellate law, civil trial law, family law, and personal injury trial law.

This course has been evaluated and approved by the National Federation of Paralegal Associations (NFPA) for 6.5 total CLE credits (5.5 general credits, 1.0 ethics credit).

This course has been evaluated and approved by the National Association of Legal Assistants (NALA) for 6.5 total CLE hours (5.5 substantive CLE hours, 1.0 legal ethics CLE hour).

Attendance will be monitored, and attendance certificates will be available after the webinar for those who attend the entire course and score a minimum 80% on the quiz that follows the course (multiple attempts allowed).

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