

HalfMoon Education Live Continuing Education Webinars

Fundamentals of Legal Assisting in Georgia

Online - Thursday, February 16, 2023 | 8:30 am - 4:00 pm EST

Credits:

Paralegals: 6.5 CLE Hours (Includes 1.0 Ethics Hour)

NALA: 6.5 CLE Credits (Includes 1.0 Ethics Hour)

NFPA: Pending

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Basics of Georgia State Civil Litigation

- Types of civil matters
- State court vs. federal court practice
- Prerequisites for litigation
- Alternatives to litigation: mediation, arbitration, negotiation
- The civil discovery process
- Preparing for trial Civil trials
- Post-judgment matters and appeals

Preparing for and Assisting at Trial

- Obtaining subpoenas Preparing trial notebook
- Preparing and organizing evidence
- Managing exhibits and witnesses

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

Enhancing Your Investigation Skills

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

Document Drafting and Editing

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

Presented by

Edward M. Wynn *Attorney at Slappey & Sadd, LLC*
Mr Wynn's practice focuses exclusively on catastrophic personal injury and wrongful death cases. He has successfully represented hundreds of personal injury victims in cases involving trucking and automobile wrecks, premises liability claims, medical malpractice, and intentional torts. Mr. Wynn has also successfully handled numerous appeals before both the Georgia Court of Appeals and the Supreme Court of Georgia.

Paul S. Simon, Esq

Partner at Hedgepeth Heredia LLC in Atlanta, GA
Named as a Rising Star by Super Lawyers in the area of family law, Mr. Simon practices exclusively in that area. He is a member of the Family Law Section of the Atlanta Bar Association and the Family Law Section and Young Lawyers Division of the State Bar of Georgia.

Savannah Steele *Senior Associate Attorney at Kaye, Lembeck, Hitt & French Family Law in Atlanta, GA*

Ms. Steele previously worked for a general practice litigation firm, where she specialized in family law practice and eventually transitioned into an all-family practice. She now works at the boutique (and all female!) family law firm of Kaye, Lembeck, Hitt & French.

Christine M. Palmer, Esq

Partner at Oxendine Law, LLC in Suwanee, GA
Ms. Palmer previously worked as in-house counsel for a real estate investment company and was the managing attorney of a law firm in Midtown Atlanta. She is now a partner at Oxendine Law, LLC, practicing in domestic litigation, child custody, paternity and legitimation.

Credit Information

This webinar is open to the public and offers 6.5 CLE hours to paralegals. Paralegal certification is not required to participate in this webinar.

The National Association of Legal Assistants has approved this course for 6.5 total CLE hours, which includes 5.5 substantive CLE hours and 1.0 legal ethics CLE hour.

This course has been submitted to the National Federation of Paralegal Associations (NFPA) for accreditation, which is currently pending.

Visit this course listing at www.halfmoonseminars.org for updates on pending credits.

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).

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.

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