

HalfMoon Education Live Continuing Education Webinars

# Fundamentals of Legal Assisting in Minnesota

---

**Online - Tuesday, March 14, 2023 | 8:30 am - 4:00 pm CDT**

**Credits:**

Paralegals: 6.5 CLE Hours (Including 1.0 Ethics Hour)

NALA: 6.5 CLE Hours (Including 1.0 Ethics Hour)

NFPA: Pending

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

NON-PROFIT  
U.S. POSTAGE PAID  
EAU CLAIRE, WI  
PERMIT NO. 2016



HalfMoon Education Inc.  
WWW.HALFMOONSEMINARS.ORG

### **Basics of Law Office Management and Operation in Minnesota**

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

### **Basics of Minnesota 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

### **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

### **Locating Sources of Minnesota Law**

Sources of Federal laws and regulations  
Sources of Minnesota laws and regulations  
Finding case law            Using secondary sources  
Evaluating sources and information obtained

---

### **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.*

---

### **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.

This course has been approved by the National Association of Legal Assistants (NALA) for 6.5 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](http://www.halfmoonseminars.org) for updates on pending credits.

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

---

### **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.

## **Faculty**

### **Amanda Bean**

*Senior Family Law Paralegal - Heimerl & Lammers*  
Ms. Bean is a family, juvenile, and adoption law paralegal with Heimerl and Lammers in Minneapolis, Minnesota with over 20 years of experience in the legal profession. She is a member of the Minnesota Paralegal Association.

### **Mark Karon** *University of Minnesota Student Legal Service*

Mark J. Karon is an attorney and director of the University of Minnesota Student Legal Service. Prior to the University he was an associate attorney with Robins, Kaplan, Miller and Ciresi, practicing in personal injury and mass tort litigation.

### **Ruta Johnsen** *Attorney - Nancy Zalusky Berg, LLC*

Ms. Johnsen is a family law attorney and her practice includes areas of marriage dissolution, custody and parenting time matters, child support, paternity, spousal maintenance, child in need of protection and services, and appeals.

### **Steve Arnott** *Department of Legal Studies - Hamline University*

Stephen Arnott teaches in the Legal Studies Department at Hamline University and previously taught family law and legal writing at William Mitchell College of Law and served as the legal instructor at the Minneapolis Business College.

### **Georgie Riebel** *Attorney - Heimerl & Lammers*

Ms. Riebel is an attorney with Heimerl & Lammers practicing in the family law group. She has a strong commitment to client trust and satisfaction, protecting children, and resolving conflict while minimizing stress.

---

**Learn More and Register:**

**[www.halfmoonseminars.org](http://www.halfmoonseminars.org)**

Customer Service (715) 835-5900 Ext. 1

or scan here

