

HalfMoon Education Live Continuing Education Webinars

Paralegal Fundamentals in California

Online - Tuesday, June 6, 2023 | 8:30 am - 4:00 pm PDT

Credits:

Paralegals: 6.5 CLE Hours (Incl. 1.0 Ethics Hour)

National Association of Legal Assistants: Pending

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Basics of Law Office Management and Operation in California

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 California 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
Post-judgment matters and appeals
Sources of federal laws and regulations
Sources of California laws and regulations

Legal Ethics for Paralegals

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
Abiding by the protective order
Best practices for redacting discovery

Assisting at Trial

Trial notebooks and master trial boxes
What you can start doing the moment you get assigned a case that will save you time at trial
All the things to pack!
Trial Director vs. PowerPoint - using the better tool for the job

Document Drafting and Editing

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

Credit Information

This webinar is open to the public and is designed to qualify for 6.5 CLE hours, including 1.0 legal ethics hour, for paralegals in California. HalfMoon Education is an approved Multiple Activity Provider with the State Bar of California (Provider Number 8370).

This webinar has been submitted to the National Association of Legal Assistants 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 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.

Faculty

Francie Skaggs *CCLS, Litigation Secretary at San Francisco-based law firm, Coblentz Patch Duffy and Bass LLP*

Ms. Skaggs serves as the president of San Francisco Legal Professionals Association (SFLPA) and has served the SFLPA Board consecutively for the last 10 years. She also serves on the Continuing Education Committee as the Webinar Co-Chair for Legal Professionals, Inc. (LPI). She is a Bay Area native and earned her bachelor's degree the California State University, East Bay, where she returned several years later to obtain her Paralegal Certificate. Ms. Skaggs recently studied for, and successfully passed, the intense 8-hour exam to become a California Certified Legal Secretary (CCLS) in 2019.

Amy McGuigan *ACP, CAS, CEDS Senior Paralegal at Swanson & McNamara LLP*

Ms. McGuigan is a certified eDiscovery specialist holding multiple ACEDS eDiscovery Certifications, as well as certifications in CMFF Cellebrite Mobile Forensic Fundamentals and digital forensics, and she has over 21 hours of digital forensic training in FTK. Ms. McGuigan is the acting president of San Francisco Paralegal Association, Chair of the SF Bar Paralegal Section, and the Director of the SF Chapter of Women in eDiscovery. She will be presenting at the NALA Boston conference in July on *Ethical Considerations in Criminal Law Cases, Text and Smartphone Evidence for Paralegals*.

Karin Buckley *Senior paralegal at Van Voorhis & Sosna LLP*

Ms. Buckley is the prior president of the San Francisco Bar Association Paralegal Section and continues to sit on the board. She taught family law for two semesters at San Francisco State in their paralegal program. Since obtaining her paralegal certificate from Cañada College in 2011, Ms. Buckley has worked exclusively in family law. Prior to becoming a paralegal, she taught English at middle and high schools across the country. She has presented multiple CLEs over the years, mostly focusing on discovery.

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