

# Agenda

Presented by Regina C. Graziani, Esq. and Patrick Tomasiewicz, Esq.

## Overview of a Civil Trial

- Pre-trial procedure and scheduling orders
- Discovery control plan and discovery overview
- Pre-trial motion practice
- Anatomy of a trial

## Assisting with Investigations

- Summarizing depositions
- Skip tracing
- Coordinating witnesses
- Reviewing pleadings and discovery

## Managing Evidence

- Types of evidence
- Rules for admissibility of evidence
- Preserving evidence

## Effectively Working with Opposing Counsel and Staff

- Analyzing methods of communication
- Standards for responding to emails
- Working with the courts
- Maintaining professionalism

## Assembling and Using Trial Notebooks

- Essentials of a trial notebook
- Organization of a trial notebook
- Uses for a trial notebook before trial
- Uses of a trial notebook during trial

## Litigation Ethics for Assistants and 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



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Live, Interactive Webinar - Tuesday, October 1, 2024

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## Learning Objectives

### You'll be able to:

**Assist** with discovery and pre-trial motion practice.

**Summarize** depositions and coordinate witnesses.

**Understand** different types of evidence and comply with rules for admissibility.

**Work** effectively with opposing counsel and maintain professionalism.

**Use** trial notebooks before and during trial.

**Prevent** conflicts of interest and avoid the unauthorized practice of law.



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# Trial Preparation for Connecticut Legal Assistants

Live, Interactive Webinar - Tuesday, October 1, 2024



**Discuss** pretrial procedure and review the anatomy of a trial

**Assist** with investigations

**Manage** evidence

**Work** effectively with opposing counsel and court staff

**Assemble** trial notebooks and use them effectively

**Learn** about common ethical issues in litigation practice

## Continuing Education Credits

### Paralegals

6.0 CLE Hours (Incl. 1.0 Ethics Hour)

### National Federation of Paralegal Associations

Pending



# Webinar Information

**Online - Tuesday, October 1, 2024**

<b>Log into Webinar</b> 8:30 - 9:00 am EDT	<b>Break</b> 12:10 - 12:40 pm EDT
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# Faculty

**Regina C. Graziani, Esq.**  
*Director of, and an Instructor in, the Paralegal Studies Program at the University of Hartford*  
Ms. Graziani holds undergraduate and graduate degrees from Salve Regina University. She attended Brandeis University as a Gordon Fellow, earning a master’s degree in American Politics. Ms. Graziani earned her Juris Doctorate at Villanova University School of Law. She is a co-chair of the Paralegals Section of the Connecticut Bar Association and a past member of its House of Delegates. Ms. Graziani is the chair of the Paralegals Committee of the Hartford County Bar Association. She is admitted to practice before the courts of the State of Connecticut, the United States District Court, and the United States Supreme Court. Ms. Graziani has been a member of the Greater Hartford legal community for over 20 years, beginning her career as a litigation paralegal in a major New England law firm, specializing in large case management. As an attorney, her practice has focused on the representation of regulated industrial, financial, and commercial establishments, and select citizen plaintiffs in state and federal court, focusing on environmental law. Ms. Graziani has taught and advised paralegals and paralegal students for over two decades. She presents nationally and regionally on topics relevant to paralegals, lawyers, and the education of paralegals. Ms. Graziani’s teaching background includes undergraduate courses in law, politics, and a doctoral course in higher education law.

**Patrick Tomasiewicz**  
*Principal and Owner of Fazzano & Tomasiewicz, LLC in Hartford, Connecticut*  
Mr. Tomasiewicz is a criminal defense, personal injury, and medical malpractice trial attorney who is board certified by the National Board of Trial Advocacy in the field of civil trial work. A limited number of attorneys have this distinction. He has been named both a Connecticut Super Lawyer and New England Super Lawyer since 2010. In 2023, Mr. Tomasiewicz was designated as a Top 50 Super Lawyer in the state of Connecticut. He has also received distinctions as a National Academy of Criminal Defense Attorneys Top Ten Attorneys for 2016, 2017 and 2023 and also Top 100 High Stakes Litigators for 2017, 2018, 2019, and 2020. Mr. Tomasiewicz has the highest possible AV rating for legal ability and ethical standards from Martindale Hubbell peer review rating service national organization.

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