

HalfMoon Education Live Continuing Education Webinars

# Trial Preparation for Nebraska Legal Assistants

Online - Monday, November 25, 2024 | 9:00 am - 4:00 pm CST

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**Credits:**

Paralegals : 6.0 CLE Hours (Incl. 1.0 Ethics Hour)

National Association of Legal Assistants (NALA):  
6.0 CLE Hours (Incl. 1.0 Ethics Hour)

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### Overview of a Civil Trial

J. Baker

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

### Assisting with Investigations

T. Waite

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

### Managing Evidence

T. Waite

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

### Effectively Working with Opposing Counsel and Staff

A. Bartels

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

### Assembling and Using Trial Notebooks

A. Bartels

- 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

S. Miller

- 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

**Tuition: \$339** for individual registration.

**\$237** per attendee for group registrations of two or more people registering at the same time for the same program.

**That's a savings of 30 percent!**

*Included with your registration: PDF seminar manual.*

### Presented by

**Jonathan Baker** is a litigator with Kutak Rock's Intellectual Property and Technology Transactions Group. His practice centers on intellectual property, competition, antitrust, and complex corporate litigation. Outside litigation, Mr. Baker assists clients with devising internal policies to ensure compliance with state and federal antitrust regulations. He earned his B.A. degree, *magna cum laude*, from Tulane University and his J.D. degree, *cum laude*, from the University of Minnesota.

**Terry Waite** is a partner with Waite & McWha. He has 47 years of trial practice, including scores of jury trials to verdict, and 29 years of experience as an Approved Federal Court Mediator. He is a member of the National Academy of Distinguished Neutrals and an approved mediator with the Federal Court, District of Nebraska since 1995. Mr. Waite earned his B.S. degree from the University of Nebraska and his J.D. degree from the University of Nebraska College of Law.

**Alexandria Bartels** is an attorney with Gross Welch Marks Clare. Her areas of practice include family law, guardianships and corporate law. She is a member of the Nebraska Bar Association and the Omaha Bar Association. Ms. Bartels earned her B.A. degree, *summa cum laude*, and her J.D. degree from the University of Nebraska College of Law.

**Susanne Miller** is an assistant professor of Legal Studies, director of the ABA approved Legal Studies Program at College of Saint Mary and the College's pre-law advisor. Prior to becoming a full-time faculty member, Ms. Miller taught as an adjunct instructor in the program for ten years. Licensed to practice law in Nebraska and Iowa, Ms. Miller has worked in several corporate legal departments, focusing on mergers and acquisitions, real estate, lending and general financial services. She earned her B.A. degree in Political Science from Creighton University and her J.D. degree from Drake University School of Law.

## Credit Information

This webinar is open to the public and is designed to qualify for 6.0 CLE hours, including 1.0 ethics hour, for paralegals in Nebraska. Paralegal certification is not required to participate in this course.

The National Association of Legal Assistants (NALA) has approved this course for 6.0 total CLE hours, which includes 5.0 substantive CLE hours and 1.0 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).

**On-Demand Credits:** The preceding credit information only applies to the live presentation. This course in an on-demand format is not pre-approved by any licensing boards and may not qualify for the same credits; please consult your licensing board(s) to ensure that a structured, asynchronous learning format is appropriate.

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