

HalfMoon Education Live Continuing Education Webinars

Trial Preparation for Florida Paralegals and Legal Assistants

Online - Friday, November 15, 2024 | 9:00 am - 4:00 pm EDT

Credits:

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

National Federation of Paralegal Associations (NFPA):
6.0 CLE Hours (Incl. 1.0 Ethics Hour)

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Overview of a Civil Trial

E. Ricci

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

Assisting with Investigations

E. Ricci

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

Effectively Working with

T. Kopp

Opposing Counsel and Staff

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

Assembling and Using Trial Notebooks

S. Kay

- 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. Kay

- 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

\$319 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

Edward V. Ricci, Attorney, Searcy Law

Edward V. Ricci was born and raised in Palm Beach Gardens, Florida. He is a graduate of The Benjamin School (1997), Georgetown College (2001), and Georgetown University Law Center (2006). Since joining the firm in 2008, Mr. Ricci has successfully tried numerous personal injury and wrongful death cases to verdict and obtained significant settlements on behalf of his clients.

Tara Kopp

Attorney, Schuler, Weisser, Zoeller, Overbeck, & Baxter P.A.

Ms. Kopp has been the managing attorney of multiple PIP departments at several prominent law firms in Palm Beach County, running both the prelitigation and litigation departments. As Managing PIP attorney at this firm, Ms. Kopp and her team have represented prominent hospitals, orthopedics, chiropractors, urgent care facilities, radiologists, and physical therapists throughout the State of Florida in the recovery of unpaid PIP claims, resulting in millions of dollars being recovered in judgments and settlements against insurance companies.

Sarah Kay, Esq., BCS, Attorney, Kay Family Law PLLC

Ms. Kay assists Florida's families in the Tampa Bay area as a Florida Supreme Court Certified Family Law and Appellate Mediator and a Collaborative Family Law Attorney through her firm Kay Family Law PLLC in Tampa. Ms. Kay assists solo and small firms providing contract research, writing, and consulting services. Speaking, writing, and consulting on family law matters, particularly ones involving persons with disabilities or special needs, are among her passions.

For more information on the presenters:

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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. Paralegal certification is not required to participate in this course.

Courses approved for credit by the National Federation of Paralegal Associations (NFPA) are deemed acceptable for Florida Registered Paralegals (Rule 20-6.1).

This course has been approved by the National Federation of Paralegal Associations (NFPA) for 6.0 total CLE credits, which includes 5.0 general credits and 1.0 ethics credit.

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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