

HalfMoon Education Live Continuing Education Webinars

# Fundamentals of Legal Assisting in Hawaii

Online - Wednesday, December 4, 2024 | 8:30 am - 4:00 pm HST

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## Credits:

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

National Federation of Paralegal Associations (NFPA):  
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**Basics of Law Office Management and Operation in Hawaii**

*T. Macanas*

- 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 Hawaii State Civil Litigation**

*L. Barrios*

- 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**

*C. Richelieu*

- 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

**Locating Sources of Hawaii Law**

*N. Kido*

- Sources of federal laws and regulations
- Sources of Hawaii laws and regulations
- Finding case law
- Using secondary sources
- Evaluating sources and information obtained

**Document Drafting and Editing**

*T. Macanas*

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

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**Tiffany Macanas**, *Instructor at Kapiolani Community College in the Paralegal Department and Office Manager/Senior Paralegal at JPM Law Firm*

**Lindsey Barrios**, *Senior Associate at Goodsill Anderson Quinn & Stife*

**Carole Richelieu**, *Deputy Chief Disciplinary Counsel (investigations) of Hawaii's Office of Disciplinary Counsel and former Chief Disciplinary Counsel*

**Nicholas Kido**, *associate with Goodsill Anderson Quinn & Stife*

**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.

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**Credit Information**

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The National Federation of Paralegal Associations (NFPA) has approved this course for 6.5 total CLE credits, which includes 5.5 general CLE credits and 1.0 ethics CLE 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).

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