

HalfMoon Education Live Continuing Education Webinars

Trial Preparation for Missouri Legal Assistants

Online - Tuesday, January 14, 2025 | 9:00 am - 4:30 pm CST

Credits:

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

National Federation of Paralegal Associations (NFPA):
6.5 CLE Credits (Incl. 1.0 Ethics Credit)

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Overview of a Civil Trial

J. Kurtz

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

Assisting with Investigations

M. Uhrig

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

Managing Evidence

T. Monsees

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

Litigation Ethics for Assistants and Paralegals

J. Crompton

- Attorney and paralegal ethical rules *R.S. Crompton, Sr.*
- 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

Effectively Working

J. Longfellow

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

B. Barnard

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

Presented by

John Kurtz *Hubbard & Kurtz, in Kansas City, MO*

Matt Uhrig *Law Office of Uhrig & Brown, in Ashland, MO*

Timothy W. Monsees *Monsees & Mayer, P.C., in Kansas City, MO*

Jennifer M. Crompton *Unglesby & Crompton, in Clayton, MO*

R. Seth Crompton, Sr. *Unglesby & Crompton, in Clayton, MO*

Jacqueline M. Longfellow

Baker Sterchi Cowden & Rice LLC, in Kansas City, MO

Brice C. Barnard *Votava Nantz & Johnson, LLC, in Kansas City, MO*

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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