

HalfMoon Education Live Continuing Education Webinars

Trial Preparation for Arizona Legal Assistants

Online - Friday, December 20, 2024 | 9:00 am - 4:00 pm MST

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

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

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See details online for more information.

Overview of a Civil Trial

M. Mayer

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

Assisting with Investigations

L. Aragon

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

Managing Evidence

R. Moss

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

Effectively Working with Opposing Counsel and Staff

A. Turk

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

Assembling and Using Trial Notebooks

A. McGuigan

- 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

G. Sapelli

- 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

Presented by

Mary Katherine Mayer, ACP

Paralegal, Yavapai County Public Defender's Office, in Prescott
Ms. Mayer is an Advanced Certified Paralegal in Trial Practice and Criminal Litigation with over 30 years' experience in the legal field. She is member of NALA and serves on NALA's Professional Development Committee.

Leonard Aragon

Partner at Hagens Berman Sobol Shapiro in Phoenix
Mr. Aragon specializes in litigating complex, nationwide class actions on behalf of plaintiffs. He has represented numerous pro bono clients in the areas of rights of publicity, insurance, immigration, family law, and contract law, and he has served as the chairman of EMPACT-SPC (one of Arizona's largest behavioral health organizations).

Rachel Moss, Esq.

Criminal Defense Attorney with Attorneys for Freedom, in Chandler
Ms. Moss graduated from the Arizona State University Sandra Day O'Connor College of Law with a juris doctorate degree. Ms. Moss joined Attorneys for Freedom in 2020 as a law clerk, where she assisted the firm's attorneys with criminal cases and post-conviction relief matters. In January 2022, she was licensed as an attorney in the State of Arizona and rejoined the firm as a criminal defense attorney.

Andrew B. Turk *Rose Law Group, in Scottsdale, AZ*

Mr. Turk has thirty years of litigation experience which he uses on behalf of businesses and business owners in commercial litigation, including contract disputes, trade secrets, unfair competition, and other business torts. He has also served as a volunteer judge pro tem since 2000.

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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Amy Jo McGuigan, ACP, CAS, CEDS

Senior Paralegal at Swanson & McNamara LLP, San Francisco
Ms. McGuigan is a senior paralegal at Swanson & McNamara LLP, a trial and appellate law firm specializing in high-stakes criminal, civil, and regulatory defense and internal investigations. She worked for the Federal Public Defender in the Northern District of California for 15 years where she assisted in several trials including four complex death penalty cases, one of which resulted in an acquittal. Ms. McGuigan is the acting president of San Francisco Paralegal Association, Chair of the SF Bar Paralegal Section, and the Director of the SF Chapter of Women in eDiscovery.

Giancarlo Sapelli

Attorney with Warner Angle Hallam Jackson & Formanek, in Phoenix
Mr. Sapelli focuses his practice primarily on domestic relations but also focuses on paternity issues and third-party rights issues, such as grandparents' rights, step-parents' rights, and other non-parental rights for children.

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.

This webinar has been approved by the National Federation of Paralegal Associations (NFPA) for 6.0 total CLE credits, which includes 5.0 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).

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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