

HalfMoon Education Live Continuing Education Webinars

Trial Preparation for New Mexico Legal Assistants

Online - Monday, January 27, 2025 | 9:00 am - 4:00 pm MST

Credits:

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

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

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Overview of a Civil Trial

D. Palomares

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

Assisting with Investigations

S. White

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

Managing Evidence

D. Buchanan

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

Effectively Working with Opposing Counsel and Staff

K. Padilla

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

Assembling and Using Trial Notebooks

K. Padilla

- 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

D. Palomares

- 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

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Presented by

Dynette C. Palomares

Partner at Roybal-Mack & Cordova, PC, in Albuquerque

Ms. Palomares has worked with RMC since 2016. She graduated from the University of New Mexico School of Law in 2015. She briefly worked as an Assistant District Attorney in the Second Judicial District, prosecuting domestic violence and DUI cases.

Stuart R. White *Partner at Liles White PLLC, licensed in Texas, New Mexico and California*

Mr. White is a frequent guest lecturer to his peers on his representation of victims of heavy truck crashes and oilfield, pipeline and industrial incidents. His practice focuses heavily on catastrophic truck wrecks and oilfield/pipeline incidents in New Mexico and Texas.

Deena Buchanan

Founding Attorney with Buchanan Law Firm, LLC, in Albuquerque

Ms. Buchanan has handled trucking crash cases, wrongful death, catastrophic injury, and employment cases in more than 20 jurisdictions. As former "BigLaw" and in-house counsel to a Fortune 500 company, she traveled the country advising corporate executives and litigating multi-million dollar disputes for insurance companies and large corporations.

Kimberly L. Padilla

Partner at Larkin Padilla McDougall Family Law in Albuquerque

Ms. Padilla's legal practice focuses on issues involving family relationships, including adoption, divorce, and child custody. Ms. Padilla received her J.D. degree from The University of New Mexico School of Law. Previously she served as an associate attorney at Atencio Law Office, an attorney with Wolf & Fox, PC, and an attorney with New Mexico Legal Group, P.C.

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

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 New Mexico. 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).

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