

# Agenda

## Assisting with Family Law Case Intake

Z. Khan

- Performing conflicts checks
- Assisting with initial client interview
- Preparing engagement letter, opening file
- Collecting information

## Preparing Pleadings and Assisting with Motion Practice

K. Twombly

- Preparing initial pleadings
- Requesting temporary relief
- Preparing for the temporary orders hearing
- Preparing the temporary orders

## Obtaining and Evaluating Financial Information

Z. Khan

- Identifying relevant information on assets, debts, income and expenses
- Obtaining financial information
  - Using financial information questionnaires
  - Using interrogatories, requests for production, deposition testimony, private investigators
  - Valuing assets
- Evaluating the information you have obtained
- Working with accountants and financial experts
- Preparing financial statements

## Working With Divorce Clients and Opposing Counsel

E. Buie

- Establishing and maintaining good communication with clients
  - Methods of communication and contents of communications
  - Guidelines for responding to client communications
- Working with difficult clients
- Working with the courts and opposing counsel
- Maintaining professionalism

## Assisting with Adoptions

J. Annest

- Types of adoption
- Basic components of an adoption
- Traps for the unwary
- Alternatives to adoption

## Handling Ethical Issues in Family Law Practice

J. Hawthorne

- Complying with rules of professional responsibility and ethics guidelines for attorneys and paralegals
- Avoiding conflicts of interest
- Maintaining client confidentiality
- Avoiding the unauthorized practice of law
- Working with the secretive or dishonest client
- Handling allegations of abuse or neglect
- Zealous (vs. over-zealous) representation
- Fee agreements, retainers, and collection of unpaid fees

## Washington State Family Law Practice for Paralegals

Live, Interactive Webinar - Monday, February 10, 2025

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# Washington State Family Law Practice for Paralegals

Live, Interactive Webinar - Monday, February 10, 2025



This agenda outlines key tasks in family law practice, including assisting with case intake, preparing pleadings, evaluating financial information, and maintaining communication with clients and opposing counsel. It also addresses adoption cases, ethical considerations, and best practices for professionalism, client confidentiality, and managing complex client situations.

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**National Federation of Paralegal Associations (NFPA):** Pending



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# Webinar Information

Online - Monday, February 10, 2025

Log into Webinar

8:00 - 8:30 am PST

Break

12:00 - 12:30 pm PST

Morning Session

8:30 am - 12:00 pm PST

Afternoon Session

12:30 - 4:00 pm PST

## Tuition

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# Faculty

**Zeshan Khan** *Law Office of Zeshan Q. Khan, PLLC, in Seattle, WA*

Mr. Khan's practice emphasizes family law, bankruptcy, general litigation (including personal injury), and drafting simple wills. He is an experienced family law mediator and has published several articles, including co-writing the *Family Law Deskbook* chapter on prenuptial agreements. Mr. Khan has served as a pro tem family law commissioner at King County Superior Court. He is a former adjunct professor of family law in the paralegal program at Edmonds Community College. Mr. Khan is a member of the Illinois and Washington State Bars. He is also a member of the Washington State Bar Family Law and Bankruptcy Law sections, and King County Bar Association (and Family Law and Bankruptcy Law sections). He earned his J.D. degree from Chicago-Kent College of Law, Illinois Institute of Technology and his LL.M. degree from the University of Washington School of Law.

**Korey Twombly** *Paralegal, Envision Family Law in Olympia, WA*

Korey Twombly is an experienced paralegal with Envision Family Law since February 2024, with prior paralegal roles at Morris | Sockle | Posadas and at the Washington State Department of Health as a Health Services Consultant. Ms. Twombly holds an Associate of Arts and Sciences degree in Paralegal Studies from South Puget Sound Community College and an Associate's Degree in Hospitality and Hotel Restaurant Management from Anne Arundel Community College. She is currently working towards a Bachelor's Degree at The Evergreen State College.

**Elise Buie** *Founder, Elise Buie Family Law in Seattle, WA*

Ms. Buie is the founder and CEO of Elise Buie Family Law. Her practice focuses on family law and serving as a guardian ad litem, advocating for children's best interest in high-conflict divorce and dependency matters. Ms. Buie's practice involves all aspects of family law: preparation of postnuptial and separation agreements, parenting plans, child support, simple and complex financial cases, relocation, and blended families. She is collaboratively trained and has had 40 hours of mediation training. Ms. Buie is an active member of the Washington Bar, a voluntarily inactive member of both the Minnesota Bar and the Louisiana Bar, and the U.S. District Court, Eastern District of Louisiana. She is a member of the King County Bar Association (Family Law Section, Collaborative Law Section), the Snohomish County Bar Association, the Washington State Bar Association, (Family Law Section, CLE Committee), the Washington Women Lawyers, the National Association of Women Lawyers, The Association of Family and Conciliation Courts (AFCC) (incoming president 2019 Washington Chapter), and the American Bar Association (Family Law Section and GP Solo Division, Family Law Committee, Juvenile Law Committee, Commission on Women in the Profession). She earned her J.D. degree from Loyola School of Law.



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**Janna Annest** *Attorney, Lirhus Keckemet Annest PLLC, in Seattle, WA*

Ms. Annest is a Seattle native and attorney with Lirhus Keckemet Annest PLLC. She graduated *cum laude* and with high honors from Dartmouth College in 2000. She received her J.D. degree with honors from the University of Washington School of Law in 2003 and served as a Notes and Comments Editor of the *Washington Law Review*. Ms. Annest spent the first 16 years of her career at Mills Meyers Swartling, P.S. After adopting her daughter in 2008, she began building her family formation practice. Adoption, assisted reproduction, estate planning, and probate matters filled an increasingly large percentage of her time. Particularly after she and her husband adopted their son in 2010, the kids also filled an increasingly large percentage of her time. In 2015, Ms. Annest became a Fellow of the Academy of Adoption and Assisted Reproduction Attorneys (fka the American Academy of Adoption Attorneys). In 2019, she joined the experienced adoption and estate planning team of Albert Lirhus and John Keckemet. Her practice now includes all types of adoption, including complex situations involving ICWA and ICPC, step-, second-, and third-parent adoptions, contested adoptions, and birth parent representation. In addition, the 2019 revisions to Washington's Uniform Parentage Act opened new possibilities for families pursuing assisted reproductive technologies. Surrogacy and gamete donation contracts represent a growing portion of her work.

**Justin Hathorne** *Paralegal, LLLT Just-in Case Family Law*

Mr. Hawthorne is a paralegal and Limited License Legal Technician with Just-in Case Family Law. He has been a paralegal for more than 11 years and was admitted to the Washington State Bar as an LLLT in 2021.

# Credit Information

This webinar is open to the public and is designed to qualify for 6.5 CLE hours, including 1.0 ethics hour, for paralegals and limited license legal technicians (LLLTs) in Washington state. Paralegal certification is not required to participate in this course.

The Washington State Bar Association has approved this course for 6.5 total CLE credits, which includes 5.5 law & legal credit and 1.0 ethics credit, for paralegals and limited license legal technicians (LLLTs).

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