

Agenda

Overview of a Civil Trial *C. McMahon*
Pre-trial procedure and scheduling orders
Discovery control plan and discovery overview
Pre-trial motion practice Anatomy of a trial

Assisting with Investigations *A. Barker*
Summarizing depositions Skip tracing
Coordinating witnesses Reviewing pleadings and discovery

Managing Evidence *C. DeBernardis*
Types of evidence Rules for admissibility of evidence
Preserving evidence

Effectively Working with Opposing Counsel and Staff *D. Gabor*
Analyzing methods of communication
Standards for responding to emails
Working with the courts
Maintaining professionalism

Assembling and Using Trial Notebooks *D. Gabor*
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. Gabor*
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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Trial Preparation for New Hampshire Paralegals and Legal Assistants

Live, Interactive Webinar - Thursday, March 27, 2025

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Trial Preparation for New Hampshire Paralegals and Legal Assistants

Live, Interactive Webinar - Thursday, March 27, 2025

This webinar covers key aspects of civil trial procedure, including discovery, pre-trial motions, and management of evidence. It highlights the role of legal assistants and paralegals in investigations, evidence handling, witness coordination, trial notebook preparation and maintenance of professional communications with courts and opposing counsel. Additionally, it addresses ethical considerations such as confidentiality, conflicts of interest, and avoiding unauthorized legal practice.

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Webinar Information

Online - Thursday, March 27, 2025

Log into Webinar

8:30 - 9:00 am EDT

First Session

9:00 am - 12:15 pm EDT

Break

12:15 - 12:45 pm EDT

Second Session

12:45 - 4:00 pm EDT

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Faculty

Craig McMahon

Owner of The Law Office of Craig McMahon, PLLC, in Manchester, NH

Mr. McMahon's main areas of practice include personal injury, employees' rights and probate controversies. He was most recently an attorney with Rath, Young and Pignatelli. Mr. McMahon earned his B.A. degree from Boston University and his J.D. degree from the University of New Hampshire Franklin Pierce School of Law.

Aprille Barker

Legal consultant paralegal with Aprille Barker Freelance Paralegal in Nashua, NH

Ms. Barker brings over three decades of dedicated paralegal experience to her clients. Starting her career in 1989, Ms. Barker has a rich background in litigation across civil, family, and criminal law. She has attended numerous criminal trials at counsel table and has managed family law cases through both court processes and mediation. Her experience includes thorough document preparation, individual client meetings, and maintaining client relationships without direct attorney supervision. Later in her career, Ms. Barker transitioned into estate planning, assisting with trusts, wills, powers of attorney, and deed transfers into trusts. Her extensive experience spans working with one firm from 1989 to 2012, two firms from 2012 to 2018, and providing contract services to attorneys from 2018 to 2023. In 2024, she retooled her business model to extend her services directly to individuals, making her valuable legal support more accessible. Ms. Barker holds a bachelor's degree in Psychology and a master's degree in Industrial/Organizational Psychology. Her educational background enhances her ability to support clients, especially those facing stressful legal situations.

Christine DeBernardis

Managing attorney of The Law Offices of Christine G. DeBernardis in Portsmouth, NH

Ms. DeBernardis has worked all over the Commonwealth of Massachusetts and the State of New Hampshire, and she has a vast amount of experience in many areas of law. Ms. DeBernardis has worked with clients from all walks of life ranging from representing indigent clients through appointment by the Court to private clients in all areas of law in lower and higher Courts throughout each state. Over the years, she has been a member of the Essex County Bar Advocates, Inc., and a panel attorney for the Appellate Division of the Committee for Public Counsel, providing counsel to indigent defendants. Ms. DeBernardis' practice focuses on family law, criminal law, and appellate law in Massachusetts and family law in New Hampshire. Ms. DeBernardis earned her B.S. degree in Psychology and Law at the College of New Jersey (formerly Trenton State College) in 1996. She continued her education at the New England School of Law in Boston, Massachusetts, where she earned a juris doctor degree in 1999. Attorney DeBernardis was admitted to practice in the Commonwealth of Massachusetts in 1999, the U.S. District Court of Massachusetts in 2003 and the State of New Hampshire in 2007.

David G. Gabor

Partner with The Wagner Law Group and Founder and Director of DGN Workplace Initiatives in Boston, MA

Mr. Gabor has extensive experience in human resources, litigation, and alternative dispute resolution. His human resources practice includes compliance, drafting policies, preparing manuals, conducting training, handling workplace investigations, conducting auditing, and counseling clients in all aspects of the employee-employer relationship. Mr. Gabor's litigation practice includes employment discrimination, harassment, employee classification, wage and hour, unfair competition, non-compete, and ERISA matters. He conducts regular seminars, workshops, and webinars on matters concerning employment law and human resources. Mr. Gabor has been recognized as a Best Lawyer in America and Super Lawyer in New York, Massachusetts, and New England. He earned his B.A. degree from the University of Michigan and his J.D. degree from Touro College, Jacob D. Fuchsberg Law Center.

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 Hampshire. Paralegal certification is not required to participate in this course.

The National Federation of Paralegal Associations (NFPA) has approved this course for 6.0 total CLE credits, which includes 5.0 general CLE credits and 1.0 ethics CLE credit.

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