

Agenda

Basics of Law Office Management and Operation in Colorado

- Law office organization
- Staff roles and responsibilities
- Awareness of attorney regulation and ethics rules
- Managing contacts with potential clients and other law firms
- Participating in client intake process
- Creating, organizing and maintaining files
- Client communications
- Client billing and accounting practices

Y. Sell

Basics of Colorado State Civil Litigation

- Types of civil matters
- State court vs. federal court practice
- Prerequisites for litigation
- Alternatives to litigation: mediation, arbitration, negotiation
- The civil discovery process
- Preparing for trial
- Civil trials
- Post-judgment matters and appeals

C. Anderson
V. Butler

Legal Ethics for Legal Assistants

- 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

A. Oh-Willeke

Client-Focused Legal Support - From Communication to Billing

- Client communication essentials: aligning with client expectations
- Empathy in legal support: building strong client relationships
- Billing and accounting practices: a client-centered approach
- Client expectations and legal support practices

J. Moskwa

Document Drafting and Editing

- Legal terminology
- Drafting legal documents
- Editing legal documents
- Updating legal references
- Proofreading skills

Y. Sell

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Fundamentals of Legal Assisting in Colorado

Live, Interactive Webinar - Friday, March 28, 2025

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National Federation of Paralegal Associations (NFPA)

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Fundamentals of Legal Assisting in Colorado

Live, Interactive Webinar - Friday, March 28, 2025

This webinar covers key aspects of legal assisting in Colorado, including staff roles, client intake, file organization, and ethical considerations such as confidentiality and avoiding unauthorized legal practice. It also provides an overview of Colorado civil litigation, from pre-litigation steps and discovery to trial procedures and appeals, along with alternative dispute resolution methods. Additionally, it emphasizes client-focused legal support, effective communication and billing practices, and legal document drafting, editing, and proofreading.

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Webinar Information

Online - Friday, March 28, 2025

Log into Webinar
8:00 - 8:30 am MDT

Break
11:45 am - 12:15 pm MDT

First Session
8:30 - 11:45 am MDT

Second Session
12:15 - 4:00 pm MDT

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Faculty

Yvonne Sell *Attorney with SJJ Law in Denver*

Ms. Sell's main areas of practice include insurance coverage disputes and insurance appraisals and litigation. She represents companies and individuals against insurance companies who have wrongfully denied or delayed paying a claim. Prior to her insurance practice, she spent the early years of her career in real estate and civil litigation. Ms. Sell earned her B.S. degree from University of Saint Mary and her J.D. degree from Sturm College of Law.

Ciara Anderson *Civil rights attorney at Rathod | Mohamedbhai LLC, in Denver*

Ms. Anderson has dedicated her professional career to fiercely advocating for children and adults in complex civil rights litigation cases. Her practice focuses on matters involving solitary confinement, sexual abuse, excessive force, prisoner rights, and wrongful death. As a litigator, her focus is on client-centered, collaborative, and empowering approaches to hold powerful institutions accountable. Ms. Anderson earned her juris doctor degree at the University of Denver Sturm College of Law. Among other achievements, she participated in the school's prestigious Civil Rights Clinic for two years where she represented clients in civil rights and prisoner rights cases. Prior to law school, she earned her bachelor of arts degree in Psychology and minor in Child and Family Studies from the University of Tennessee. While earning her B.A. degree, Ms. Anderson also worked closely with her community as a volunteer in non-profit organizations.

Virginia Butler *Attorney at Rathod | Mohamedbhai LLC, in Denver*

Ms. Butler focuses her practice on civil rights and employment discrimination, and she is committed to fighting for justice on behalf of her clients. Prior to joining Rathod | Mohamedbhai LLC, she served as a judicial law clerk for two years for the Honorable Philip A. Brimmer on the United States District Court for the District of Colorado. Ms. Butler started her clerkship shortly after graduating from Columbia Law School. While in law school, she was an executive editor of the *Columbia Journal of Environmental Law* and on the executive board for the Environmental Law Society. She also interned with the Queens County District Attorney's Office where she prosecuted misdemeanor domestic violence cases. Ms. Butler earned distinction in law school as a James Kent Scholar and a Harlan Fiske Stone Scholar. She graduated from Colorado College with a bachelor of arts degree in Geology.

Andrew Oh-Willeke, Esq. *Sole practitioner in Denver, Colorado*

Mr. Oh-Willeke has had mixed litigation and transactional practice since 1995. He was a *cum laude* graduate of the University of Michigan Law School. He is admitted to the practice of law in Colorado and New York State. He has previously been an associate professor of estate planning, a law partner, and has been of counsel in law firms with four to seven hundred lawyers.

Joanna Moskwa *Associate with Gibson, Dunn & Crutcher in New York City*

Ms. Moskwa specializes in real estate finance, development, joint ventures, acquisitions and distressed asset workouts. As a member of Gibson Dunn's Real Estate Practice Group, she provides counsel on complex transactions, back-leverage financing and leasing. Since May 2024, Ms. Moskwa has been seconded to KKR & Co. Inc., where she focuses on real estate, compliance and general risk mitigation, and collaborates closely with external counsel to upgrade and streamline the client's risk management efforts. In this role, she led the rollout of updated best practices, including enhancements to billing processes. Drawing on her legal tech expertise, Ms. Moskwa has developed innovative solutions tailored to the client's needs. Ms. Moskwa earned her juris doctor degree, *summa cum laude*, from New York Law School in 2021 while working full-time with Giorgio Armani Corporation and later with the New York City Mayor's Office. During law school, she served as staff editor of the *New York Law School Law Review*, externed with the New York Attorney General's Office, and was affiliated with the Center for Real Estate Studies and the Innovation Center for Law and Technology. Notably, she presented her legal tech app to Microsoft's Legal Operations Technical Sharing Committee, showcasing her commitment to integrating technology into legal practice. She is a recipient of the prestigious Trustees' Prize. Ms. Moskwa holds a bachelor's degree in Legal Studies, with highest honors, from Roma Tre University in Italy. A former legal assistant and Italian thespian, she is fluent in Polish, Italian, and French. Ms. Moskwa is admitted to practice in New York.

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

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.

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