

Agenda

Interviewing Clients

- Researching background information
- Gathering relevant documents
- Developing an effective questionnaire
- Building rapport
- Implementing active listening techniques

H.G. Meyman

Assisting with Investigations

- Summarizing depositions
- Coordinating witnesses
- Reviewing pleadings and discovery

H.G. Meyman

Managing Evidence

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

F. Yudkin

Effectively Working with Opposing Counsel and Staff

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

J. Bahe

Assembling and Using Trial Notebooks

- Essentials of a trial notebook
- Organization of a trial notebook
- Uses for a trial notebook before trial
- Uses of a trial notebook during trial

R. Thompson

Litigation Ethics for Assistants and Paralegals

- 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

R. Thompson

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Trial Preparation for Kentucky Paralegals and Legal Assistants

Live, Interactive Webinar - Tuesday, April 15, 2025

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Trial Preparation for Kentucky Paralegals and Legal Assistants

Live, Interactive Webinar - Tuesday, April 15, 2025

This webinar covers essential skills for legal assistants and paralegals, including techniques for interviewing clients, assisting with investigations and managing evidence. It explores best practices for professional communication, working with opposing counsel, and organizing trial notebooks for effective litigation support. Additionally, the session addresses key ethical considerations, such as confidentiality, conflicts of interest, and avoiding the unauthorized practice of law.

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Webinar Information

Online - Tuesday, April 15, 2025	
Log into Webinar	Break
8:30 - 9:00 am EDT	12:15 - 12:45 pm EDT
First Session	Second Session
9:00 am - 12:15 pm EDT	12:45 - 4:00 pm EDT

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Faculty

H. Gera Meyman is the principal of Meyman Law in Lexington, Kentucky. Her areas of expertise include administrative litigation as well as family law and employment law. Her employment law experience primarily centers on wrongful termination as well as unlawful discrimination and retaliation. Ms. Meyman’s administrative litigation experience primarily centers on Social Security Disability and Kentucky Retirement Systems. Her family law experience centers on divorce, child support, and maintenance matters. She is also experienced in the areas of criminal expungement, probate estate management, debt collection, and fraudulent conveyance. She is licensed to practice in Kentucky state courts as well as the United States District Court for the Eastern District of Kentucky and the United States District Court for the Western District of Kentucky. She has also been listed as an attorney of record in a Sixth Circuit case. Ms. Meyman graduated *summa cum laude* from Virginia Tech with a double major in English and Psychology. She earned her Doctor of Jurisprudence from the University of Kentucky College of Law.

Franklin S. Yudkin is the principal of Yudkin Law in Louisville, Kentucky. He practices primarily in collections and debtor/creditor matters. Mr. Yudkin has been a frequent speaker on collection topics, and also searches the internet and various data bases to locate debtors. He is a member of the Louisville, Kentucky and Indiana State bar associations; Commercial Law League of America and National Association of Retail Collection Attorneys. Mr. Yudkin earned his B.A. degree from Indiana University and his J.D. degree from the University of Louisville.

John Bahe is a partner with Bahe Cook Cantley & Nefzger PLC in Louisville, Kentucky. He is a former corporate and insurance defense litigation attorney who now uses this experience to help the injured effectively prosecute their claims at Bahe Cook Cantley & Nefzger PLC. Mr. Bahe maintains a national practice focusing on civil trials, medical product and pharmaceutical liability claims, and catastrophic personal injury cases of all types. He is also well-versed in contract disputes, business litigation, nursing home negligence, civil rights actions, and consumer protection claims and has effectively prosecuted several claims for insurance bad faith, both first and third party. Mr. Bahe has also been a lecturer on several different legal topics for both the Louisville Bar Association (LBA) and the Kentucky Justice Association (KJA) and the University of Louisville’s Brandeis School of Law. He is experienced and highly knowledgeable in helping people who bring their cases in an individual capacity and those whose legal matters are part of a class-action or multi-district litigation (MDL). Mr. Bahe earned his juris doctor degree from the Louis D. Brandeis School of Law at the University of Louisville. While at Brandeis School of Law, he was elected by his peers as Student Bar Association representative and also was the president of the school’s chapter of Delta Theta Phi Law Fraternity, International. Prior to law school, Mr. Bahe earned his undergraduate degree (B.A.) from Centre College in Danville, Kentucky. He is past-board member of the Kentucky Justice Association (“KJA”) – a statewide organization of trial attorneys as well as a KJA committee chairman for the past 15 years. Mr. Bahe is also a member of Leader’s Forum of American Association for Justice (“AAJ”), the largest national organization of plaintiff’s lawyers.

Robert Thompson is an attorney with Thompson Legal LLC. Throughout his legal career, he has focused on a wide range of practice areas, with a particular emphasis on employment law, constitutional law, and personal injury cases. His passion and dedication to his clients drive his results, as he tirelessly works to achieve favorable outcomes in every case. Whether it’s navigating complex employment disputes, defending constitutional rights, or advocating for individuals injured through negligence, Mr. Thompson is committed to delivering exceptional representation and fighting tirelessly on behalf of his clients. He is a native of Louisville, Kentucky and pursued his undergraduate studies at Western Kentucky University, earning a degree in Political Science and Entrepreneurship. After completing his undergraduate studies, he pursued a J.D. degree from Northern Kentucky University graduating *cum laude*.

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 Kentucky. 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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