

Event Title:

The Rules of Civil Procedure: A Practical Toolkit for Paralegals

Event Date and Time:

June 26, 2024 -- 11:00 AM EDT - 06:00 PM EDT

Event Agenda:

All times are shown in Eastern time.

I. Initiating a Lawsuit

11:00 - 11:45, Peter Lembesis

- A. Rules 3-4: Commencing an Action, Summons
- B. Rule 5
- C. Pleadings: Applying the Rules
- D. Rule 11: Verifying and Properly Filing Documents

II. Rule 16 Pretrial Conferences; Scheduling; Management

11:45 - 12:15, Peter Lembesis

- A. Your Role in Pretrial Conferences
- B. Organizing Schedules
- C. Calculating and Ensuring Compliance With Deadlines

III. Discovery: Applying the Rules

12:30 - 1:45, Peter Lembesis

- A. Rule 26
- B. Deposition Rules (27-32): What Paralegals Should Know
- C. Rule 33 and 34: Interrogatories and Requests for Production of Documents
- D. Rule 35: Physical and Mental Examinations
- E. Rule 36: Requests for Admission
- F. FRCP Rule 37: Why it's Important to Ensure Compliance With Discovery Obligations

IV. Motions: Know the Requirements and Procedures

2:15 - 3:15, Steven Fried

- A. Motion to Dismiss (Rule 12)
- B. Motion for Default Judgment (FRCP Rule 55)
- C. Summary Judgment (FRCP Rule 56)
- D. Motion to Compel Discovery (FRCP Rule 37)
- E. Other Motions and Corresponding FRCP Rules

V. Trial Preparation, Attendance, and the FRCP

3:15 - 4:00, Steven Fried

- A. Trial Preparation and the FRCP
- B. Rule 45 (Subpoena)
- C. Organizing Documentation, Exhibits, and Witness Lists

VI. The FRCP and Post-Trial Procedures

4:15 - 5:00, William Hartzell

- A. FRCP Rule 54: Drafting Proposed Judgments, Calculating Costs Post-Trial
- B. FRCP Rule 59: Drafting Motions, Organizing Supporting Documentation
- C. Preparing Rule 60 Motions

VII. Paralegal Ethics

5:00 - 6:00, William Hartzell

- A. Avoiding UPL
- B. Document Management and Recordkeeping
- C. Confidentiality
- D. Maintaining Ethical Standards Throughout the Litigation Process

Event Description:

Knowledge of rules of civil procedure is critical if you want to assist your attorney through all phases of litigation. This guide is designed to give you a well-rounded understanding of the Federal Rules of Civil Procedure and how you can put them into real-world practice. From case initiation to post-trial procedures, get the knowledge you need to ensure compliance and use the rules to your team's advantage. Register today!

- Dive into rules of procedure that paralegals need to be well-versed in.
- Get the case off on the right foot: apply key rules when initiating the lawsuit.
- Receive tips for preparing for pretrial conferences.
- Build your understanding of the rules concerning depositions, interrogatories, requests for documents, and requests for admission.
- Keep the rules in mind when preparing motions and organizing supporting documents.
- Review the top trial and post-trial FRCP rules paralegals need to know.

Who Should Attend:

This **intermediate level course** will provide attendees with practical guidance on complying with and using the rules of civil procedure to their benefit. Those who should attend include:

- Paralegals
- Legal Technicians
- Legal Assistants
- Legal Support Staff

Event Bio:

[Steven Fried](#) is based in New York City. A graduate of Tufts University and the University of Tennessee College of Law, he has been practicing since 1996, consulting with and representing entrepreneurs and businesses. Mr. Fried's writings have been featured in various law reviews and other publications. He lectures extensively on legal and ethical issues facing attorneys and the public. In 2017, Mr. Fried founded OliverClarity Inc. and began developing OlyverApp, an online business management platform that helps entrepreneurs build compliant ventures and raise money. He is also a hockey player whose talents remain largely underappreciated.

[William Hartzell](#) is a paralegal with O'Connor, Carnathan & Mack. Mr. Hartzell works with case management from client intake all the way through to trial and appeals. He took a lead role in standardizing the firm's electronic file name conventions, and in migrating the firm's IT to a cloud-based system. He has presented continuing education on discovery matters

with an emphasis on holding very privileged information from clients – financial records, personnel files, medical records, etc, that related to ethics. Mr. Hartzell earned his B.A. degree from Berklee College of Music and his paralegal certificate from Northeastern University.

Peter Lembesis is a member of Dunn Lambert, L.L.C., practicing in the areas of shareholder and partnership disputes, commercial contract disputes, estate/probate litigation, foreclosure prosecution and defense, commercial landlord/tenant litigation, construction litigation, employment litigation, and securities litigation. He has experience overseeing a variety of civil litigation matters, including successfully trying to completion, a number of cases before juries and judges across the state of New Jersey. Mr. Lembesis earned his B.A. degree, with honors, from Rutgers College and his J.D. degree, with honors, from Rutgers School of Law - Camden, where he was also an editor of the *Rutgers Law Journal*. Following his graduation from Rutgers School of Law, he clerked for the Honorable Michael Winkelstein of the New Jersey Superior Court, Appellate Division, and worked in the litigation departments of several prominent New Jersey firms.