

**I P E**

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A Division of NBI, Inc.

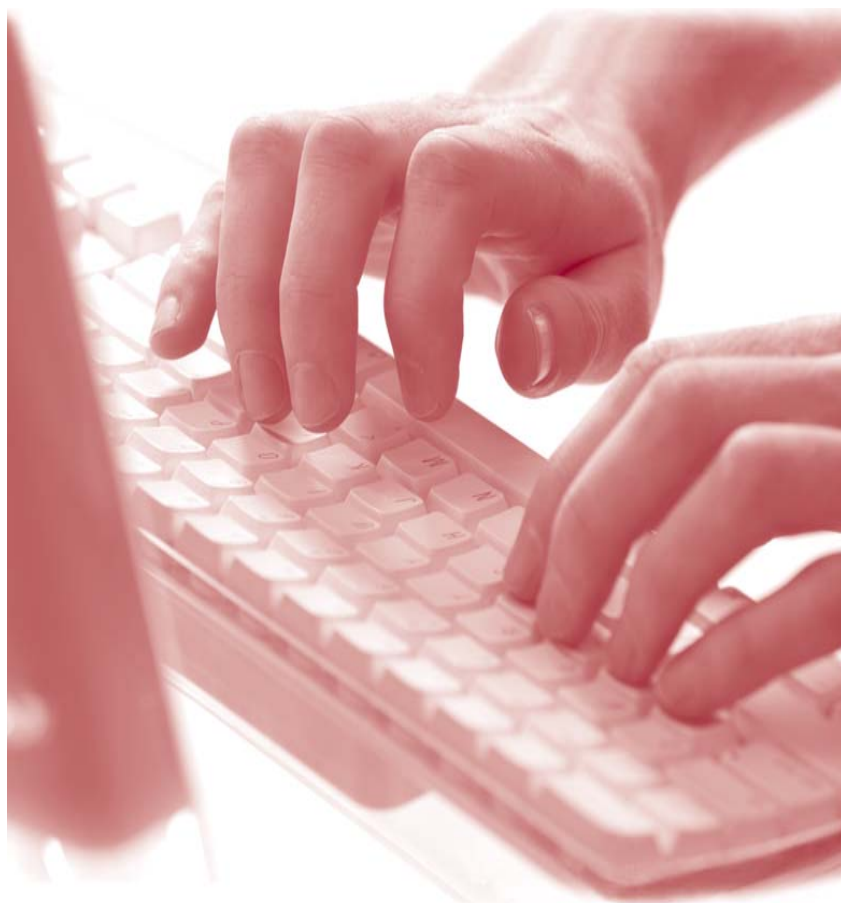
TM

# Legal Writing and Analysis Workshop for Paralegals

Formulate Logical, Well-Written Legal Motions, Pleadings and Briefs

Atlanta, Georgia  
March 21, 2007

**CREDIT: NALA - 0.6 | NFPA - 6.0**



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# Who Will Teach You

**PAUL ROBERT KOSTER** is managing partner of the Atlanta law firm of Daley, Koster & LaVallee, LLC, where he focuses his practice on the areas of employment law, government liability, governmental relations and appellate litigation. Mr. Koster has been named a Georgia Super Lawyer Rising Star for two consecutive years. He is a former attorney for the United States Court of Appeals for the D.C. Circuit and former member of the faculty at Emory University School of Law. Mr. Koster earned his J.D. degree, magna cum laude, from the Catholic University of American in Washington, D.C. He is admitted to the bars of Georgia, Maryland, the 5th, 11th, D.C. Circuits and the United States Supreme Court.

**TRISH C. VAN HOOZER** is a paralegal with the law firm of Stern and Edlin P.C. She practices in the areas of domestic law and litigation management. Ms. Van Hoozer is responsible for all aspects of case management from inception to final disposition. Ms. Van Hoozer has been a practicing paralegal since 1991. She received her paralegal certificate from the Professional Career Development Institute and her undergraduate degree from Lee University.

## Why You Need to Attend

Motions, briefs and pleadings are the foundations upon which good cases are built. If you're asked to create them, you need to be able to analyze the situation and apply sound legal reasoning in order to fulfill the specific intention of the document. This involves creating a theory and purpose, researching and assessing the issues, logically organizing the information, proving your points with relevant citations, drafting for the intended audience, editing, revising and refining your message. This groundbreaking seminar was created to help you develop these skills so you can create clear, logical and persuasive documents. By joining us, you'll be able to:

- Lead your readers through your argument by introducing key facts, the issue, applicable rules, your analysis and conclusions.
- Create a pleading that properly identifies all causes of action relevant to the case.
- Make sure all your hard work is admissible – follow court and local rules to the letter to avoid potential problems.
- Structure effective motions that clearly support the case theory.
- Promote readability – and your position – by using persuasive headings and subheadings to organize your documents.
- Identify and use your strongest authority first when creating and supporting your argument.
- Avoid leaps of logic from point A to point C without explaining to your reader how you got there. Lead them, each step of the way, through your argument.
- Draft clear, concise documents using simple, brief sentences – and avoiding unnecessary Latin or legalese.
- Proofread, proofread, proofread! Double-check for grammatical consistency, correct punctuation and professional tone throughout your documents.
- Use a helpful checklist that ensures you're including all essential elements when drafting your documents.



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# What You Will Learn

## LEGAL ANALYSIS

*Paul Robert Koster, 9:00 - 10:30*

- A. Identifying the Issues
- B. Case Law and Case Briefing
- C. Distinguishing Prior Case Law - Recognizing Positive vs. Negative Impact on Your Case
- D. Using the IRAC Formula
- E. How to Effectively Organize and Address Multi-Issue Situations

## CITING LEGAL INFORMATION

*Trish C. Van Hoozer, 10:45 - 12:00*

- A. Applying Citation Format to Particular Authorities
- B. Unique Aspects of Public Domain and Internet Authority Citations
- C. City Checking and Shepardizing
- D. Common Citation Errors

## PLEADINGS AND MOTIONS

*Trish C. Van Hoozer, 1:00 - 2:30*

- A. Key Elements in Drafting a Pleading
- B. Motions
  - 1. Common Types of Motions
  - 2. Structure Variations for Motions in Support vs. Motions in Opposition
  - 3. Essential Motion Elements
- C. Tips for Writing a Better Pleading or Motion

## BRIEF WRITING

*Paul Robert Koster, 2:45 - 4:30*

- A. Differences Between Adversarial and Objective Briefs
- B. Anatomy of a Brief
  - 1. Creating the Introduction
  - 2. Summary of Argument
  - 3. Persuasive Propositions and Sub-Propositions
  - 4. Argument and Authorities
  - 5. Writing the Conclusion
  - 6. Table of Contents and Authorities
- C. Tips for Better Brief Writing

\* If needed, the above agenda may be changed to best accommodate all our attendees.

## Who'll Be There

This **basic-to-intermediate level seminar** will allow paralegals, legal assistants and other legal staff to develop critical skills and practical techniques that can be used when assisting with the drafting of legal documents.

### Your Satisfaction is 100% Guaranteed.

We're so confident that this seminar will provide you with practical, valuable information that we back it up with an unconditional guarantee. If you're not completely satisfied, let us know and you'll receive a full refund.

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# Important Details

**March 21 - ATLANTA - Sheraton Buckhead Hotel Atlanta**  
3405 Lenox Road NE - Atlanta GA 30326 404.261.9250

## Time

Registration - 8:30 - 9:00 am

Program - 9:00 am - 4:30 pm

Complimentary snacks and refreshments are provided - Lunch is on your own.

## Registering

Pre-registration is encouraged. If you need to register at the door, you may wish to call us first to confirm availability and to receive information regarding schedule or location changes.

**Mail** - registration form on back of this brochure

**Phone** - 800.793.5274

**Fax** - 715.835.7488

**Online** - [www.ipe-sems.com](http://www.ipe-sems.com)

**Tuition** - \$279 for the first registrant, \$269 for each additional registrant - a savings of \$10!

**Accommodations** - to obtain directions and parking information please contact the hotel listed above.

## FREE Reference Manual

### *Legal Writing and Analysis Workshop for Paralegals*

Your learning doesn't end with the conclusion of the seminar presentation. With our comprehensive course manual, written specifically to accompany each program, you'll have all the information you need right at your fingertips. This manual, included with your tuition, allows you to take the seminar back to the office with you!

## Audio Recordings

This seminar will be recorded in its entirety. If you can't attend, you can still obtain the benefits of the information provided by purchasing the manual and CD. See the registration form to order. If you wish to receive the cassette tape instead of the CD, please contact us at 800.793.5274.

**Cancellation** - Register today at no risk! If your plans change later and you can't attend the program just call and let us know.

# Credit Information

## **NALA - 0.6**

This seminar meets the requirements of the Certifying Board for Legal Assistants of the National Association of Legal Assistants, Inc., for .6 units, including 0.0 ethics, of continuing legal assistant education credit required to maintain the CLA (Certified Legal Assistant) credential.

Self-Study credit is available.

## **NFPA - 6.0**

This seminar has been approved by The National Federation of Paralegal Associations, Inc. (NFPA) for 6.0 hours of Continuing Legal Education, including 0.0 hour of ethics.

The specific continuing education credit(s) listed above are for attending the live seminar. The credits may or may not apply for the audio version of this seminar. Please check with your credit board for details.

For additional questions regarding education credits please contact us at **866.240.1890**.

# Why Institute for Paralegal Education

For over 10 years, the Institute for Paralegal Education (IPE), a division of NBI, Inc., has provided legal education to paralegals, legal office staff, law students, new attorneys or those beginning work in a new area of practice. We stand by our promise to provide skill-based education intended to enhance the professional abilities of those responsible for the hands-on-work in law offices and businesses. If you are searching for practical ways to apply legal knowledge to your professional tasks, IPE is the training source for you.

Our sister company, National Business Institute (NBI), has provided legal education for over 20 years. Through NBI, we work to serve seasoned paralegals and legal staff, attorneys at all practice levels, and all other business professionals by providing the essential training needed to navigate legal waters found in both the business community and during the practice of law. When your professional demands require that you have a comprehensive understanding of legal principles, tools and techniques, NBI is the educational source for you.

Our commitment to your success is what drives our daily activities, and we're confident that you'll find the training and education that best meet your professional objectives and skill sets. When you train with IPE and NBI, you not only make an investment in your career, but you also make an investment in yourself.

# Reading and Reference *Bookstore*

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## **CD & Manual - \$199 | Manual - \$99**

### **Developing and Operating Planned Communities and Condominiums**

**© July 2006 - 115 pages (FP32187)**

You've recognized an opportunity in the rising demand for planned communities and condominiums. When set up properly and run efficiently, these communities can meet the needs of their residents and become very profitable for their owners. But it isn't easy. If you've decided to take the plunge towards establishing a planned community, you need to have all your bases covered, or you could wind up with a disaster on your hands. Let us help put you on the path to success by showing you the secrets to creating and operating a smoothly run, attractive community.

The authors of this manual have distilled their years of experience to give you an insider's understanding of the process, from planning to management. Know what contingencies to look for in order to factor them into your initial plan. Confidently handle the challenges you'll face during the development phase. Iron out homeowner association formalities so you can answer potential resident questions and avoid legal problems later. Proactively craft an airtight management plan and easily solve problems that will inevitably crop up once your units are finished and filled. Your success lies in your knowledge – avoid common problems by ordering this comprehensive manual.

By: W. Burrell Ellis Jr., George E. Nowack Jr. and Michael S. Rodgers.

### **Examining and Resolving Title Issues**

**© November 2006 - 302 pages (FP34415)**

When seeing to the important details of a real estate transaction, it can be easy to overlook one of the most important elements: ensuring the title is transferable in the first place. Marketable title is the key to a successful transfer. Do you have the knowledge and skills necessary to assure your clients the title is "clean" or to fix it if it isn't? Don't get caught off guard by liens, adverse possession claims, or other encumbrances that you were unaware of. This manual will teach you everything you need to know to obtain a marketable title for your clients' real estate transactions. Hone your understanding of the concept of marketable title so you can achieve your clients' goals. Adopt the proper mindset for successfully handling title examination situations. Understand how you can use muniments of title to provide evidence of ownership. Identify and neutralize liens and encumbrances using corrective tools and curative actions. There's no better way to ensure smooth transactions.

By: James F. Brown Jr., Donna Crosby Sloan and Joyce W. Harper.

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## **Additional Resources & Seminar Formats**

### **Customize Your Educational Experience - Training Solutions for Your Success**

**Online** - Many NBI, Inc. seminars can be found online at West LegalEdcenter. When working online you'll be able to enjoy the same great quality as our live seminars all from the convenience of your office or home.

**In-House** - Customizable, Convenient, Cost-Efficient and Current. Have any of our seminars brought to your facility on a schedule that works for you! See the registration form to request more information.

**CDs and Manuals** - Missed out on a live seminar? Trying to stock your own personal library? Previously held NBI, Inc. seminars are available for purchase in two convenient formats: audio CDs and reference manuals. Choose from our extensive list of titles to stay abreast of the most important information in your field.

For more information on all additional resources and seminar formats from NBI, visit us on the web at [www.ipe-sems.com](http://www.ipe-sems.com) today!

# Registration

## Legal Writing and Analysis Workshop for Paralegals

### March 21 - Atlanta

#### Tuition:

\$279 first registrant

\$269 each additional registrant - Save \$10

Does this confirm a phone or fax registration?  Yes  No

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#### Reading and Reference (see inside for detailed descriptions).

Please use registration form for payment information.

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FP34415 Examining and Resolving Title Issues . . . CD and Manual \$199 \_\_\_ Manual \$99 \$ \_\_\_\_\_

Please send my manual in  Hard copy or  CD Format

\*Shipping Charges: AK, HI and PR residents - \$14 for first set, \$2.50 each add'l set.

\* Tax: CA, MN, NV, RI, SD and WI residents - please calculate and include applicable sales tax.

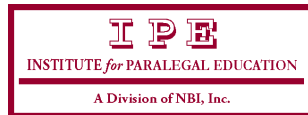
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