

COURSE INFORMATION

DATES & TIMES

Tuesday, October 25, 2016 –

9:00 a.m. – 12:15 p.m. Civil Litigation – Procedures, Discovery, and eFiling
1:00 – 4:15 p.m. Preparing Federal and State Estate Tax Returns – A Primer Course

Wednesday, November 16, 2016 –

9:00 a.m. – 12:15 p.m. Real Estate – Document and Deed Drafting
1:00 – 4:15 p.m. Take Legal Writing to the Next Level – Strategies and Tips to Elevate Your Writing and Enhance Your Credibility

LIVE COURSE LOCATION

Minnesota CLE Conference Center
600 Nicollet Mall, Suite 370
Third Floor City Center

THESE COURSES ARE ALSO AVAILABLE VIA LIVE WEBCAST:
To register for the live webcast of any of these programs, you must register online at www.minncle.org.

CREDITS

These seminars do not qualify for CLE credit.

CANCELLATION / NO-SHOW POLICY

Paid registrants who cancel their registration at least 3 business days before the program will receive a full credit on their account; if fewer than 3 business days, a \$25 administrative fee will be deducted.

ACCOMMODATION

If you have a disability and need an accommodation in order to attend this seminar, please contact us as soon as possible or at least one week in advance of the program. For further information or assistance, contact Minnesota CLE at 2550 University Avenue West, Suite 160-S, Saint Paul, MN 55114 or call us at 651-227-8266 or 800-759-8840.

QUESTIONS?

Please call Minnesota CLE at **651-227-8266** or **800-759-8840** or visit us online at www.minncle.org.

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DATED MATERIAL – PLEASE EXPEDITE!



2016 Paralegal Short-Course Series

Tuesday, October 25, 2016
Wednesday, November 16, 2016



NEW SERIES!

2016 Paralegal Short-Course Series

4 separate three-hour seminars –
available in-person or via live webcasts

TUESDAY, OCTOBER 25, 2016

- Civil Litigation – Procedures, Discovery, and eFiling**
- Preparing Federal and State Estate Tax Returns – A Primer Course**

WEDNESDAY, NOVEMBER 16, 2016

- Real Estate – Document and Deed Drafting**
- Take Legal Writing to the Next Level – Strategies and Tips to Elevate Your Writing and Enhance Your Credibility**

Minnesota CLE Conference Center
600 Nicollet Mall, Suite 370 | Third Floor City Center, Minneapolis

1 Civil Litigation – Procedures, Discovery, and eFiling

9:00 a.m. – 12:15 p.m.
(includes a 15-minute break)

Important Rules of Procedure Every Paralegal Should Know

The quality of assistance a paralegal can provide for a litigation attorney is enhanced by the paralegal’s knowledge of the basic tenets of key rules of civil procedure. This segment addresses the Minnesota Rules of Civil Procedure and Minnesota General Rules of Practice relevant to 1) suit commencement, 2) discovery procedures, 3) motion practice, and 4) evidence organization and presentation.

- Wil Fluegel, Course Chair
Fluegel Law Office
Minneapolis

A Paralegal’s Key Role in Getting Written Discovery Right

Written discovery is a critical tool in gathering facts needed to win a case, and paralegals play a key role in that effort. This segment covers the fundamentals and best practices for conducting effective and efficient written discovery.

- Aaron Knoll
Faegre Baker Daniels LLP
Minneapolis

10 Things to Know About eDiscovery – How to Ask and How to Respond

Whether working in a corporate legal department, a large law firm, or a small practice, most litigation paralegals will be involved with eDiscovery at some point in their careers. Here are 10 things every paralegal should know about eDiscovery to enable you to provide more value to your organization and to manage your cases successfully.

- Benjamin Legatt, VP Client Services
Sheperd Data Services
Minneapolis

e-Filing – How to Do It Right!

As of July 1, 2016, eFiling and eService is mandatory for attorneys, government agencies and guardians ad litem in all Minnesota district court cases. Learn eFiling and eService tips from the State Court Administrator’s Office. This session will include a demonstration of eFS, a review of the court rules related to eFiling, and practical advice and answers to common eFiling issues and questions.

- Alona Carroll, Training & Development Specialist
State Court Administrator’s Office
- Sarah Novak, Staff Attorney
State Court Administrator’s Office

2 Preparing Federal and State Estate Tax Returns – A Primer Course

1:00 – 4:15 p.m.
(includes a 15-minute break)

Using scenarios and running through the forms, an attorney and two paralegals will walk through the process of filling out the forms and discuss key areas of concern:

- Portability issues that arise
- Schedule A and 2032A valuation
- Life insurance and joint property
- Transfers during lifetime
- Handling decedent’s debts
- Addressing bequests
- Generation-skipping tax issues
- Minnesota’s own Form 706
- And more!

- Alison Godfrey Brandel, President
Minnesota Paralegal Association;
Paralegal, Maser Amundson Boggio &
Hendricks PA
Minneapolis
- Cindy Costello, Paralegal
Maslon LLP
Minneapolis
- Robert McLeod
Briggs and Morgan PA
Minneapolis

3 Real Estate – Document and Deed Drafting

9:00 a.m. – 12:15 p.m.
(includes a 15-minute break)

Tips for Drafting and Avoiding Disputes in Purchase Agreements and Other Documents

A fast-paced session that will provide a number of tips for improving your drafting skills to avoid unnecessary mistakes in preparing various real estate documents.

- Brian S. McCool
Fredrikson & Byron PA
Minneapolis

Understanding How to Draft Mistake-Free Deeds

Alison Schubring and Matthew Foli have spent a combined 20 years as deputy examiners of title in Hennepin County. Their presentation will cover general tips and will also show you how to draft deeds executed by a trustee or an attorney-in-fact. Their materials will cover the rest: warranty deeds; limited warranty deeds; quit claim deeds; probate deeds; conservator deeds; custodian deeds; deeds from one spouse to both; death of the non-titled spouse; death of a joint tenant/life tenant; transfer on death deeds; when to use a jurat and when to use an acknowledgment clause; when to use an exhibit for the legal description.

- Matthew Foli, Deputy Hennepin County
Examiner of Titles
Minneapolis
- Alison Schubring, Deputy Hennepin County
Examiner of Titles
Minneapolis

Drafting Considerations for Commercial Leases

Traps to avoid in drafting and a discussion of the most frequently negotiated provisions.

- Gary C. Eidson
Fabyanske Westra Hart & Thomson P.A
Minneapolis

4 Take Legal Writing to the Next Level – Strategies and Tips to Elevate Your Writing and Enhance Your Credibility

1:00 – 4:15 p.m.
(includes a 15-minute break)

Join Karin Ciano, legal writing columnist for Minnesota Lawyer, for this workshop packed with strategies and tips that will elevate your writing and enhance your credibility. Learn how to improve your style and readability, choose better words and phrases, and eliminate common writing and grammar mistakes.

- Why good writing matters
- 15 writing mistakes that undermine credibility – and how to eliminate them
- How to cut the legalese and simplify your writing
- 6 tips for elevating your writing style
- 7 things you can do to improve your next writing project
- Great writing resources
- Karin Ciano
Karin Ciano Law PLLC
Minneapolis

2016 Paralegal Short-Course Series

Tuesday, October 25, 2016 & Wednesday, November 16, 2016
Minnesota CLE Conference Center

TUITION FOR EACH COURSE:

- ☐ \$125 standard rate

I WOULD LIKE TO ATTEND:

- ☐ **Civil Litigation – Procedures, Discovery, and eFiling**
TUESDAY, OCTOBER 25, 2016 1503-17 / CCD
- ☐ **Preparing Federal and State Estate Tax Returns – A Primer Course**
TUESDAY, OCTOBER 25, 2016 1504-17 / CCD
- ☐ **Real Estate – Document and Deed Drafting**
WEDNESDAY, NOVEMBER 16, 2016 1505-17 / CCD
- ☐ **Take Legal Writing to the Next Level – Strategies and Tips to Elevate Your Writing and Enhance Your Credibility**
WEDNESDAY, NOVEMBER 16, 2016 1506-17 / CCD

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SCHOLARSHIPS AVAILABLE

Minnesota CLE maintains a scholarship program for those individuals with a financial need. Most scholarships awarded are 50% off the seminar price. To obtain a scholarship application, contact Grant at gdavies@minncle.org or 651-254-2111.

PAYMENT:

- ☐ I have a MN CLE Season PassSM.
- ☐ Enclosed is a check for \$ _____
To pay by credit card, please register online or by phone.

- ☐ Check here if address below is new.

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