



Montana Association of Legal Assistants*Paralegals

MALA Certified Paralegal Review Course

7 CLE Credits



Are you looking for your next challenge? The Certified Paralegal Examination might be for you.

For more than 30 years, the Certified Paralegal (CP) credential has been the gold standard for career paralegals. The examination is a rigorous examination that will draw upon your legal education, paralegal experience, and preparation skills. You can visit NALA.org for more information on the Certified Paralegal Exam.

MALA's 2018 Certified Paralegal Review Course provides comprehensive materials that enable you to commence or finalize your preparation for the CP Exam offered by NALA. This review course will be taught by holders of the CP and Advanced Certified Paralegal (ACP) credential as well as an attorney.

This program benefits not only paralegal students and working paralegals planning to sit for the CP examination, but also current CPs and ACPs, or paralegals who need required CLE credits for annual recertification or membership requirements.

This course promises to educate, motivate and empower you in your quest for professionalism.

- Attend the *ONLY* CP examination review course offered in Montana for the new 2018 NALA Certified Paralegal examination
- Learn from experienced paralegals and attorney covering substantive areas of law plus ethics
- Obtain the valuable knowledge you need for further self or group study
- Network with paralegals from across the state and learn more about the Montana Association of Legal Assistants

Schedule:**Saturday, October 13, 2018:**

- 8:00 am Registration
- 8:15 am Opening Remarks
- 8:30 am Ethics (Terry Hale, ACP)
- 9:30 am US Legal System (Alisia Duganz, CP)
- 10:30 am Break
- 10:45 am Torts (Bob Baldwin, Esq.)
- 11:45 am Critical Thinking (Terry Hale, ACP)
- 12:45 am Lunch
- 1:45 pm Civil Litigation (Juliet Hahn, CP)
- 2:45 pm Break
- 3:00 pm Contracts (Heather Bienvenue, CP)
- 4:00 pm Criminal Law (Kathy Clark, CP)
- 5:00 pm Closing Remarks/Adjourn

Instructors: Attorney and experienced Certified Paralegals and Advanced Certified Paralegals

Suggested study materials:

At this time, using the Certified Paralegal Exam Review Manual, 2nd, 3rd and 4th editions, by Virginia Koerselman Newman will be the most helpful until new books are created. You can still get the newest edition through NALA at <https://www.nala.org/continuing-education/books> and other sources (keep in mind it does not include the additional practice areas to the revised exam).

Registration Information:

- Dates:** October 13, 2018
- Times:** 8:00–5:00
- Place:** Chico Hot Springs

Fees:**ONLINE REGISTRATION ONLY**

Register and pay on-line at www.malanet.org

MALA Member	\$100.00
Non-MALA Member	\$135.00
Paralegal Student (w/Current School ID)	\$75.00

Price includes Continental Breakfast and Lunch.

Registration Deadline – September 10, 2018

Hotel Information:

A block of rooms has been reserved for attendees specifically for this seminar at:

Chico Hot Springs
163 Chico Road
Pray, Montana 59065

Call **406-333-4933** to reserve your room. Be sure to tell them you are coming for MALA. Room price varies on the type of room. There are rooms in the Historic Main Lodge, Warren Wing, Lower Lodge, or Cabins.

Be sure to book before **September 1, 2018** as rooms will be released on September 2, 2018.

Contact MALA - Attn: CP Review Course for additional information or questions at:
mala@malanet.org

SPEAKER BIOS



Terry Hale, ACP, is a Criminal Investigator with the State of Montana Office of the State Public Defender Office in Missoula, who has over 23 years of legal experience in Criminal Law, Employment Law, Insurance Defense, Medical Malpractice, Personal Injury, Family Law and Civil Litigation. She holds an A.A.S. Degree in Paralegal Studies and a B.A.S. in Sociology - Emphasis in Criminology. She received her CP designation in 2006, ACP designation in Trial Practice in 2007 and ACP designation in Criminal Litigation in 2015. Ms. Hale has been a member of MALA since 1996, currently serving as President for 2018-19 and served as President, Vice-President, NALA Liaison and on all committees over the past 23 years. Ms. Hale has been a member of NALA

since 2002, having served on the NALA Board of Directors as Region 8 Director from 2009-2013, NALA's 2006-2007 CEC Committee and as the 2007-2008 Chair of NALA Campus LIVE! Ms. Hale was an adjunct instructor for the UM-Missoula Paralegal Studies Program and serves as a member of the UM -Missoula Paralegal Advisory Board, a member of the State Bar of Montana Paralegal Section, Veteran Law Section and Criminal Law Section and is a member of the National Defender Investigation Association. Terry and her husband Steve have 4 children together and 6 grandchildren. She loves spending time outside gardening, kayaking, skiing, fishing, and is now working on obtaining her Yoga Teaching Training Certificate so she can work with Veterans and women of Domestic Violence who suffer from PTSD.



Alisia Duganz, CP, grew up in Southern Oregon. She moved to Montana in 2007 to attend the University of Montana School of Journalism, graduating with honors in 2011. After a short stint as a small-town journalist, Alisia moved to Bozeman to work as an intern at the Goetz Law Firm. Alisia quickly discovered her passion for the legal field and decided to become a paralegal. Alisia is now one of around 100 certified paralegals in the state of Montana. She loves trial work and has assisted on several jury trials, many, many hearings, and specializes in electronic courtroom presentation. Alisia recently spoke at a continuing legal education seminar, "Trial Preparation for Paralegals." Alisia sits on the Professional Development Committee of the Montana Association of Legal Assistants & Paralegals and is a member of the National Association of

Legal Assistants & Paralegals, the Montana Association of Legal Assistants & Paralegals, and the Paralegal Section of the Montana State Bar Association.



Bob Baldwin, Esq., grew up in New York, northern Vermont, and Tennessee, before heading west. He spent three years practicing at a large law firm in Phoenix, Arizona before joining the firm which is now known as Goetz, Baldwin & Geddes P.C. in 1990. His practice consists overwhelmingly of litigation and trial practice, representing both plaintiffs (often on a contingency fee basis) and defendants in complex commercial, business tort, corporate/shareholder disputes and insurance cases. He also represents plaintiffs in personal injury cases. Other typical cases include disputes over real property contracts, real estate development rights, and insurance coverage/bad faith cases. Bob is a member of the American Association for Justice, the American Bar Association, and the

Montana Trial Lawyers Association. He is admitted to practice in the state and federal courts in Montana and Arizona (inactive), as well as the United States Courts of Appeals for the Ninth Circuit and the D.C. Circuit and the United States Supreme Court.



Juliet Hahn, CP, received her Bachelor of Science in Criminal Justice from Loyola University Chicago in 2006. She obtained her CP designation from the National Association of Legal Assistants in 2009. Juliet began her career as a Deputy Clerk for the District Court Circuit Clerk in Kane County, Illinois. From 2007 until 2011 she worked as a paralegal for a large mortgage lender and servicer law firm in Burr Ridge, Illinois. Juliet joined the Crowley Fleck law firm in 2011 and is a paralegal in the litigation department. She specializes in medical malpractice, products liability, and other personal injury cases and has participated in several jury trials. Juliet is a member of the Paralegal Section of the Montana State Bar, the Montana Association of Legal Assistants*Paralegals and the National Association of Legal

Assistants. Juliet is a native of New Jersey and lives in Helena with her husband and three sons. Juliet loves to travel and make memories with her family. In her spare time, she operates Fres & Fabulous LLC, a local floral design business.



Heather Bienvenue, CP, is a paralegal and Office Manager for the Bozeman City Attorney's office. She has been a member of MALA for ten years and currently serves as Vice President. With thirteen years of legal experience, Heather is always looking for ways to refine her skills and develop her legal knowledge. Her career at the City Attorney's office has demanded she continually step up and learn new information and systems to keep the office running. Ms. Bienvenue obtained her CP designation in 2012 from the National Association of Legal Assistants and is currently working on Advanced Certification in Criminal Litigation. She has a degree in English literature and secondary education. Heather is married and has two boys, a sophomore in high school and a sophomore at the University of Montana. In her off hours, Heather enjoys reading, writing and hiking.

Nature and sunshine nourish her soul.



Kathy Clark, CP, currently works as an independent contractor in her business, KLC Professional Services, Inc. Kathy obtained her Associate Degree in Paralegal Studies in 2005 and graduated Cum Laude from Kaplan University with a Bachelor of Science Degree in Criminal Justice in 2007. In 2017, Kathy obtained her Certified Paralegal credentials from the National Association of Legal Assistants. Over the past 21 years, Kathy has worked as a paralegal with the majority of her work in the areas of criminal defense and medical malpractice. While moving around the country with her husband, she worked in legal offices gaining experience in the areas of Social Security Disability, insurance defense, workers compensation, Wills, Probate and

Estate, corporate law, and personal injury. Prior to working as a paralegal, Kathy had a career in the telecommunications industry where she worked for the Federal Communications Commission (FCC) in licensing, and then for private telecommunications companies. She is currently a volunteer for CASA of Lewis and Clark and Broadwater Counties. Kathy is a member of the Paralegal Section of the State Bar of Montana, and the Montana Association of Legal Assistants. Kathy likes spending her leisure time with her children and grandchildren, visiting family, traveling, "glamping" in the RV, jet skiing, kayaking, 4-wheeling, and snowmobiling. Kathy and Kelly are very proud parents of four grown children and 10 grandchildren.

PROFESSIONAL PARALEGAL CERTIFICATION FROM NALA

The CP Credential

The CP credential is key to respect and opportunity throughout the legal profession. Whether the preferred term is “paralegal” or “legal assistant” the CP certifies that the person has passed a demanding examination of the skills and knowledge needed to provide paralegal services. Earning this credential is a proud achievement and maintaining the right to use it is a career long commitment. Certification must be maintained through continuing education relevant to the demands of the paralegal career.

Administration

The Certified Paralegal examination is a comprehensive assessment based on federal law and procedure. There are two sections of the examination: Knowledge and Skills.

The NALA website includes information describing the exam specifications including the number of questions per test, time allowed for each exam section, and the pass score. This is found under: Certification/Paralegal Examination Description. Examinees must successfully complete the Knowledge Exam before they can apply and take the Skills Exam. Both sections of the examination must be successfully completed in order to attain the Certified Paralegal credential.

New exam applications and detailed testing information for the 2018 testing period are available at www.nala.org/Certification.aspx.

[ONLINE REGISTRATION ONLY](#)

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Non-MALA Member	\$135.00 (includes lunch)
Paralegal Student w/Current School ID	\$75.00 (includes lunch)

Registration Deadline – September 10, 2018

Room Reservation Deadline – September 1, 2018

FOR MORE INFORMATION, CONTACT

Terry Hale, ACP
President and Seminar Committee Chair
terry.hale@mt.gov or mala@malanet.org

or

Stephanie Spokas
Seminar Committee Member
Stephspokas@outlook.com

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