

## Schedule & Topics

### Day One

- 8:15 a.m. Check-in and walk in registration, distribution of course materials, coffee and pastries.
- 8:30 a.m. **Welcome and introductions – *Monique Gilson Moreau***
- 8:45 a.m. **Opening the File – *Lisa Ward, FLEC (Vancouver)***  
The initial client interview and determination of whether to accept the case and client; identification and discussion of the issues, goals and strategies; fee agreements.
- 9:30 a.m. **Obtaining Information and Documents – *Karen Schweigert, FLEC (Spokane)***  
Requests and checklists for the client, discovery from the other party, requesting information from other entities.
- 10:15 a.m. **Break**
- 10:30 a.m. **Working with Experts – *Pat Chvatal, (Richland)***  
Tips and best practices for working with appraisers, evaluators, actuaries, guardians' ad litem, and other professionals.
- 11:15 a.m. **Professionalism and Ethics, in the Courtroom and Out – *Superior Court Judge Shea-Brown, Benton Co., and Nancy Hawkins, FLEC (Seattle)***  
Rules of professional conduct, courtroom conduct and demeanor, communication with opposing counsel and parties.
- 12:00 p.m. **Lunch On Your Own** – Enjoy one of the many local restaurants
- 1:30 p.m. **Presenting the Case to the Court: Motions, Settlement Conferences, and Trials – *Superior Court Judge Shea-Brown and Shelley Brandt, FLEC (Olympia)***  
Preparing and presenting the pleadings and other materials; preparing the client and witnesses.
- 2:15 p.m. **Drafting Good Declarations – *Commissioner Stam, Benton Co. and Rhea Rolfe, FLEC (Bellevue)***

A critical part of advocacy is the witness statements submitted in declaration form. This session will include discussion of the technical requirements for valid sworn statements and drafting tips.

- 3:00 p.m. **Break**
- 3:15 p.m. **Presenting Your Case – Do’s and Don’ts of Motion Practice - Commissioner Stam, Commissioner Peterson Benton Co. and Jacqueline Jeske, FLEC.**  
The do’s and don’ts of effective presentation and argument of a motion.
- 4:00 p.m. **Small Group Meetings in Preparation for Mock Hearing Exercises – FLEC attorneys to work with groups**  
Participants will break up into groups and assigned roles for the following day’s mock hearing exercises. Experienced family law practitioners will assist with preparation.
- 4:45 p.m. **Adjourn for the day**
- 5:30 p.m. **Reception – The Lodge at Columbia Point – 530 Columbia Point Dr. Richland, WA 99352 – 5:30 – 8:00 PM**

## **Day Two**

- 9:00 a.m. **Small Group Assembly and Final Preparation for Mock Hearings [FLEC attorneys will be there to help/advise].**
- 9:30 a.m. **Mock Hearing Exercises and Critiques: Judge Shea Brown/Commissioners Stam and Peterson (FLEC members will assist participants)**
- 12:15 p.m. **Conclusion and Program Wrap-Up**  
Commentary and feedback on the mock hearing exercises.
- 1:00 p.m. **Complete Evaluation Forms and Adjourn**

**Please Register Me for the Family Law Skills Training Institute in Kennewick**

*Co-Sponsored by Benton Franklin Legal Aid & the WSBA Family Law Section*  
 Benton County Courthouse at 7122 W Okanogan Pl in Kennewick, Washington  
 Friday, April 19 - Saturday, April 20, 2019.

Contact Information:		
First Name:	M.I.:	Last Name:
WSBA No.:	Firm/Company Name:	
Street Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		

Attendance/Tuition (select applicable tuition rate):	
Admitted to the Bar for less than four (4) years:	
<input type="checkbox"/>	\$150 – WSBA Family Law Section Members
<input type="checkbox"/>	\$175 – non WSBA Family Law Section Members <i>(includes membership dues to join the Section*)</i>
Admitted to the Bar for more than four (4) years:	
<input type="checkbox"/>	\$225 – Sr. Benton-Franklin County Attorneys
<input type="checkbox"/>	\$250 – WSBA Family Law Section Members
<input type="checkbox"/>	\$275 – non WSBA Family Law Section Members <i>(includes membership dues to join the Section*)</i>

All course materials will be provided in electronic format with each registrant receiving either a link by email or an email copy of the materials by prior to the Institute. If you do not have a laptop available for use at the program, please make your own hard copy from which to work at the seminar.

\*Individuals eligible to join the WSBA Family Law Section receive benefits that are only available to section members such as:

- ✓ Discounted tuition for the Family Law Skills Training Institute
- ✓ Other member benefits including Forms and Resources, Family Law Section list serve, and more...

Payment Information:
Please enclose a check with this registration form made payable to: Benton Franklin Legal Aid Attn: Barbara Otte - Benton-Franklin Legal Aid, 7103 W. Clearwater Ave Suite C, Kennewick, WA 99336.
Walk-In Registrations Available
Payment Policies:
<b>Payment:</b> Individual registrants must use a separate form; however, payment may be made with a single check for multiple parties. <b>Note:</b> Please keep a copy of this brochure for your records. <b>Refunds:</b> Registration fees may be refunded, less \$25 for handling, for written cancellations post-marked or faxed by 5 p.m., up to 3 business days before the seminar. No refunds after that date, but you will receive the course materials. Canceled registrations may not be transferred to other seminars. You may send a substitute (e.g., someone from your firm) in lieu of canceling but if the substitute does not qualify for the same registration fee category, supplemental payment must be paid before entry to the seminar is granted.

Office Use Only

Date \_\_\_\_\_ Check # \_\_\_\_\_ Total \$ \_\_\_\_\_