



The Morton Group Bankruptcy & Litigation Seminars

This is your opportunity to sign up for one of our educational seminars for either Bankruptcy or Litigation. Seating is limited so please make your reservation as early as possible. To reserve your spot, please call or email Patricia at 602-279-5662 or pcoffeen@mortongrp.com and advise of which seminar you would like to attend. PLEASE NOTE: Your prepaid, non-refundable check for \$49.00 per registrant must be received two business days prior to the event. The seminars take place at The Morton Group offices.

Bankruptcy Seminar

Topics taught by a bankruptcy paralegal are designed for legal secretaries and paralegals working in bankruptcy or who have an interest in bankruptcy.

- Means Testing
- Exemptions - Arizona Statutes
- Exceptions to Discharge
- New Requirements
- Chapter 7 Specific
- Chapter 13 Specific
- Chapter 11 Specific

Litigation Seminar

Topics taught by an Arizona Licensed Attorney are designed for legal secretaries and paralegals working in litigation.

- E-Filing: Procedure and Tutorial
- State and Federal court differences
- Required form of pleadings and motions
- Filing documents with the Clerk of Court
- Determining your Judge assignment and accessing the on-line docketing system
- Where to find court forms
- Filing fees
- Making an appearance
- How to get a hearing date
- Calendaring Deadlines for Motions and Discovery Papers
- Lodging Orders and proposed Forms of Judgments
- Local Rules of Practice for the Superior Courts of Arizona

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