

SKILLS-BASED SEMINARS WITH MARIA TZANNES IN 2010

These programs will help develop your skills in several important areas.

written and presented by **Maria Tzannes** former Barrister and Lecturer, Consultant Solicitor

Maria was admitted as a legal practitioner in 1976. She holds Bachelor degrees in Law and Arts and a Masters degree in Adult Education. She practised law as a solicitor in her own practice for 14 years. In 2000 she finally went to the Bar and practised very successfully for almost five years. She is now a Consultant Solicitor. Maria has been heavily involved in legal education with a view to improving the quality of same. She has held positions at the College of Law, the University of Newcastle and University of Western Sydney.

THE ABC OF LETTER WRITING AND ADVICES

Complies with Rule 42.1.6.3: Professional Skills

Wednesday 10 February 2010: 9am-12.30pm (10003.1)

College of Law City, Level 7, 111 Elizabeth St, Sydney

Developing effective skills in legal letter writing can be a challenge. This practical program, covering the main points of letter writing, has been specifically designed to assist you with this.

Popular presenter **Maria Tzannes** will provide a practical, hands-on approach to legal writing and drafting advices. A variety of sample documents will be reviewed and discussed throughout the morning. There will be plenty of examples and opportunity for questions.

This workshop is highly recommended for those new to practice, or as a useful refresher for anyone who would like to improve their current skills.

A GUIDE TO PRACTICE & PROCEDURE IN THE DISTRICT & LOCAL COURT

Complies with Rule 42.1.6.3: Professional Skills

Friday 12 February 2010: 9am-4.15pm (10003.2)

College of Law City, Level 7, 111 Elizabeth St, Sydney

Designed to assist practitioners operating both in the District and Local Courts, this program takes a practical approach. A must for all who would like sensible, down to earth advice on how to function effectively in these courts.

- ▶ Proper preparation of court documents
- ▶ The mysteries of interlocutory procedures
- ▶ Compromises and settlements
- ▶ Operation of court lists
- ▶ Complying with standard directions
- ▶ Preparation for hearing
- ▶ How to appear
- ... and much more.

Join us for a day of comprehensive learning, including all materials and lunch.

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10003.1 **ABC of Letter Writing and Advices** (3.25 MCLE units) **M \$249.00** (incl \$27.60 GST) **NM \$299.00** (incl. \$27.27 GST)
Wednesday 10 February 2010: 9.00am-12.30pm, College of Law City

10003.2 **District & Local Court Practice and Procedure** (6 MCLE units) **M \$407.00** (incl \$37.00 GST) **NM \$495.00** (incl. \$45.00 GST)
Friday 12 February 2010: 9.00am-4.15pm, College of Law City

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SKILLS-BASED SEMINARS WITH MARIA TZANNES IN 2010 CONTD

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DRAFTING EFFECTIVE PLEADINGS

Friday 19 February 2010: 9am-4.30pm (10003.3)
College of Law City, Level 7, 111 Elizabeth St, Sydney

The progress of a matter can often depend on the quality of the written pleadings. The importance of a properly formulated and drafted pleading has become more and more apparent as the Courts focus on the quality of documents supporting litigation.

Drafting of such effective and precise Court documents can often be a challenge. This practical program, a new addition to our *Practical Skills* series, has been specifically designed to assist you with improving these skills.

- ▶ Summonses
- ▶ Statements of claim
- ▶ Cross-claims and set-offs
- ▶ List of documents for discovery
- ▶ Request for further and better particulars
- ▶ Interrogatories
- ▶ Offers of compromise
- ▶ Notices to admit fact and authenticity of documents
- ▶ Notices of motion
- ▶ Affidavits
- ▶ Subpoenas
- ▶ Consent orders

A variety of sample documents will be reviewed and discussed and there will be plenty of examples and opportunity for questions.

This workshop is recommended for those new to practice, or as a useful refresher for anyone who would like to improve their current skills.

DRAFTING EFFECTIVE LEGAL DOCUMENTS

Wednesday 3 March 2010: 9am-12.30pm (10003.4)
College of Law City, Level 7, 111 Elizabeth St, Sydney

This workshop will provide a hands-on approach to legal writing and simple drafting. Deeds, agreements and other key documents will be reviewed and discussed.

Each step of the drafting process will be addressed in detail, with plenty of examples and opportunity for questions.

ESSENTIAL GUIDE TO CHALLENGING A WILL

Friday 5 March 2010: 9am-4.30pm (10003.5)
College of Law City, Level 7, 111 Elizabeth St, Sydney

Maria Tzannes will lead you through the principles and procedures for challenging Wills under the *Succession Act*. Don't miss this.

Contesting Wills under the Succession Act

- ▶ Testamentary capacity
- ▶ Testamentary intention
- ▶ Fraud
- ▶ Undue influence
- ▶ Lodging of caveats against grant of probate
- ▶ Procedure for grants in solemn form

Contesting the adequacy of provisions made in a valid Will

- ▶ Time limits
- ▶ Categories of eligible applicants
- ▶ Need for provision
- ▶ Factors warranting provision
- ▶ Disentitling conduct of applicant
- ▶ Notional estate

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| <input type="checkbox"/> 10003.3 Drafting Effective Pleadings (6 MCLE units)
Friday 19 February 2010: 9.00am-4.30pm, College of Law City | M \$407.00 (incl \$37.00 GST) | NM \$495.00 (incl. \$45.00 GST) |
| <input type="checkbox"/> 10003.4 Drafting Effective Legal Documents (3.25 MCLE units)
Wednesday 3 March 2010: 9.00am-12.30pm, College of Law City | M \$249.00 (incl \$27.60 GST) | NM \$299.00 (incl. \$27.27 GST) |
| <input type="checkbox"/> 10003.5 Essential Guide to Challenging a Will (6 MCLE units)
Friday 12 February 2010: 9.00am-4.30pm, College of Law City | M \$407.00 (incl \$37.00 GST) | NM \$495.00 (incl. \$45.00 GST) |

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SKILLS-BASED SEMINARS WITH MARIA TZANNES IN 2010 CONTD

These programs will help develop your skills in several important areas.

PREPARING EFFECTIVE AFFIDAVITS

Complies with Rule 42.1.6.3: Professional Skills

Wednesday 10 March 2010: 9am-12.30pm (10003.6)

College of Law City, Level 7, 111 Elizabeth St, Sydney

Preparing an effective affidavit is a vital skill for any practitioner and one that is often underestimated. This workshop will provide step-by-step guidance on both the theory and practice of drafting an effective affidavit and will include:

- ▶ Concise and clear information on the formal rules
- ▶ Practical tips to get through the process unscathed
- ▶ Samples of poorly and well prepared affidavits
- ▶ How to avoid common mistakes

SUPREME COURT: THE ESSENTIAL GUIDE TO PRACTICE & PROCEDURE

Complies with Rule 42.1.6.3: Professional Skills

Friday 12 March 2010: 9am-4.30pm (10003.7)

College of Law City, Level 7, 111 Elizabeth St, Sydney

Designed to assist practitioners operating both in the District and Local Courts, this program takes a practical approach. A must for all who would like sensible, down to earth advice on how to function effectively in these courts.

- ▶ Proper preparation of court documents
 - ▶ The mysteries of interlocutory procedures
 - ▶ Compromises and settlements
 - ▶ Complying with standard directions
 - ▶ Operation of court lists
 - ▶ Preparation for hearing
 - ▶ How to appear
- ... and much more.

A GUIDE TO PRACTICE & PROCEDURE IN THE DISTRICT & LOCAL COURT

Complies with Rule 42.1.6.3: Professional Skills

Friday 19 March 2010: 9am-4.30pm (10003.8)

College of Law City, Level 7, 111 Elizabeth St, Sydney

Designed to assist practitioners operating both in the District and Local Courts, this program takes a practical approach on how to function effectively in these courts.

- ▶ Proper preparation of court documents
 - ▶ The mysteries of interlocutory procedures
 - ▶ Compromises and settlements
 - ▶ Complying with standard directions
 - ▶ Preparation for hearing
 - ▶ How to appear
 - ▶ Operation of court lists
- ... and much more.

THE ABC OF WILL DRAFTING

Complies with Rule 42.1.6.3: Professional Skills

Thursday 25 March 2010: 9am-12.30pm (10003.9)

College of Law City, Level 7, 111 Elizabeth St, Sydney

This program has been specifically designed to assist practitioners with the fundamentals of will drafting. There will be plenty of examples and opportunity for questions. The program will deal with:

- ▶ Formal requests for a valid will under the *Succession Act*
- ▶ Taking instructions
- ▶ Revocation of previous wills
- ▶ Issue of capacity and extensions of capacity
- ▶ Choice and appointment of executors and trustees
- ▶ Identification of assets and liabilities
- ▶ Trusts in wills and powers to executors
- ▶ Specific gifts and gifts to charities
- ▶ Funeral arrangements
- ▶ Execution
- ▶ Residuary clauses in wills

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| <input type="checkbox"/> | 10003.6 Preparing Effective Affidavits (3.25 MCLE units)
Wednesday 10 March 2010: 9.00am-12.30pm, College of Law City | M \$249.00 (incl \$27.60 GST) | NM \$299.00 (incl. \$27.27 GST) |
| <input type="checkbox"/> | 10003.7 Supreme Court Practice and Procedure (6 MCLE units)
Friday 12 March 2010: 9.00am-4.30pm, College of Law City | M \$407.00 (incl \$37.00 GST) | NM \$495.00 (incl. \$45.00 GST) |
| <input type="checkbox"/> | 10003.8 District & Local Court Practice & Procedure (6 MCLE units)
Friday 19 March 2010: 9.00am-4.30pm, College of Law City | M \$407.00 (incl \$37.00 GST) | NM \$495.00 (incl. \$45.00 GST) |
| <input type="checkbox"/> | 10003.9 The ABC of Will Drafting (3.25 MCLE units)
Thursday 25 March 2010: 9.00am-12.30pm, College of Law City | M \$249.00 (incl \$27.60 GST) | NM \$299.00 (incl. \$27.27 GST) |

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