

How to Develop Litigation Timelines

Better three hours too soon than a minute too late

This class demystifies the whats and the whens of case preparation from complaints to closings. Good lawyers know what to do—great lawyers know when to do it. You learn how to implement a checklist and timeline strategy at the outset of each case so that you never pull a panicked all-nighter again! While Shakespeare may not have been a fan of lawyers, his advice from *The Merry Wives of Windsor* certainly applies: better three hours too soon than a minute too late!

Agenda

- Charting Elements Through Jury Instruction Analysis to Foresee and Overcome Evidentiary Issues
- Differentiating Goals for Written Discovery, Deposition Preparation, Evidence Development, and Motion Practice
- Assessing Whether and How Alternative Dispute Resolution Fits into Your Overall Plan
- Beginning Successful Trial Preparation Early and Weaving it Into Every Step of Your Case

Speakers



VINCENT N. DePALO practices civil litigation at Smith Duggan Buell & Rufo LLP, where he concentrates his practice in asbestos litigation, toxic torts, products liability, and insurance defense. He has garnered both trial and arbitration experience in the District and Superior Courts throughout Massachusetts and, prior to joining Smith Duggan, served as a staff attorney at the Middlesex Superior Court and as a judicial fellow for Associate Justice Dennis J. Curran. A graduate of Manhattan College and the University of New Hampshire School of Law, Vincent has contributed to various legal and scientific articles and is a frequent guest lecturer at Northeastern and Roger

Williams Schools of Law. He is the author of, among other articles, “Stiff Medicine: The Medicare Lien Process,” for the journal of the Massachusetts Academy of Trial Attorneys.



MELISSA A. JUÁREZ obtained her B.A. degree in Political Science from Boston University and her J.D. degree from Boston University School of Law in 1997. During her twenty-three year legal career, Melissa has worked in the public and private sectors as a litigator, trying numerous superior court and district court civil and criminal jury trials as lead counsel. Melissa was an Assistant District Attorney in the Suffolk County District Attorney’s office for five years, where she handled district and superior court criminal cases. For two years, Melissa was Counsel to the City of Boston Employment

Commission, where she drafted, negotiated and reviewed all development contracts on commercial construction projects on behalf of the Commission ensuring compliance with city residency requirements. Melissa also ran her own law practice for several years, handling real estate transactions, G.L. c. 208, § 1A and 1B divorce actions and general civil litigation. As an attorney for the Department of Correction, Melissa represented employees in civil litigation in state and federal court, handled G.L. c. 123A, § 9 Sexually Dangerous Persons civil jury trials in superior court and represented the Commonwealth in appeals of trials including writing appellate briefs and oral arguments before the Appeals Court. In her current role, Melissa is an Assistant Clerk Magistrate in Suffolk Superior Court, where she has worked for over a year. Melissa is a past Executive Board member of the Massachusetts Bar Association and Delegate and is a past Executive Board member and officer of the Massachusetts Association of Hispanic Attorneys.



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Dates & Location

LIVE WEBCAST

Thursday, October 15, 2020
10:00 am–11:00 am

Register at www.mcle.org
Program Number: 2210081WBC

RECORDED WEBCAST

Thursday, October 29, 2020
2:00 pm–3:00 pm

Register at www.mcle.org
Program Number: 2210081RBC

RECORDED WEBCAST

Thursday, November 5, 2020
4:00 pm–5:00 pm

Register at www.mcle.org
Program Number: 2210081RB1

Tuition *(includes written materials)*

- \$145
- \$130.50 MCLE Sponsor Members
- \$108.75 New Lawyers admitted to law practice after 2017, Pending Admittees, Law Students, and Paralegals

To apply for a need-based scholarship, email scholarships@mcle.org.

Materials

The materials for this program are available *online only* and can be downloaded via the link emailed to you upon registration.

Also, there is no need to take extensive notes. Two weeks after the live webcast, all registrants receive a link to a verbatim transcript of this program.

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