

## Paralegal Certificate Course®

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which paralegals are most in demand. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills. Successful graduates will be awarded a Certificate of Completion from Niagara University. To receive a certificate, students must pass six quizzes and successfully complete five legal document writing assignments.

## Schedule

**Live lecture classes** — will be held for six weeks on Tuesdays and Thursdays from 6-9:30 p.m. and on Saturdays from 9 a.m.-5 p.m.

**Next session** — Contact us for the next session.

**Course location** — Niagara University campus, Niagara University, N.Y. Classroom assignment will be provided with registration confirmation.

## Financial Aid

The program is approved for workforce training in both Niagara and Erie counties. Contact the One Stop Centers, Niagara County Employment and Training Department, 716-278-8140, e-mail [info@worksource1.com](mailto:info@worksource1.com) for more information.

## Registration Information

Please complete the attached registration form and mail it with your check or credit card information at least one week prior to the first class session to:

Niagara University  
Continuing Education  
P.O. Box 2029  
Niagara University, N.Y. 14109-2029

## Course Tuition and Materials

Tuition: \$1,089 per person.

*Tuition does not include textbooks or WESTLAW access.*

### Required Textbooks

Live format textbooks include "New York Rules of Court: Introduction to Paralegalism," seventh edition, by William Statsky; "Basics of Legal Document Preparation" by Robert Cummins; and "Paralegal Procedures and Practices" and "Paralegal Career for Dummies," both by Scott and Lisa Hatch.

WESTLAW online legal research access is required for the live lecture course, and is available from CLS.

### Highly Recommended Legal Resources

- "Black's Law Dictionary," third pocket edition
- "The Bluebook: A Uniform System of Citation"

All textbooks and resources (including WESTLAW access) are available for purchase from The Center for Legal Studies by calling 1-800-522-7737 or by accessing the secure online order form at [www.legalstudies.com](http://www.legalstudies.com). Books ordered from The Center for Legal Studies during the week immediately prior to the beginning of class may incur an additional shipping fee to assure timely receipt.

## Your Instructors

The program is coordinated by our educational partner, The Center for Legal Studies, one of America's most respected legal education training centers, offering legal programs nationally since 1980. CLS courses are currently offered at over 1,000 universities and colleges across the United States.

The course will be taught by area legal professionals selected by The Center for Legal Studies.

## Registration Form

### Paralegal Certificate Course at Niagara University

**Next session starting soon**

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
No. Street

City State Zip

Phone \_\_\_\_\_  
Daytime Evening

E-mail \_\_\_\_\_  
Optional

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
SSN may be used to retrieve attendance records

Tuition — \$1,089

### Method of Payment

Visa/MC  Discover  Check

If using a charge card, please enclose the following

Card no. \_\_\_\_\_ Exp. \_\_\_\_\_

Account cardholder's signature as it appears on charge card

**Make checks payable to Niagara University**

**Return form to Niagara University**

Continuing Education

P.O. Box 2029

Niagara University, N.Y. 14109-2029

**Questions?** For registration questions, contact Niagara University at 716-286-8181. For curriculum questions, contact The Center for Legal Studies at 1-800-522-7737, or visit the CLS Web site at [www.legalstudies.com](http://www.legalstudies.com).

**Early registration is encouraged**

## Course Outline

### Week one — Legal Terminology, Documents, Ethics, And The Litigation Process

This first session will focus on the history of American jurisprudence, the theory of law, the legal process, and the nature of litigation. Discussion will cover pretrial, trial, and post-trial procedures as well as an in-depth coverage of legal ethics. Students will learn how to prepare a complaint, answer, third party complaint, and motion for summary judgment based upon tort and contract causes of action.

### Week two — Introduction to The Evidentiary Predicate

During this session, we will review the rules of evidence and civil procedure as well as basic interviewing and investigation techniques and the development and use of demonstrative evidence. Students will prepare discovery matter such as interrogatories, requests for admissions, and requests for production of documents.

### Week three — Identifying Relevant Authority

Throughout this session, you will learn how to identify relevant law and determine the differences between primary and secondary authority, and between mandatory and persuasive authority through the use of hypothetical situations.

### Week four — Introduction to Legal Research

During this session, you will learn research techniques for use in legal memoranda, motions, and briefs. A concise approach to legal research will be developed including an introduction to Westlaw Online Legal Research.

### Week five — Legal Research Practice And Document Preparation

Legal research skills will be reviewed during this session with emphasis on shepardizing statutes and case law. Numerous research assignments will be given, discussed, and critiqued. Students will learn how to prepare important legal documents relating to real property, corporations, partnerships, wills, trusts, bankruptcy, and domestic relations.

### Week six — Legal Writing And Appellate Procedure

This final session will concentrate on the preparation and critique of legal memoranda, including an interoffice memorandum of law and appellate brief. Principles of appellate procedure will be reviewed, as well as proper citation format. Job hunting techniques and job leads for those seeking their first employment as paralegals will also be discussed.

 NIAGARA UNIVERSITY  
Continuing Education  
P.O. Box 2029  
Niagara University, N.Y. 14109

## Comprehensive Legal Education Course

## Paralegal Certificate Course<sup>®</sup>

Contact us for the next session



- 84 hours of instruction by experienced legal professionals
- Six weeks (evenings and weekends)
- Professional certificate awarded by Niagara University
- WESTLAW access available

Continuing Education  
716-286-8181

[www.niagara.edu/ce](http://www.niagara.edu/ce)

 NIAGARA UNIVERSITY  
Education That Makes a Difference