

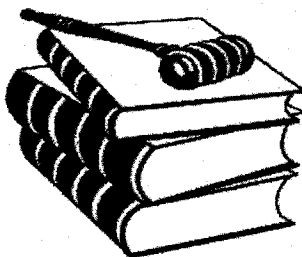


Saint Cloud State University

Comprehensive Legal Education Courses

Paralegal Certificate Course[©]

- ◆ **Professional Certificate Awarded
by St. Cloud State University**
- ◆ **Available live, online, and in VHS,
audio, DVD, and text-only formats!**
- ◆ **WESTLAW access available!**



The Center for Legal Studies

Achieving Excellence in Legal Education Since 1980

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 the 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. The Paralegal Certificate Course[®] will also teach you how to work as a full-time or part-time paralegal, or how to open your own freelance business. There are no prerequisites, but students must be prepared to complete a significant amount of homework for each weekly session. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills.

The course is available in the following formats: live campus lectures, online, or correspondence which includes DVD, VHS, audiotape, or text-only.

Successful graduates will be awarded a Certificate of Completion from St. Cloud State University. To receive a Certificate, students must pass quizzes and successfully complete several legal document writing assignments.

Course Outline

Legal Terminology, Documents, Ethics, and the Litigation Process

This session will focus on the history of American jurisprudence, the theory of law, the legal process, and the nature of litigation. Discussion will cover pre-trial, 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.

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.

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.

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.

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.

Legal Writing and Appellate Procedure

This 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.

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 1000 universities and colleges across the U.S.

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

Nationally renowned legal professionals including Daire Irwin, J.D., and Peggy Kirk, C.L.A., teach the online course.

Financial Aid

Sallie Mae[®] offers the Career Training Loan for qualified students enrolled in degree and non-degree continuing education programs by calling 1-888-2-SALLIE.

Please visit www.easypass.com for more possible financial aid options.

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:

The Center for Legal Studies
523 Park Point Dr., Ste. 320
Golden, CO 80401

Or register by:

Phone: 1-800-522-7737

Online: www.legalstudies.com

Formats, Fees & Materials

Tuition: \$1089 per person (*Tuition does not include textbooks or WESTLAW access*)

LIVE LECTURE

• Schedule

Live lecture classes will be held for six weeks on Tuesdays, Wednesday, and Thursdays from 6:00 p.m. to 10:00 p.m. There will also be two Saturday classes from 9:00 a.m. to 3:30 p.m.

Fall 2009 Session begins September 29, 2009, and graduates November 7, 2009.

Spring 2010 Session begins February 23, 2010, and graduates April 10, 2010. *No classes held March 30 & 31, April 1 & 3 for Easter.*

• Course Location

St. Cloud State University, St. Cloud, MN. Campus classroom assignment will be provided with registration confirmation.

• Required Textbooks

Live format textbooks include *Federal Civil Rules Booklet; Introduction to Paralegalism, 7th ed.*, by William Statsky; *Basics of Legal Document Preparation*, by Robert Cummins; *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 format.**

ONLINE

• Schedule

New online sessions begin every eight weeks.

2009 Sessions: **Fall Session I:** August 24 - October 9, 2009

Fall Session II: October 19 - December 4, 2009

2010 Sessions: **Spring Session I:** January 11 - February 26, 2010

Spring Session II: March 8 - April 23, 2010

Summer Session I: May 3 - June 18, 2010

Summer Session II: June 28 - August 13, 2010

Fall Session I: August 23 - October 8, 2010

Fall Session II: October 18 - December 3, 2010

The online course is completed in two consecutive seven-week sessions and both sessions must be successfully completed in order to receive a certificate. Students may begin their course study during any online session offered throughout the year.

WESTLAW online legal research access is required for the second half of the online course format.

• Required Textbooks

Online textbooks include *Federal Civil Rules Booklet; Introduction to Paralegalism, 7th ed.*, by William Statsky; *Basics of Legal Document Preparation*, by Robert Cummins; *Paralegal Procedures and Practices*; and *Paralegal Career for Dummies*, both by Scott and Lisa Hatch.

DVD, VHS, AUDIO OR TEXT-ONLY

• Schedule

DVD, VHS, audio, and text-only course formats are ongoing and you may register and begin at anytime.

• Required Textbooks

VHS, Audio, or DVD required texts: *Federal Civil Rules Booklet; Paralegal Procedures and Practices*; and *A Paralegal Primer, 3rd Edition*.

Recommended texts for these formats: *Introduction to Paralegalism, 7th edition*, by William Statsky and *Basics of Legal Document Preparation*, by Robert Cummins

WESTLAW online legal research access is required for the DVD, VHS & Audio formats.

Text-Only required texts: *Federal Civil Rules Booklet; Introduction to Paralegalism, 7th edition*, by William Statsky; *Basics of Legal Document Preparation*, by Robert Cummins, *Paralegal Procedures and Practices*, and *Paralegal Career for Dummies*, both by Scott and Lisa Hatch.

Highly Recommended Legal Resources for all formats:

- *The Bluebook: A Uniform System of Citation*
- *Black's Law Dictionary, 3rd pocket edition*

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 using the secure online order form at www.legalstudies.com.

Student WESTLAW access through CLS is subject to terms and conditions.

Prices, location, availability, and required textbooks are subject to change.

Please complete and return this Registration Form:

Format: Live VHS Audio DVD Text-only Online

Session:

2009 Online Sessions: *Fall Session I*: August 24 - October 9, 2009; *Fall Session II*: October 19 - December 4, 2009.
2010 Online Sessions: *Spring Session I*: January 11 - February 26, 2010; *Spring Session II*: March 8 - April 23, 2010; *Summer Session I*: May 3 - June 18, 2010; *Summer Session II*: June 28 - August 13, 2010; *Fall Session I*: August 23 - October 8, 2010; *Fall Session II*: October 18 - December 3, 2010.

Name _____
Last First Middle

Address _____
No. and Street City State Zip

Phone _____ SS No. _____
Home Business (SSN may be used to retrieve attendance records)

Email: _____
(Required for online registration)

Course Tuition: \$1089

Textbooks: The required texts for the Paralegal Certificate Course® are available from The Center for Legal Studies Bookstore. Students should order these textbooks at least one week prior to the first session of class to help ensure receipt before class begins. Please call 1-800-522-7737 to order textbooks and obtain exact shipping charges.

Please send a check for tuition in the correct amount payable to: The Center for Legal Studies

Mail to: The Center for Legal Studies, 523 Park Point Dr., Ste. 320, Golden, CO 80401

For credit card payment, please include the following: ___ Visa ___ Mastercard ___ AMEX ___ Discover

Account Number Expiration Date Account cardholder's signature as it appears on the charge card

You may also fax your registration form and credit card information to 303-271-1777.

Please let us know how you heard about our courses: _____

Questions? Please call St. Cloud State University at 320-255-3081, The Center for Legal Studies at 1-800-522-7737, or visit www.legalstudies.com.



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Administrative Office
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Golden, CO 80401

Paralegal Certificate Course®
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