

In as little as four months—or take longer if you wish—you can be on your way to earning a great income as a Paralegal. Our experts prepare you to work for private law firms, government agencies and public and private corporations.

You get everything you need to know in easy-to-understand lessons that guide you step by step. You'll learn how to prepare cases for trial, draw up wills and trusts, do legal research, draft documents, assist attorneys during trials and much more. Here is a preview of what you will learn:

## INSTRUCTION PACK I

### *Everything You Need to Know About Being a Paralegal*

The Paralegal profession is one of the fastest growing fields in the U.S. You'll learn what a Paralegal does, the salary a Paralegal can expect and the benefits that the Paralegal profession offers attorneys, clients and Paralegal companies.

### *Your Role in the Legal Profession*

You'll learn the reasons for the rapid growth of the Paralegal profession, the law specialties different Paralegals practice and the benefits of different work settings. You'll also set career goals.

### *Criminal Law and Civil Law: What's the Difference?*

Civil cases and criminal cases are both approached in very different manners. After studying this lesson, you'll be able to distinguish between the processes involved in civil and criminal litigation and understand the responsibilities of the parties involved in each type of case.

### *Investigating a Case*

When investigating a case, there are many different responsibilities a Paralegal will be asked to assume. You'll learn the basics of coordinating and investigation, including how to gather evidence, interview witnesses and locate expert witnesses.

#### Also Included:

- "You Can Do It!" CD
- Paralegal Quick-Reference Pages
- Course Introduction
- School Catalog

## INSTRUCTION PACK II

### *Personal Injury and Torts*

Tort law establishes who's responsible for injuries to people and damages to property, as well as establishing responsibility for the allocation and recovery of losses.

### *A Tour through the U.S. Court System*

Whether it be trial, appellate, state, federal or local, each court has a specified authority and jurisdiction within the court system that limits or authorizes its powers.

### *Where Do Laws Come From?*

Besides federal and state constitutions, we are governed by law created by all three branches of government. You'll learn where laws come from and which laws take precedence when laws conflict.

### *The Two Essential Elements of a Crime*

First you'll learn about the role of Paralegals in criminal law. Then you'll learn the basics of criminal law and the purpose of punishing violators. The lesson closes with an explanation of what constitutes a crime.

### *Crimes – Facts, Victims, Defendants and Defenses*

Each crime is broken down into the elements that need to be proven to establish that the crime was committed. You'll learn the defenses to criminal accusation.

#### Also Included:

- Paralegal Quick-Reference Pages



Lesson shipments are delivered right to your doorstep!

## INSTRUCTION PACK III

### *A Criminal Trial*

Criminal procedure governs the methods used for enforcing criminal law. This lesson covers the procedural aspects of the pre-trial, trial and post-trial stages of a criminal case.

### *Filing a Civil Suit*

Litigation Paralegals work with cases involving trial courts and must fully understand the nuances of judicial procedures. You'll learn the role that Paralegals play in civil litigation, as well as discover several typical actions which may warrant a civil suit. Furthermore, you'll also be able to understand the importance of witnesses, evidence and initial pleadings as they pertain to civil litigation.

### *Learning the Facts of the Case*

The discovery process is essential to preparing a case for trial. You'll learn about several effective methods of discovery, and the Paralegal's responsibility toward preparing exhibits, briefs and interrogatories.

### *Closing the Case – Settlement or Trial?*

In many cases, it is advantageous for a client to settle out of court rather than go through the lengthy and expensive process of a trial. This lesson will help you understand the necessity of dismissals and settlements and will give you an overview of the procedures of a civil law trial.

### *Family Law – From Marriage to Adoption*

Family law is an area in which many Paralegals choose to work. This section focuses on the legal and contractual requirements of marriage and adoption. Surrogacy, alternatives to marriage and prenuptial agreements are all discussed.

#### Also Included:

- Paralegal Quick-Reference Pages

## INSTRUCTION PACK IV

### *Family Law – From Divorce to Child Custody*

In the previous lesson, you learned about marriage and adoption. Now you'll learn about the legal procedures involved in terminating a marriage and making arrangements for child custody.

### *Contracts in Everyday Life*

Contracts are used in virtually every aspect of human interaction. Paralegals must be familiar with the requirements and pertinent statutes concerning contracts. This lesson covers the role of Paralegals in contract matters.

### *What Makes a Contract Legal?*

In this lesson, you'll learn about the need for all parties involved in a contract to be in agreement. In addition, you'll learn the methods of destroying this agreement, the legal capacity to enter into contract and the legality of contracts.

### *Legal Writing Style*

Effective writing skills are essential to a Paralegal's success. This lesson will give you an overview of the most important mechanical and stylistic concerns a Paralegal must master in order to improve written communication skills.

### *Interviewing Clients*

There's much more involved in the process of interviewing clients than simply taking notes. This lesson will help you learn the skills necessary to participate in a client interview, including active listening, keeping the meeting focused and composing memorandums.

### *Organizing Evidence and Research for Trial*

Keeping track of all of the evidence and documents involved in a trial can be an overwhelming task. This lesson will give you the skills necessary to organize, file and index evidence and documents.

#### Also Included:

- Paralegal Quick-Reference Pages
- Writing for Paralegals Supplement
- Law Dictionary

## INSTRUCTION PACK V

### *Legal Research – Overview and Case Law*

You'll learn the primary and secondary sources of law, how to find laws, how to read court reports and where to begin your research for a case.

### *Federal and State Court Research*

Researching the decisions of courts is important to the preparing and arguing of your client's case. You'll learn where to look up court decisions, the difference between official and unofficial versions and how to cite cases.

### *Statutory Research*

Statutory research involves looking up a statute's history and codification. This lesson teaches you how to research and find the proper way to cite statutes.

### *Shepardizing*

Shepardizing is the most widely used method for making sure that the law you're concerned with is current.

### *Real Life – Legal Research and Writing*

This lesson introduces you to the skills a Paralegal must possess in order to complete thorough research. In addition, you'll learn how to write in a style conducive to effective communication and where to locate important writing tools.

### *Real Life – Deposition Summaries and Other Legal Writing*

A large part of a Paralegal's duties involve the writing of legal documents. In this lesson, you'll learn the proper way to draft documents such as the complaint, answer, interrogatories and deposition summaries.

### *Professional Associations & Paralegal Specialties*

People whose interests vary widely can all find opportunities within the Paralegal profession. This lesson is an overview of different specialty areas of law and work settings. You'll also find out about Paralegal associations.

#### Also Included:

- The Paralegal and the Computer Supplement
- Paralegal Quick-Reference Pages
- Paralegal Ethics Supplement
- Paralegal Career Starter Kit

## Special Graduation Gift!

When you are a paid-in-full graduate, we'll send you a Portable Audio Recorder you can use in your new career as a Paralegal!



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With years of experience operating her own business in the legal field, Pam Weston saw the moneymaking opportunity for people who would like to work for lawyers and other legal professionals in the growing field of Paralegal services. When she started our school over 25 years ago, she also decided to place special emphasis on how people can train in the convenience of their own homes for new careers that pay good money and offer prestige and security. All of our successful Paralegal graduates are fully qualified to work in public and private law offices. You can even start your own home-based business offering Paralegal services in your community.

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There is nothing more rewarding than working in an in-demand career where your efforts really help others. As a trained Paralegal you get the best of both worlds—you can either work for lawyers in public and private law offices or you can start your own legal services business and work at home. Whatever you choose, we urge you to start your training with U.S. Career Institute today!

*Pam Weston*



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