

LEGAL ASSISTANT/PARALEGAL

EVENING SHORT COURSES

Introduction to the Law Office - CIVIL (Assisting the attorney with the case)

Our Legal System, Confidentiality & Ethics, Deadlines, Organizing Files, Filing Legal Documents, Interviewing Witnesses, Discovery, Pre-Trial, Motions, Trial, and Appeal.

Wednesdays

4:00 p.m. - 8:00 p.m.

September 24, 2008 - October 1, 2008 - (8 hours)

\$208 - Tuition

Introduction to the Law Office - CRIMINAL (Assisting the attorney with the case)

Our Legal System, Confidentiality & Ethics, Deadlines, Organizing Files, Filing Legal Documents, Interviewing Witnesses, Discovery, Pre-Trial, Motions, Trial, and Appeal.

Wednesdays

4:00 p.m. - 8:00 p.m.

October 8, 2008 - October 15, 2008 - (8 hours)

\$208 - Tuition

Preparing Legal Documents

Initiating the Case, Planning Litigation, Jurisdiction, Drafting a Complaint, Service of Process, Creating/Organizing Files, Computing Deadlines, Answering Complaint, Alternative to Answer, Discovery and Motion Practice, Motions & Pre-Trial, Trail to the Court/Jury, Verdicts to Judgments, Appeals

Wednesdays

4:00 p.m. - 8:00 p.m.

October 22, 2008 - November 5, 2008 (12 hours)

\$312 - Tuition

Divorce & Dissolution

Marriage, Grounds for Divorce, Child Custody, Child Support, Pleadings/Documents, Use of Real Property, Shared Ownership, Deeds, Sale and Leases

Wednesdays

4:00 p.m. - 8:00 p.m.

November 12, 2008 - November 19, 2008 - (8 hours)

\$208 - Tuition

Real Estate

Use of Real Property, Shared Ownership, Deeds, Sale and Leases

Tuesday/Wednesday

4:00 p.m. - 8:00 p.m.

November 25, 2008 - December 3, 2008 - (8 hours)

\$208 - Tuition

Criminal Procedure & Law

Fourth Amendment Search & Seizure, Arrest and Search Warrants, Warrantless Searches, Stop & Frisk, Interrogation, Booking and Initial Appearance, Preliminary Hearing and Grand Jury, Arraignment, Plea Bargaining, Right to Counsel, Paralegals in Criminal Law, Mens Reus, Acetous Reus, Causation, Crimes, Defenses, Exclusionary Rule, and Sentencing

Tuesday/Wednesdays

4:00 p.m. - 8:00 p.m.

December 10, 2008 - January 7, 2009 (16 hours)

\$416 - Tuition

Legal Research

Researching the Case, Case Reporting, Reading Cases, Briefing, Researching Resources, Court Decisions, Limitations on Appellate Courts, Legal Analysis, Comparing Case Law, Statutes, Writing a Legal Memorandum

Wednesdays

4:00 p.m. - 8:00 p.m.

January 14, 2008 - March 4, 2008 (32 hours)

\$832 - Tuition



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