



Paralegal Certificate Program: Program Topics

Legal Studies Programs
University of Georgia Center for Continuing Education

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand. Topics are subject to change.

Legal Terminology, Documents, Ethics, and the Litigation Process

We 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. Preparation of a Complaint, Answer, Third Party Complaint, and Motion for Summary Judgment based upon tort and contract causes of action will be covered.

Evidentiary Predicate

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 have the opportunity to prepare discovery matter such as Interrogatories, Requests for Admissions, and Requests for Production of Documents.

Identifying Relevant Authority

This part of the course will cover 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.

Legal Research

This part of the course will cover 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, with emphasis on shepardizing statutes and case law. Numerous research assignments will be given, discussed, and critiqued. Preparation of important legal documents relating to real property, corporations, partnerships, wills, trusts, bankruptcy, and domestic relations will be covered.

Legal Writing and Appellate Procedure

This part of the course 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 for those seeking their first employment as paralegals will also be discussed.

For more information about the Paralegal Certificate Program, contact the Department of Professional and Personal Development at 706-542-3537 or questions@georgiacenter.uga.edu