ABOUT THIS COURSE
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. Live lecture students are required to attend at least 80% of class in order to receive a Certificate of Program Completion.

SESSION 1: Legal Terminology, Documents, Ethics, and the Litigation Process
This first session focuses 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. At the end of the first session of class, students will know how to prepare a Complaint/Petition, Answer, Third Party Complaint/Petition, and Motion for Summary Judgment.

SESSION 2: Introduction to the Evidentiary Predicate
This session covers the rules of evidence and civil procedure. Basic interviewing and investigation techniques and the development and use of demonstrative evidence will also be explained. At the end of the second session of class, students will prepare discovery matter such as Interrogatories, Request for Admissions and Request for Production of Documents.

SESSION 3: Identifying Relevant Authority
During this session, students will learn how to identify relevant law, determine the differences between primary and secondary authority, and between mandatory and persuasive authority, and learn how to find and apply authority to hypothetical factual situations.

SESSION 4: Introduction to Legal Research
Students will learn research techniques for use in legal memoranda, motions, and briefs. Primary and secondary source materials will be discussed, and a concise approach to legal research will be developed.

SESSION 5: Legal Research Practice
Legal research skills will be applied this session with emphasis on shepardizing statutes and case law and learning to use computerized legal research terminals. Numerous research assignments will be given, discussed, and critiqued. The West Key Number System® will be learned thoroughly.

SESSION 6: 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 also be reviewed. Proper citation format will be covered along with a discussion of job hunting techniques and job leads for those seeking their first employment as paralegals.

PREREQUISITES
There are no prerequisites to take the course, but students will be expected to complete a significant amount of homework for each session. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills.

Course Info:
8 weeks; 84 hours
Fridays: 6:00 - 9:30 p.m.
Saturdays: 9:00 a.m. - 5:00 p.m.
Students will spend two Saturdays at a local law library conducting research.

Location:
University of Georgia Gwinnett Campus
2530 Sever Rd NW, Lawrenceville, GA 30043

https://www.georgiacenter.uga.edu/courses/legal/paralegal-certificate-program-gwinnett