

Tuesday, August 31, 2021 (classes 2 of 30!!)

Today: Last day to add a class or drop without "WD" grade!

Session I:

- Intro to our OpenLab site!
- Course introductions continued! *Finish reviewing syllabus.*
- Peer Mentor Oliver!

Session II:

- 1101: Paralegal roles & skills!
- 1103: What is Civil Procedure?

For next classes (Th. Sept. 2) – *see OL "Assignments" tab!*

- Join our course OpenLab site!!
- Email me info described on OL! *See "Assignments" tab!*
- *For 1103 Civ Pro: Read C&W ch. 3! on BB.*

Th. Sept. 2 12:45-2pm: "Connect Day" New Student Welcome!

Fri. Sept 3-Wed. Sept. 8: **NO CLASSES!** Happy Rosh Hashanah & Labor Day! ☺

For Th. Sept. 9: Write a post on OL: "Who I am!"

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1101: Paralegal roles & skills!

?? What is a paralegal? *Paralegals:*

- work under the supervision of licensed attorneys; assist them with all forms of legal work
- DO NOT "practice law" (provide legal advice, represent clients, etc.)
- are qualified through study, training and/or experience
- a/k/a "legal assistants"

Paralegal roles and skills include . . .

- interviewing clients and witnesses
- conducting legal research
- conducting factual research/investigation
- calendar and track important deadlines
- prepare initial drafts of documents (attorney reviews & signs)
- file documents with courts
- communicate with courts, clients and opponents about logistics and procedures (not legal advice or strategy)
- serve documents on parties, witnesses, etc. (or oversee service)
- organize/maintain client files, documents, evidence, etc.
- attend legal proceedings: take notes, prepare summaries
- assist attorneys in preparing for trial and other legal proceedings (depositions, hearings, etc.)

Nearly ALL of these require computer/technology skills!!

Paralegals may *NOT*:

- give legal advice to clients
- represent clients in most judicial proceedings
- file documents with a court that the attorney has not reviewed and signed
- sign her/his own name to documents filed with the court
- sign her/his own name to any document without indicating the she/he is a paralegal
- set legal fees

... *only licensed attorneys may do these things!!*

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1103: What is Civil Procedure?

Civil law = use of courts to settle private disputes between individuals, or businesses, or between an individual or business against the government.

Civil procedure = rules by which courts conduct civil trials to resolve private claims by individuals or businesses against others. *Source:* www.law.cornell.edu/

It is different from criminal law!!

Civil vs. criminal law:

- Civil = private persons or businesses allege wrongs that harm them individually
- Criminal = government alleges wrongs that harm the public or society (in addition to specific victim)

To be continued ...