

Midterm exam study suggestions!

The exams will address all material we have covered since the beginning of the semester!

You should review all class notes (especially your own, but also those posted on OpenLab); all assigned readings; all class exercises and homework assignments; *and* all quizzes!!

You are welcome to use the maps and charts of the court system you received, that are posted on OpenLab, in the exam!

You should focus your studying (but not limit it) to the following terms and concepts!

1101 Intro to Paralegal Studies (Tue. Oct. 19):

- the two major national associations of paralegal professionals (National Federation of Paralegal Associations; National Association of Legal Assistants)
- what it means to be a "certified paralegal" (the qualifications/requirements)
- tasks paralegals may, and may not, perform, and why (e.g., may not give legal advice or set legal fees)
- U.S. government structure (three branches, etc.)
- Basic American court structure (three tiers, etc.)
- Federal court system *including* District Courts; Circuit Courts of Appeals (13); Supreme Court (functions of each)
- types of jurisdiction *including* general; exclusive; concurrent; federal question; diversity; original; appellate; etc.
- writ of certiorari (including what it means to grant or deny)
- types of law offices where paralegals work
- resumes and cover letters (purpose, information they should include, etc.)

1103 Civil Law and Procedure (Th. Oct. 21):

- what "civil law" means
- what "civil procedure" means
- the body of rules that govern civil procedure (full name and abbreviation)
- differences between civil and criminal law
- standard of proof in civil proceedings
- plaintiff
- defendant
- relief/remedy
- damages/recovery
- amount in controversy
- hierarchical court system (three tiers/levels)
- distinct roles of trial courts, intermediate appellate courts, and highest appellate courts
- NY and federal court systems, structure and jurisdiction
- certiorari
- jurisdiction
- the various forms of jurisdiction (e.g., geographic, subject matter, original, appellate, general, limited, concurrent, exclusive, personal ("*in personam*"), federal question, diversity, etc.)
- who/what can be a "party" to a case
- what is a "claim" (or cause of action, or claim for relief, etc.)

STUDY HARD!! Preparation is the key to success. ☺