

Midterm exam study suggestions!

The exam 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 maps and charts of the court system posted on OpenLab during the exam!

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

Paralegal roles and responsibilities

- 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)

Court systems

- 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)

Career opportunities

- types of law offices where paralegals work
- resumes and cover letters (purpose, information they should include, etc.)

Workings of a law office

- the various professional positions ("who's who") *including* attorneys, legal support staff, etc.
- financial procedures *including* timekeeping; retainers; retainer agreements; types of legal fee arrangements (fixed; hourly; contingency)

Sources of law—*as much as we cover in class on Monday, October 19!*

- types of law *including* statutes; case/common law; administrative law
- primary and secondary authority
- mandatory (binding) and persuasive authority
- U.S. Constitution *including* the Bill of Rights

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