

LAW 1101: Introduction to Paralegal Studies/Fall 2020/Coughlin
Final exam study suggestions!

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

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

You are welcome to use the maps and charts of the court system posted on OpenLab while you take the exam!

You may NOT use any other sources or materials, on OpenLab or the Internet or elsewhere, during the exam! If you do, you will get a zero.

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

Paralegal roles and responsibilities

- 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)

Workings of a law office

- retainer; retainer agreement
- types of legal fee arrangements *including* fixed; hourly; contingency
- double billing

Ethics and Professional Responsibility

- duties of competence and confidentiality
- conflicts of interest
- unauthorized practice of law (UPL)
- consequences to paralegals and attorneys of violating legal ethics

Court systems

- Federal court system *including* District Courts; Circuit Courts of Appeals (13); Supreme Court (levels and functions of each)
- New York court system *including* Supreme Court; Appellate Division; Court of Appeals
- types of jurisdiction *including* general; exclusive; concurrent; federal question; diversity; original; appellate
- writ of certiorari (including what it means to grant or deny)

Sources of law

- 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

Legal research

- types of secondary sources *including* legal encyclopedias; digests; annotations
- reporters
- headnotes
- citation (including its components)
- types of judicial opinions *including* unanimous; affirm; reverse; dissent; concur

Legal writing

- types of legal writing *including* pleadings; discovery; general legal correspondence; interoffice memorandum (a/k/a legal memorandum)
- types of general legal correspondence (letters) *including* informative; demand; confirmation; opinion
- what a paralegal should know when she/he accepts a writing assignment
- when and how paralegals should sign letters; types of letters paralegals may and may not sign

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