

*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. ☺