

Tuesday, August 30, 2022 (class 2 of 30!!)

Today:

- Finish reviewing syllabus! *Policies, questions?*
- Intro to OpenLab!
- "Law in Culture Review" assignment!
- Paralegal roles & skills!

Tomorrow (Wed. Aug. 31): Last day for schedule changes! *On CUNYfirst.*

For next class (Th. Sept. 1):

- Read M&M ch. 1, pp. 9-17, posted on BB & OL!
- Register for OpenLab and our course site!

Also on Th. Sept. 1, 12:45-2pm: Connect Day! *Welcome to our program!* N622, Law & Paralegal department

ASAP! Please email me 3 times you're available to meet, phone # and email address *for emergencies only!*

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What is a paralegal?

Paralegals:

- work under the supervision of licensed attorneys; assist with all forms of legal work
- do not "practice law" (give legal advice, etc.)
- are qualified through study, training and/or experience
- a/k/a "legal assistants"

What are some roles and skills of paralegals?

We identified:

- interview clients
- collect information/evidence from clients and others
- draft legal documents
- make sure documents get filed with courts on time!!
- summarize/analyze court decisions & proceedings
- different tasks depending on the size and type of practice

Others 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 final)
- 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.)

What are some things paralegals may **NOT do?** *We'll discuss this next time. ☺*