

Thursday, September 1, 2022 (class 3 of 30!!)

Today:

- "Where do you want to work?" assignment!
- Paralegal roles & skills continued!
- Campus tour!

Today, 12:45-2pm: Connect Day! *Welcome to our program!* N622.

Fri-Mon Sept. 2-5: NO CLASSES!! *College completely closed Monday.* Happy Labor Day! ☺

Tu. Sept. 6: NO CLASS for us!! Post "Who I Am!" on OL by end of day!

For next class (Th. Sept. 8):

- Read ch. 2, pp. 20-31. (on BB & OL)
- Post "Where do you want to work?" on OL by **8am!**

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Review: Paralegal roles and skills include . . .

- interviewing clients
- collecting information/evidence from clients and others
- drafting legal documents
- making sure documents get filed with courts on time!!
- summarizing/analyzing court decisions & proceedings
- 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)
- 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.
- assist attorneys in preparing for trial and other legal proceedings (depositions, hearings, etc.)
- ***different tasks depending on the size and type of practice!***

What are some things paralegals may **NOT do? Paralegals may **NOT**:**

- give legal advice to clients
- represent clients in most judicial proceedings
- file documents with a court that the attorney has not reviewed and signed
- sign her/his own name to documents filed with the court
- sign her/his own name to any document without indicating the she/he is a paralegal
- set legal fees

. . . only licensed attorneys may do these things!!

True or False?! An individual must be licensed to work as a paralegal.

FALSE!! There is no "paralegal license"!!

But there is **Paralegal certification**: recognition by a private, voluntary paralegal organization (not the government) that an individual satisfies the organization's competency standards. *It is:*

- optional – *NOT required to get a job as a paralegal.*
- not "JUST earning a paralegal certificate"—*there's more to it!*

TWO main requirements:

(1) education to be a paralegal (college degree, certificate program, etc.)

AND (2) passing the organization's written exam.

You need both!

Two major national paralegal organizations certify paralegals:

- National Association of Legal Assistants (NALA, nala.org)
- National Federation of Paralegal Associations (NFPA, paralegals.org)

True or False?! If you graduate from City Tech's Paralegal Studies Program with a bachelor's degree, you will be considered a certified paralegal in NYS. **FALSE!!** You still need to pass a written exam! *See above!!*

THE END!