

Tuesday, October 18, 2022 (class 13 of 30!!)

Today:

- Timekeeping assignment!
- Review for midterm exam!

Now: Read timekeeping assignment!

Next class (Th. Oct. 20): **MIDTERM EXAM!!**

- Bring court charts & maps, and a writing instrument!
- Arrive on time!
- **STUDY!!** See "Study Suggestions" distributed in class and posted on OL.

For Tu. Oct. 25:

- Read textbook ch. 3, Workings of a Law Office!
- Complete timekeeping assignment! *Due on OpenLab 8am.*

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Timekeeping assignment! *relates to "Workings of a Law Office" which we'll discuss Tues. Oct. 25!*

Timekeeping = Paralegals' and attorneys' practice of keeping track of the amount of time they spend on various professional tasks, like meetings, phone calls, and legal research. They record the time in fractions of hours, such as quarter-hours (15 minute increments) or tenths of an hour (6 minute increments). Law offices use these records to bill their clients for time spent working on those clients' cases.

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Midterm exam review! See the "Study Suggestions" distributed in class and posted in OL "Class Notes & Materials"! *Here are a just few refreshers:*

True or False: The highest appellate court in every state is called its "Supreme Court." **False!!**

- For example, New York's highest appellate court is called the "Court of Appeals." (Our "Supreme Court" is actually at the lowest level: it's a trial court!)

What is the name of the main federal trial court that would decide an immigration case that was just filed in Brooklyn, N.Y.? *U.S. District Court for the Eastern District of N.Y.!*

What is the name of the federal court that would decide an appeal of a decision by U.S. District Court for the Southern District of N.Y.? *U.S. Court of Appeals for the Second Circuit!*

- a/k/a "Second Circuit Court of Appeals"

What is the name of the federal court that would decide an appeal of a decision by U.S. Court of Appeals for the Second Circuit? *U.S. Supreme Court!*

What are the two main requirements to be considered a "certified paralegal"?

- (1) *paralegal education (academic degree OR certificate) AND*
- (2) *pass a standardized exam offered by NALA or NFPA!*

The federal trial court located near City Tech (across the street from the park where we took a rest from our walking tour!) is called:

- (A) U.S. District Court for the Eastern District of N.Y.!!**
- (B) U.S. Court of Appeals for the Second Circuit
- (C) U.S. District Court for the Southern District of NY
- (D) New York Court of Appeals

A court's power to decide a case brought before it is called:

- (A) jurisdiction** (B) federal question (C) diversity (D) exclusive

Courts that have original jurisdiction consider only:

- (A) criminal cases
- (B) cases being heard for the first time**
- (C) cases where the parties are residents of the same state
- (D) lower courts' decisions, to decide if they were correct

Courts that have appellate jurisdiction consider only:

- (A) cases being heard for the first time
- (B) cases where the parties are residents of the same state
- (C) lower courts' decisions, to decide if they were correct**
- (D) cases about apples

Which of the following courts has original jurisdiction?

- (A) U.S. District Court for the Eastern District of NY
- (B) U.S. Bankruptcy Court for the Eastern Dist. of NY
- (C) U.S. District Court for the Southern District of FL
- (D) all of the above**

Which of the following courts has appellate jurisdiction?

- (A) U.S. District Court for the Eastern District of NY
- (B) U.S. Court of Appeals for the Second Circuit
- (C) U.S. Supreme Court
- (D) all of the above
- (E) B and C only**

A federal court's authority to decide a case involving federal law is called __ jurisdiction.

- (A) original (B) appellate **(C) federal question** (D) diversity

A federal court's authority to decide a dispute between citizens of different states is called __ jurisdiction.

- (A) original (B) appellate (C) federal question **(D) diversity**

What are the two requirements for a federal court to have diversity jurisdiction over a case? (1) Plaintiff and defendant must reside in different states AND (2) amount in controversy must be at least \$75,000!

STUDY HARD!! ☺