

**Tuesday, January 31, 2023** (class 2 of 30!!)

**Today:**

- *Finish* reviewing syllabus!
- *Start* paralegal roles & skills!
- Campus tour!
- Last day to change your schedule on CUNYfirst!!

**For next class** (Th. Feb. 2 – Groundhog Day!): Read textbook ch. 1, pp. 9-17!

**ASAP!**

- Confirm access to CT email! *Visit Welcome Center for help.*
- Please email me:
  - phone # and email address – *for emergencies only!*
  - 3 days & times you can meet for about 1/2 hour!

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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, represent clients, etc.)
- are qualified through study, training and/or experience
- a/k/a "legal assistants"

**?? What are some *roles and skills* of paralegals??**

*We identified:*

- Intake – interviewing clients, collecting factual information
- Conducting legal research
- Locate and interview witnesses
- Organize files
- Attending proceedings
- Track deadlines

**Other paralegal roles and skills *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.)