

LAW 1101 Intro to Paralegal Studies/Spring 2023/Coughlin
Midterm exam study suggestions!

The exam will address all material we have covered since the beginning of the semester!

You should review all quizzes, class notes (your own, plus those on OpenLab); and assigned readings!!

You are welcome to use your paper copies of the maps and charts of the court system that you received in class (also posted on OpenLab) during the exam! *Nothing else.*

You should focus (but not limit) your studying to the following terms and concepts!

Paralegal roles and skills, including:

- definition of "paralegal" and "legal assistant" (synonyms)
- licensing requirements (attorneys must be licensed; paralegals are not licensed)
- tasks paralegals may, and may not, perform, and why (for example, may draft documents for attorneys to review and approve; may not give legal advice or set legal fees—only licensed attorneys may do that)
- what it means to be a "certified paralegal" (the qualifications/requirements)
- the two major national associations of paralegal professionals, which offer paralegal certification (National Federation of Paralegal Associations; National Association of Legal Assistants)

Career opportunities, including:

- types of law offices where paralegals work
- resumes and cover letters (purpose, information they should include, etc.)

Court systems, including:

- basic American court structure (three levels/tiers: trial, intermediate appellate, and highest appellate)
- distinct roles of trial courts, intermediate appellate courts, and highest appellate courts
- types of jurisdiction (including original; appellate; general; federal question; diversity)
- requirements for diversity jurisdiction
- federal court system (including U.S. District Courts; U.S. Circuit Courts of Appeals [13]; U.S. Supreme Court; and functions of each)
- federal courts in New York (for example, the main federal trial court that includes Brooklyn and Queens is U.S. District Court for the Eastern District of New York; the main federal trial court that includes Manhattan and the Bronx is U.S. District Court for the Southern District of New York; the intermediate appellate court that includes all federal trial courts in New York is U.S. Court of Appeals for the Second Circuit; etc.)
- full names of federal courts that decide particular types of cases (for example, a case just filed in the main federal trial court in Brooklyn, N.Y. would be decided by U.S. District Court for the Eastern District of N.Y.; an appeal of a decision by U.S. District Court for the Southern District of N.Y. would be decided by U.S. Court of Appeals for the Second Circuit; etc.)
- U.S. Supreme Court procedures (including writ of certiorari, and what it means if a writ is "granted" or "denied")

Workings of a law office – including as much as we cover before the midterm exam, such as:

- who's who in a law firm
- timekeeping
- retainers; retainer agreements
- types of legal fee arrangements, *including* fixed; hourly; contingency

STUDY HARD!! Preparation is the key to success. ☺