

*LAW 1101 Intro to Paralegal Studies/Spring 2023/Coughlin*  
**Final 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 posted on OpenLab), and assigned readings!!

***You may NOT refer*** to any paper or electronic sources during the exam. Just your big, smart BRAIN!! ☺

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

Paralegal roles and responsibilities

- what it means to be a "certified paralegal" (the qualifications/requirements)
- tasks paralegals may and may not perform, and why (e.g., may not give legal advice or set legal fees)

Workings of a law office

- retainer; retainer agreement
- types of legal fee arrangements *including* fixed; hourly; contingency
- double billing

Ethics and Professional Responsibility

- who determines attorney and paralegal ethical rules
- duties of competence and confidentiality
- conflicts of interest
- unlawful/unauthorized practice of law (UPL)
- consequences to paralegals and attorneys of violating legal ethics

Court systems

- Federal court system *including* District Cts.; Cir. Cts. of Appeals (13); Supreme Court (levels and functions of each)
- name of New York's highest court
- types of jurisdiction *including* general; exclusive; concurrent; federal question; diversity; original; appellate
- writ of certiorari (including what it means to grant or deny)

Sources of law

- types of law *including* statutes; case/common law; administrative law
- primary and secondary authority
- mandatory (binding) and persuasive authority
- U.S. Constitution *including* the Bill of Rights

Legal research

- types of secondary sources *including* legal encyclopedias; digests; annotations
- reporters
- citations (including parts of a case citation)
- types of judicial opinions *including* unanimous; affirm; reverse; dissent; concur

Legal writing

- types of legal writing *including* pleadings; discovery; general legal correspondence; interoffice/legal memorandum
- types of general legal correspondence (letters) *including* informative; demand; confirmation; opinion
- what paralegals should know when they accept a writing assignment
- when and how paralegals may sign letters; types of letters paralegals may and may not sign

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