NEW! Advanced Paralegal Seminar Series

Keep up with trending legal topics

Anyone employed by a law firm, working toward a legal profession, or possessing legal experience and wishing to increase their knowledge in the legal field can enhance their career through advanced education in various areas of the law.

By studying targeted topics, students can gain the specialized knowledge that will increase their scope of practice and competencies, and make them more effective in working with attorneys who may focus on particular legal fields and specialties.

These short-term courses are designed to accommodate busy professionals.

E-filing

Saturday, October 5, 2019, 8:30 a.m.–4 p.m.

This one-day course addresses federal and state e-filing systems, including CM/ECF, File & ServeXpress™, File & Serve Delaware™, and eFlex. Students will learn common e-filing terminology, document requirements and deadlines for e-filing in each court, and how to search the docket in each e-filing system.

Lectures include e-filing demonstrations, best practices, pitfalls to avoid and resources for additional training.

PRICE: $375 – Various discounts available

CEUs: Earn 0.8 Continuing Education Units

WHO SHOULD PARTICIPATE:

Anyone working in a law firm; Anyone working toward a legal profession; Anyone with legal experience wishing to enhance their knowledge in the legal field

LOCATION: Arsht Hall, 2700 Pennsylvania Ave., Wilmington, Del.

COMING TOPICS IN 2020: Elder Law and Wills, Real Estate Law

FOR MORE INFORMATION OR TO REGISTER:

pcs.udel.edu/paralegal-institute • 302-831-7600 • continuing-ed@udel.edu
Paralegal Certificate

Paralegals fill a vital role in the legal community, and for more than 40 years the University of Delaware’s Paralegal Certificate program has been preparing legal assistants and paralegals in the region. Taught by a faculty of experienced practicing attorneys, the program covers the American system of law, including court systems and procedures. The program also addresses legal research and writing and introduces the major branches of law.

Professional opportunities for paralegals and legal assistants include positions in:

- Corporate legal departments, insurance companies, banks, real estate offices and title insurance firms
- The public sector, including community legal service programs; federal, state and local government agencies; consumer organizations; and the courts
- Private law firms

**WHO SHOULD PARTICIPATE?**

- Anyone wishing to change careers
- Anyone wishing to enter the field of law and legal services
- Anyone with legal experience wishing to earn a valuable credential

**SCHEDULE AND LOCATION**

New cohort starting **September 4, 2019**
11-month program
Mondays & Wednesdays, 6–9 p.m
Arsht Hall
2700 Pennsylvania Ave., Wilmington, Del.

**PRICE**

$3,650, textbooks additional. Discount and financial assistance options include a payment plan, scholarship opportunities, early bird discount for registration by July 2019, military discount, alumni discount and more.

**CURRICULUM**

Students earn the Paralegal Certificate by successfully completing each of the following course modules in succession. Participants earn 23.4 Continuing Education Units (CEUs), representing 234 hours of coursework, and have free access to the LexisNexis® legal research platform for the duration of the program.

**Introduction to Law for Paralegals**

General introduction to law with an emphasis on the role of the paralegal in the firm or organization:
- General concepts of the law
- The American system of law (constitutional, statutory, tort)
- Court systems and procedures

**Legal Research and Writing**

Fundamentals for basic legal research and writing, including:
- Researching primary and secondary legal authority
- Reviewing the rules of citation
- Introducing research and writing strategies

**Civil Procedure**

Defines the paralegal’s role in the litigation process, from initial client interview to appeal. Topics include:
- Fact investigation
- Draft pleadings
- Summary and control of documents and deposition transcripts
- Pre-trial organization
- Post-trial considerations
- Federal rules of civil procedure

**Torts**

Provides students with a basic understanding of tort law, which applies to civil wrongs other than breaches of contract. Students study and analyze:
- General concepts
- Preliminary issues
- Strict liability
- Product liability
- Negligence
- Defamation and related issues
- Pertinent defenses and remedies to these torts

**Contract Law**

How binding contracts are formed and how to understand them. Topics covered include pitfalls that can make contracts invalid as well as the defenses that may allow a party to avoid having to fulfill obligations under a valid contract. How to calculate damages for breaches of contract and instruction on drafting typical clauses that appear in many contracts are also covered.

**Criminal Law and Procedure**

Focuses on the procedural and substantive areas of common law crimes. Topics covered address some of the issues that emanate from the Fourth, Fifth, Sixth and Eighth amendments of the Constitution of the United States. The areas of criminal law that are covered include:
- General concepts
- Homicide
- Crimes against people
- Crimes against property
- Theft crimes
- The respective defenses of the above areas