

# PARALEGAL CERTIFICATE PROGRAM

*The UNLV Paralegal Certificate Program is a practical and applicable program that will provide you with skills required to become an ELITE Paralegal.*

*This program has been emulated at:*

- Duke
- University of Miami
- University of North Carolina, Charlotte
- John Jay College of Criminal Justice, NYC
- University of Calif., Berkeley
- University of Calif., Davis
- Rice

**Educational  
Outreach  
Professional  
Development  
Center**

*Classes are:  
Comprehensive  
Intense  
Skills Oriented  
Two Formats*

*UNLV Paradise Campus  
851 E. Tropicana*

*Questions?  
Call  
895-3867 or  
E-mail  
ann.tate@unlv.edu*

*<http://edoutreach.unlv.edu>*

## UNLV Paralegal Program Overview

Since 1993, the University of Nevada, Las Vegas has been offering the UNLV Paralegal Certificate program. It offers students a high-quality educational experience in every aspect of paralegal studies at an affordable cost. Today, graduates of this program are working in law firms, corporations and government positions throughout the United States and many are attending or have graduated from law school. 25 CEUs awarded.

### CERTIFICATE REQUIREMENTS

The program consists of TWO parts - the Core Program and the substantive topics.

#### THE CORE SCHEDULE...

**Daytime:** **Tue.**, 9 am-12n, June 17–Sept. 23  
**Wed.**, 9 am-noon,  
July 9 & 23, Aug. 13 & 27, Sept. 3 & 17  
(Tentative Law Library)  
**Thur.**, 9 am-12n, Aug. 28–Sept. 18\*  
(NV Practices + Comprehensive final)

**Evening:** **Tue.**, 9 am-12n, June 17–Sept. 23  
**Wed.**, 6-9 pm, July 9 & 23, Aug. 13 & 27, Sept. 3 & 17  
(Tentative Law Library)  
**Thur.**, 6-9 pm, Aug. 28–Sept. 18\*  
(NV Practices + Comprehensive final)

\*Thur., June 19–July 17–Substantives

\*Thur., July 24–Aug. 21–Substantives

### COST

The total cost of the program is about \$6,500 as follows:

- \$5,995 Includes additional material, substantives classes, parking permit, Certificate and CEUs.
- \$200 Texts for substantive topics purchased at UNLV Bookstore
- \$300 Technology fee (paid online at [www.unlvparalegalbooks.com](http://www.unlvparalegalbooks.com)) before June 17.

The fee includes manuals and exercise workbook, CD, Website access, two substantive classes, LexisNexis access, West Law access and CEUs).



## **CORE COURSE DESCRIPTIONS**

The core of the program consists of over one hundred contact hours of paralegal specific skills. They include:

### **Introduction to the Profession**

This program includes an introduction to the paralegal field, including the tasks a paralegal may perform, what tasks the paralegal may not engage in, legal terminology, and court structure.

### **Introduction to Writing & Research**

Students will learn to create a legal memorandum, including the concepts of memorandum form and development of legal analysis. Students will also be trained to identify basic research materials, including legal encyclopedias, annotations, case law, and statutory authority. An introduction to citation form will be presented.

### **Evidence and Investigation**

Students will be trained in the skills relating to fact identification, including basic skip tracing techniques, on-line investigation, witness identification, and identification of various kinds of evidence. In addition, students will be trained in the art of client and witness interviewing.

### **Litigation Skills**

One of the most important aspects of paralegal employment is the ability to prepare documents. Students in this course will learn to utilize forms and templates, create pleading and discovery documents, and organize client files and trial documents.

### **Advanced Legal Writing & Research**

Students will be trained to create a Trial Memorandum, utilizing newly learned research skills. Students will learn how to research within legal treatises, West Digests, form books, and to Shepard's Citations. In addition, advanced citation form will be covered.

### **Advocacy and Motions**

Various motions will be discussed, including those most frequently utilized by attorneys. The class will discuss the importance of advocating on behalf of a client.

### **Nevada Procedures**

The procedures for litigation and practice techniques are discussed in this program, the Rules of Court, the arbitration and settlement processes.

## THE SUBSTANTIVE TOPICS AND SCHEDULE

In addition to the Core program, you will choose two of several substantive topics offered. You will learn the theory, application and practice techniques within each of the substantive topic areas. There are no scheduling conflicts between the core programs and the substantive classes, so you may take any two substantive topic, regardless of the core format for which you are registered. Your fee includes two of the following substantive classes, which you choose. You may return at any time after graduation and take another substantive topic at a discounted fee. These topics change each semester.

### CHOOSE ANY TWO

#### FUNDAMENTALS OF FAMILY LAW - B082PL6118

This course focuses on the paralegal's role in a family law practice. We will review jurisdictional issues, child custody and visitation matters, child support issues, property rights and division, as well as spousal support and alimony considerations. You will become familiar with Nevada's domestic relations laws and regulations, including the Nevada Revised Statutes, the family court rules, and relevant case law. Students will be required to prepare a Complaint for Divorce, Child Custody Agreements, and Marital Settlement Agreements. The required text, *Nevada Family Law Practice Manual*, is a publication of the Nevada State Bar and will be available for \$75 at the first class. 2.4 CEUs

**Margaret Pickard, J.D.**

**Thur. 9 am-Noon, June 19-July 17**

#### FUNDAMENTALS OF CRIMINAL LAW - B082PL6113

This course is a exciting and comprehensive course on crimes and criminal procedures for use in the practice of law. All of the major crimes and defenses to crime are discussed, as well as the various stages and procedures in criminal cases from arrest through conclusion of the case. A complete overview of the criminal justice system is discussed, together with numerous web links involving criminal law and many actual case examples. Fifteen hours will be in class and you will complete the other hours online. The required textbook will be available in the UNLV Bookstore. 2.4 CEUs

**Alan Beckman, J.D.**

**Thur. 6-9 pm, June 19-July 17**

## **TORT LAW - B082PL6102**

This course is a comprehensive review of one of the largest and most frequently practiced areas of law. We will study the intentional and strict liability torts including those claims commonly called personal injury, products liability, defamation and many more. Defenses to tort claims will also be carefully examined, and students will be provided exercises, web support, mock exams and other extensive subject matter support. We will address the contemporary issues surrounding tort reform and discuss landmark cases, such as the "Pals Graf" decision. Fifteen hours will be in class and you will complete the other hours online. The required textbook will be available in the UNLV Bookstore. 2.4 CEUs

**Alan Beckman, J.D.**

**Thur. 9 am-Noon, July 24-Aug. 21**

## **FUNDAMENTALS OF BANKRUPTCY – B082PL6106**

This introduction to bankruptcy, covering the new bankruptcy law and procedure in the most common types of cases (Chapter 7, 11, 13), will begin by examining the fresh start aspects of bankruptcy in an individual or consumer case. Then we'll examine bankruptcy reorganization under Chapters 11 and 13. The final part will be devoted to the fundamentals of business reorganization, including the provisions of law that enable the business to keep operating. Included is an overview of creditor-debtor law, foreclosure law, and I.R.S. debts. In the area of foreclosure, we will focus on how bankruptcy is used to cure loan defaults and permit the sale of property while providing the debtor protection from enforcement actions by creditors. In addition to the 15 hours of class time, you will be expected to complete Internet assignments. 2.4 CEUs

**Phillip Goldstein, J.D.**

**Thur. 6-9 pm, July 24-Aug. 21**

## **PARALEGAL PROGRAM INFORMATION SESSIONS**

It is highly recommended that you attend an Information Session. There will be an instructor and an administrator to answer questions, information about the curriculum, financial assistance, job potential and job seeking assistance.

**Tue., 12n-1 pm, May 20 or June 3**

**Tue., 5:30-6:30 pm, May 20 or June 3**

Call 895-3394 to register and receive location information and parking permit.

## ONLINE PROGRAM

Open entry (you can register at any time,) and work at your own pace with six months to complete. Call 895-1020 for detailed flyer.

Once you have registered, a facilitator will be assigned, books and materials shipped and you will be ready to start.

## COST OF ONLINE PROGRAM

The total cost of the program is about \$7,500 as follows:

- \$6,995 Includes facilitation, substantives classes, Certificate and CEUs.
- \$500 Plus shipping and technology fee paid online at [www.unlvparalegalbooks.com](http://www.unlvparalegalbooks.com). Includes manual, exercise workbook, CD, Website access, LexisNexis and West Law access and substantive books.

## COURSE COMPLETION

You should complete the entire program within the scheduled time frame. You may, however, return the next semester for a \$1,000 Re-sit Fee. Substantive courses must be completed in the semester of registration or a \$225 per course fee will be charged.

## CANCELLATIONS

A full refund will be given if this course is canceled by the Division of Educational Outreach. Students canceling one day prior to the start of class will be charged a \$25 administrative fee. Requests for refunds must be submitted in writing. **There will be no refunds issued after the first week of each class.**

## JOB PLACEMENT POLICY

The UNLV Paralegal Program does not provide explicit or implicit promises or expectations of employment. The Paralegal Program staff make every effort to provide notice to enrolled students of job opportunities of which they may become aware as a courtesy to students. However, job placement is not part of the program. Receiving an offer of employment or the amount that any graduate of the program earns is directly related not only to the successful completion of the program, but also, and equally important, to their prior work history, education, experience, training, and ability to interview successfully.

It should be noted that some graduates of UNLV holding terminal degrees, as well as some graduates of most other institutions of higher education, are unable to secure employment after graduation. **There simply is no guarantee of employment at any salary predicated on completion of any particular program.**

## REGISTRATION INFORMATION

**MAIL TO:** University of Nevada, Las Vegas; Division of Educational Outreach; Box 451019; Las Vegas NV 89154-1019.

**BY PHONE:** You may register by phone with a credit card by calling **(702) 895-3394**. We accept Visa, Discover and MasterCard. Please have class title, start date, credit card number, and expiration date ready.

**BY FAX:** Fax this form with your credit card information to (702) 895-4195.

**IN PERSON:** Paradise Campus, 851 E Tropicana (Southeast corner, Tropicana and Swenson) PAR Room 100.

Enclosed is my check for \$5,995 made payable to **Board of Regents** and enroll me for the following format:

\_\_\_\_\_ Day Paralegal – 082PL6101

\_\_\_\_\_ Evening Paralegal – 082PL6131

Go to [www.unlvparalegalbooks.com](http://www.unlvparalegalbooks.com) to pay the required Technology Fee

Enclosed is my check for \$6,995

\_\_\_\_\_ ONLINE – 082OL6132

Go to [www.unlvparalegalbooks.com](http://www.unlvparalegalbooks.com) to pay the required Technology Fee

Call (702) 895-3394 to enroll in your choices of substantive classes.

Name \_\_\_\_\_  
Last First M.I.

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

VISA, Discover MasterCard or American Express # \_\_\_\_\_

Cardholder \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

<http://edoutreach.unlv.edu>  
Click on Business and Professional  
UNLV is an AA/EEO Institution



UNIVERSITY OF NEVADA LAS VEGAS

Paralegal Certificate Program

Division of Educational Outreach  
Box 451019  
4505 S. Maryland Parkway  
Las Vegas, NV 89154-1019

Non-Profit Org.  
U.S. Postage  
PAID  
Las Vegas, NV  
Permit No. 200

*Please Share*  
**Take a Test Drive:**  
[www.unlvparalegal.com](http://www.unlvparalegal.com)