



Casper College Paralegal Program ABA Approved

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Institutional Memberships

LAW (Legal Assistants of Wyoming)

NALA (National Association of Legal Assistants)

AAfPE (American Association for Paralegal Education)

NFPA (National Federation of Paralegal Associations)

NALS (The Association for Legal Professionals)

Revised 6/10

Casper College offers two associate degrees in the Paralegal Department and a post Bachelor s Certificate. The Associate degree transfers to Bachelor programs. Our research courses provide students with legal research skills, fact investigation skills, Internet research skills, and computer-assisted legal research skills with Westlaw. Other courses provide students with skills in summarizing depositions, organizing case files; drafting of: discovery documents, wills, contracts, corporation forms, and family law documents. Students will conduct intake interviews, interview fact witnesses and expert witnesses. Students also organize a trial note book, prepare fact and expert witnesses interview memos, research evidentiary issues, draft, a settlement brochure, prepare a medical chronology, draft jury instructions and participate in a mock trial. Our students are assisted in job placement through a job search and internships.

Students are encouraged to take the C.L.A. Exam, Certified Legal Assistant Exam, which is offered three times a year. A review course is offered each fall to prepare for this exam. The C.L.A. is a requirement for many jobs and is a nationally recognized credential. Paralegals work under the supervision of an attorney and may not give legal advice.

The title legal assistant and paralegal are used interchangeably in the profession. The American Bar Association defines a paralegal as a person, qualified by education, training, or work experience, who is employed or retained by a lawyer, law office, corporation, government agency or other entity and who performs specifically delegated substantive legal for which a lawyer is responsible.

Objectives of the Paralegal Program

1. Train students for employment as paralegals in law offices, under the supervision of a licensed lawyer, where the paralegal can assist in the economical and efficient delivery of legal services in both the local job market and throughout the United States.
2. Train students with skills that are transferable to other jobs such as social work, police work, government administrative positions, insurance, business and banking positions.
3. Prepare students with the academic skills and courses necessary to

transfer to bachelor programs.

4. Assist students in studying for the Certified Legal Assistant (C.L.A.) exam.

5. Provide opportunities for continuing education and upgrading of existing skills for paralegals already employed in the local job market.

6. The Casper College Paralegal Program provides paralegal skills to students through hands-on learning experience.

7. The program assists students in obtaining paralegal positions.

Note: Graduates are not authorized to provide direct legal services to the public. The Paralegal program provides training for paralegals who are authorized to perform substantive legal work under the supervision of a lawyer. A paralegal cannot establish the relationship with a client, set fee, represent a client in court or give legal advice.

ASSOCIATION OF ARTS DEGREE IN PARALEGAL STUDIES
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GENERAL EDUCATION SEMESTER HOURS	6
ENGL 1010, 1020 English I, II	3
POLS 1000 American & Wyoming Government	1
Physical Education Activity or Waiver	
Mathematics:	
MATH 1000 Problem Solving Math or	3
MATH 1400 Pre-Calculus Algebra	4
Physical Science with Lab	4
Biological Science with Lab	8
Foreign Language in one Language	
The foreign Language requirement may be exchanged for 3 hours of the fine arts and 3 hours of literature or humanities.	
Humanities Studies	
PHIL 1000 Intro to Philosophy or	
PHIL 2300 Ethics in Practice	3
THEA 1000 Intro to Theater	3
PSYC 1000 General Psychology	4
Total	39

MAJOR REQUIREMENTS: SEMESTER HOURS	SEMESTER HOURS
POLS 2120 Intro to Criminal Justice	3
CRMJ 2230 Law of Evidence	3
LEGL 1610, 1620 Paralegalism I, II	6
LEGL 1700 Legal Analysis	3
1710, 1720 Legal Research & Writing I, II	6
LEGL 2610 Family Law	3
LEGL 2500 Civil Procedure	3
LEGL 2550 Litigation Support	3
Computer Competencies	3
Total	33

TOTAL CREDITS HOURS	70
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Recommended not required:	Semester Hours
Internship or Independent Study	3-6

ASSOCIATION OF APPLIED SCIENCE DEGREE IN PARALEGAL STUDIES

GENERAL EDUCATION	SEMESTER HOURS
ENGL 1010, 1020 English I, II	6
POLS 1000 American & Wyoming Government	3
Physical Education or waiver	1
BIOL 1000 Biological Science with Lab	4
THEA 1000 Intro to Theater	3
PSYC 1000 General Psychology	4
PHIL 1000 Intro to Philosophy or	3
PHIL 2420 Critical Thinking	
Total	25
MAJOR REQUIRMENTS	SEMESTER HOURS
POLS 2120 Introduction to Criminal Justice	3
CRMJ 2230 Law of Evidence	3
CRMJ 2210 Criminal Law or approved elective	3
LEGL 1610, 1620 Paralegalism I, II	6
LEGL 1700 Legal Analysis	3
LEGL 1710, 1720 Legal Research & Writing I, II	6
LEGL 2610 Family Law	3
LEGL 2500 Civil Procedure	3
LEGL 2550 Litigation Support	3
Total	33
Computer Competencies	3
TOTAL CREDIT HOURS	67

POST BACHELOR'S PARALEGAL CERTIFICATE PROGRAM

MAJOR REQUIREMENTS SEMESTER HOURS	SEMESTER HOURS
CRIM 2120 Intro to Criminal Justice	3
CRIM 2230 Law of Evidence	3
LEGL 1610, 1620 Paralegalism I, II	6
LEGL 1710, 1720 Legal Research & Writing I, II	6
LEGL 2610 Family Law	3
LEGL 2500 Civil Procedure	3
LEGL 2550 Litigation Support	3
Approved elective	3
Computer Competencies	3
TOTAL CREDIT HOURS	33

This Certificate is only available to individuals who have a Bachelors degree.

Paralegal Courses

Instructor, M. Kubichek

LEGL 1610. Paralegalism I

An introduction to the profession and the skills necessary to perform paralegal tasks such as briefing cases and interviewing clients. Introduces students to substantive legal concepts, the legal system, and to developments in the paralegal profession.

LEGL 1620. Paralegalism II

Covers the area of contracts, corporations and probate necessary for the practicing paralegal. Presentations by lawyer specialists on a variety of topics. Student participates in a job search seminar. *Prerequisite: LEGL 1610.*

LEGL 1700. Legal Analysis

Covers briefing, analysis and synthesizing case law. Students will brief, analyze and synthesize cases on substantial law issues and ethics. Students will write a closed interoffice memo. *Prerequisite: LEGL 1610 or concurrent with LEGL 1610.*

LEGL 1710. Legal Research & Writing I

Covers the basic tools of legal research: case citation, federal and state decisions, digests, statutes, law reviews, use of Shepards and Westlaw and the internet. Students complete research exercises and write a memorandum. *Prerequisite: LEGL 1610 or permission of instructor.*

LEGL 1720. Legal Research & Writing II

Covers legal writing, fact investigation, interviewing fact witnesses, drafting witness statements, and legal drafting. *Prerequisite: LEGL 1710.*

LEGL 2610. Family Law

Covers the substantive law of domestic relations with specific emphasis on the role of the paralegal in these cases. The Wyoming statutes on family law and model acts are covered.

LEGL 2500. Civil Procedure

Uses the Federal Rules of Civil Procedure and the Wyoming Rules of Civil Procedure to teach service of process, filing, discovery, and execution of judgments. Includes the drafting of pleadings and discovery documents, digesting depositions, and case management. *Prerequisite: LEGL 1610.*

LEGL 2550. Litigation Support

Covers substantive tort law in the framework of a trial. Students learn skills necessary to perform as a litigation assistant such as organizing a trial notebook, drafting a demand letter, working with experts, preparing exhibits, drafting jury instruction, and researching motions. *Prerequisite: LEGL 2500 or permission of instructor.*

LEGL 2980. Independent Studies for the Paralegal

Faculty-guided research in areas of law relevant to a paralegal career. Student will be given the opportunity to research legal cases, law review articles and other materials. Students will be required to complete projects which will refine their paralegal skills. *Prerequisite: LEGL 1610, LEGL 1710, and LEGL 1720 or permission of instructor.*

LEGL 2990. Paralegal Internship

Placement of students in a law firm, clerk s office, Public Defender s office, District Attorney s office, or other appropriate legal environment. Students will be provided the opportunity to work as paralegals under the supervision of a lawyer and the instructor. *Prerequisite: LEGL 1610, LEGL 1710 and LEGL 2500.*

Skills taught in the Paralegal Program

Intake Interviews
Client Interviews
Fact Witness Interviews
Expert Witness Interviews
Intake Memorandum
Expert Witness Memorandum
Fact Witness Statements

Fact Investigation
Internet Investigation

Legal Research
Legal Analysis
Cite Checking
Shepardizing
Westlaw
Case Briefing
Legal Writing

Resume Writing
Law Office Management
Billing Programs
Billable Time
Drafting Pleadings
Drafting Discovery Documents
Drafting Wills
Drafting Contracts
Drafting Corporation documents
Drafting Family Law Documents

Deposition Summaries

Document Control
Medical Chronologies
Settlement Brochures
Demand Letters
Litigation Support
Litigation Software Competencies
Exhibit Management
Witness Preparation
Witness Management
Trial Notebook
Jury Instructions