CASPER COLLEGE
PARALEGAL STUDIES
PROGRAM
ABA APPROVED

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MEMBERSHIPS

NATRONA COUNTY BAR

WYLA (WYOMING TRIAL LAWYERS ASSOCIATION)

NEBRASKA STATE BAR

LAW (LEGAL ASSISTANTS OF WYOMING)

NALA (NATIONAL ASSOCIATION OF LEGAL ASSISTANTS)

AAFPE (AMERICAN ASSOCIATION FOR PARALEgal EDUCATION)

NLADA (NATIONAL LEGAL AID & DEFENDER ASSOCIATION)

REVISED 11/15
Casper College offers an Associates of Arts degree in the paralegal Studies Program and prepares its students for transfer to bachelor programs. We also offer a post-bachelor’s certificate. Our research courses provide our students with legal research skills, fact investigation skills, and computer assisted legal research skills with Westlaw and the Internet. Other courses provide students with skills in digesting depositions, organizing case files, drafting discovery documents, wills, contracts, corporation forms, and family law documents. Students also organize a trial notebook, interview expert witnesses, fact witnesses and clients, research evidentiary issues, draft a demand letter, prepare a medical chronology, and draft jury instructions. Our students are assisted in job placement through a job search seminar and internships.

Students are encouraged to take the C.L.A. Exam (Certified Legal Assistant Exam), which is offered three times a year at Casper College. A review course is offered each fall to prepare for this exam. The C.L.A. credential is a requirement for many jobs and is a nationally recognized credential.

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 work for which a lawyer is responsible.”
OBJECTIVES OF THE PARALEGAL PROGRAM

1. Train students for employment as a paralegal 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.

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 fees, represent a client in court or give legal advice. Students with felony convictions may not be able to obtain traditional paralegal positions. Transfer students may only transfer nine (9) hours of legal specialty courses.
ASSOCIATE OF ARTS DEGREE IN PARALEGAL STUDIES

GENERAL EDUCATION
ENGL 1010 ENGLISH I: COMPOSITION 3
ENGL 1020 ENGLISH II: COMPOSITION 3
POLS 1000 AMERICAN & WYOMING GOVERNMENT 3
PHYSICAL EDUCATION 1
MATHEMATICS:
  MATH 1000 PROBLEM SOLVING MATH OR 3
  MATH 1400 PRE-CALCULUS ALGEBRA 4
PHYSICAL SCIENCE WITH LAB 4
BIOLOGICAL SCIENCE WITH LAB 4
FOREIGN LANGUAGE IN ONE LANGUAGE 6 OR 8
  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 3
FINE ARTS APPRECIATION 3
PSYC 1000 GENERAL PSYCHOLOGY 3

TOTAL 36 OR 38

MAJOR REQUIREMENTS: SEMESTER HOURS
CRMJ 2120 INTRO TO CRIMINAL JUSTICE 3
CRMJ 2230 LAW OF EVIDENCE 3
LEGL 1610 INTRO TO THE PARALEGAL PROFESSION 3
LEGL 1620 TRANSACTIONAL LAW 3
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
COMPUTER COMPETENCIES

TOTAL 33

TOTAL CREDITS HOURS 69 OR 71

RECOMMENDED NOT REQUIRED:
  INTERNSHIP OR INDEPENDENT STUDY 3-6
## POST BACHELOR’S PARALEGAL CERTIFICATE PROGRAM

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<th>MAJOR REQUIREMENTS</th>
<th>SEMESTER HOURS</th>
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<tr>
<td>CRIM 2120 Intro to Criminal Justice</td>
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<td>CRIM 2230 Law of Evidence</td>
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<tr>
<td>LEGL 1610 Intro to the Paralegal Profession</td>
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<td>LEGL 1620 Transactional Law</td>
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<td>LEGL 1700 Legal Analysis</td>
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<td>LEGL 1710, 1720 Legal Research &amp; Writing I, II</td>
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<td>LEGL 2610 Family Law</td>
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<td>LEGL 2500 Civil Procedure</td>
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<td>LEGL 2550 Litigation Support</td>
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<tr>
<td>Computer Competencies</td>
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**TOTAL CREDIT HOURS** 33

**This Certificate is only available to individuals who have a Bachelors degree.**
PARALEGAL COURSES
INSTRUCTOR, M. Kubichek

LEGL 1610. INTRODUCTION TO THE PARALEGAL PROFESSION
AN INTRODUCTION TO THE SKILLS NECESSARY TO PERFORM PARALEGAL
TASKS SUCH AS BRIEFING CASES AND INTERVIEWING CLIENTS. WILL
INTRODUCE STUDENTS TO SUBSTANTIVE LEGAL CONCEPTS, ETHICS, AND TO
CAREERS IN THE PARALEGAL PROFESSION.

LEGL 1620. TRANSACTIONAL LAW
TRANSACTIONAL LAW FOR THE PARALEGAL COVERS CONTRACTS,
corporations, probate, and real property skills necessary for the
practicing paralegal. Students also participate in a job search
seminar.
Prerequisite: LEGL 1610

LEGL 1700. LEGAL ANALYSIS
COVERS BRIEFING, LEGAL ANALYSIS AND SYNTHESIZING SKILLS. STUDENTS
WILL BRIEF, ANALYZE AND SYNTHESIZE CASES ON SUBSTANTIAL LAW ISSUES.
Prerequisite: LEGL 1610 or concurrent enrollment

LEGL 1710. LEGAL RESEARCH & WRITING I
COVERS THE BASIC TOOLS OF LEGAL RESEARCH: CITATION, FEDERAL AND
STATE DECISIONS, DIGESTS, STATUTES, LAW REVIEWS, THE USE OF SHEPARD’S
AND WESTLAW. STUDENTS COMPLETE RESEARCH EXERCISES AND WRITE AN
INTEROFFICE MEMORANDUM.
Prerequisite: LEGL 1610 or permission of the 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 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, COMPILING A
MEDICAL CHRONOLOGY AND CASE MANAGEMENT.
Prerequisite: LEGI 1610

LEGL 2550. Litigation Support
Covers substantive tort law in the framework of a trial. Students learn skills necessary to perform as a litigation assistants by organizing a trial notebook, working with experts, preparing exhibits, and researching motions. 
Prerequisite: LEGI 2500 or permission of instructor.

LEGL 2610. Family Law
Covers the substantive law of domestic relations with specific emphasis on the role of the paralegal in these cases.

LEGL 2970. Legal Assistant Internship
Students are placed 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: LEGI 1710 and LEGI 2500

LEGL 2975. Independent Studies for the Paralegal
Faculty-guided research in areas of law relevant to a paralegal career. Students 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: LEGI 1710
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