

Paralegal Studies

A Program Approved by the American Bar Association

A paralegal is a highly trained lawyer's assistant and a valued member of the legal team. Although paralegals may not practice law independently, they are qualified to work in nearly every area of the legal profession under the supervision and direction of an attorney.

The Certificate Program

The Lehman College Certificate Program in Paralegal Studies is structured to ensure that each student receives the finest training to enter this well-paid profession.

Admission Policy

To apply for the Certificate Program you must submit:

- a completed Paralegal Studies Program Application form*;
- official college transcript(s) indicating a minimum of 30 college credits of which 18 credits must be liberal arts courses in at least 3 different disciplines such as social sciences, natural sciences, mathematics, humanities, foreign language and English; and
- a nonrefundable \$25 application fee.

These items should be sent to:

Paralegal Studies Program
Lehman College
Office of Continuing Education
250 Bedford Park Boulevard West
Bronx, New York 10468-1589
Att.: Maryann Drago-Dowling

*For an application, please write to the address above or call (718) 960-8512.

Students may enroll in up to two courses with special permission from the program administrator without being admitted to the certificate program. However, additional courses completed after the first two are counted toward fulfilling certificate requirements only if the student applies and is admitted to the program.

Certificate of Completion

To earn a Certificate of Completion students must complete twelve legal specialty courses (eleven required and one elective) satisfactorily; attend a minimum of 80 percent of all classroom instruction; receive a grade of "C" or better in each course (Students receiving less than a "C" in a course may not register for additional courses until they repeat the course and earn a grade of "C" or better.); maintain an overall grade average of "B"; and submit evidence of having satisfactorily completed 45 credits of general education at an accredited college or other accredited institution for post-secondary education to fulfill the general education criteria of the American Bar Association.



Certificate requirements are those in effect at the time a student's application is accepted by the Director of Continuing Education.

Required Courses

- PLS 80** The Role of the Legal Assistant
PLS 81 Legal Research
PLS 82 Civil Practice and Litigation
PLS 83 Criminal Law
PLS 84X Family Law
PLS 84Y Trusts and Estates
PLS 85 Business Law for Legal Assistants
PLS 86 Real Estate Law
PLS 87 Legal Writing
PLS 88 Legal Drafting
PLS 90 Law Office Management

Electives

- PLS 91** Bankruptcy Law
PLS 92 Advanced Real Estate Law
PLS 93 Employee Benefits (ERISA)
PLS 94 Advanced Trusts and Estates
PLS 95 Immigration Law
PLS 96 Issues in Health Care Law
PLS 99 Microcomputer Applications in the Law Office

The Faculty

The members of our paralegal faculty are practicing legal assistants, experienced attorneys and distinguished judges teaching in their areas of specialization.

Tuition and Fees

Courses are individually priced and students pay tuition only for courses taken in a given semester. Total tuition for the program including an internship is \$3,865. A registration fee of \$17 is charged once each semester. Total payment (tuition and registration fee) is due prior to the first day of class.

Prior to registering, all entering Paralegal Studies students are required to consult Mrs. Chelsea Campbell, Paralegal Studies Program Administrator, for advisement. Call (718) 960-8512 for an appointment. It is strongly recommended that this be done well in advance of the beginning of the semester.

**FREE CAREER SEMINAR
Paralegal Studies
Saturday, January 17
10-11:30 a.m.
For information
call (718) 960-8512**

Paralegal Internship

PLS 98/\$225

A limited number of paralegal internships are available to provide students with on-the-job experience in a legal setting. Interns are required to work at least one business day per week for a minimum of five months (168 hours), and they must report periodically to the Paralegal Studies Program administrator. Grading is Pass/Fail and depends upon a satisfactory evaluation from the employer. The internship program is open only to students who have successfully completed all required courses or to program graduates. To apply for an internship, students must submit a current resume, letters of recommendation from two paralegal instructors and a memorandum of law as a writing sample. In addition, all prospective interns must be interviewed by the administrator before registering. To schedule an interview call (718) 960-8512.

Saturday Courses

Legal Research

PLS 81/\$350

This course develops the research skills that are a necessary component of a paralegal's education and training. Emphasis is placed on the practical experience in the use of a law library including federal, state, and city statutes; case reporters; digests; law review articles; treatises; encyclopedias; legislative and administrative materials; preparation of memoranda of laws and accurate citations. Westlaw, Lexis and other online research resources are also included. (Prerequisites or corequisites: PLS 80, 82.) 40 hours, 4 CEU

Note: Students are required to demonstrate proficiency in writing prior to registering for this course. An on-site writing sample will be evaluated. If it is determined that there is a deficiency, an appropriate course will be recommended.

Saturdays, Feb. 14-March 27, 9 a.m.-12 noon and 1-3:40 p.m., 7 sessions.

Ben R. Barbato, Esq., Law Office of Ben R. Barbato, Esq.

Legal Writing

PLS 87/\$350

The goal of this course is to equip students with the ability to write effectively after research to convey persuasive legal concepts. Instruction will focus on the development of the writing skills necessary to prepare legal memoranda, office and appellate briefs and other legal documents which constitute an important part of the work of a practicing paralegal. (Prerequisites or corequisites: PLS 80, 81, 82.) 40 hours, 4 CEU

Saturdays, April 17-June 5, 9 a.m.-12 noon and 1-3:40 p.m., 7 sessions. Ben R. Barbato, Esq. (see above).

Family Law

PLS 84X/\$270

Students are introduced to the legal issues in marriage, divorce, separation, adoption, support, custody and non-marital families. Included are historical overviews designed to provide a meaningful understanding of family law as it is today. (Prerequisites: PLS 80, 81, 82, 87.) 30 hours, 3 CEU

Saturdays, Feb. 14-March 20, 9 a.m.-12 noon and 1-3 p.m., 6 sessions. Diego M. Santiago, Esq., senior court attorney, Bronx Family Court.

Trusts and Estates

PLS 84Y/\$270

This course provides an overview of the fundamentals of estate planning, the administration of trusts and sources of personal and real property. The laws of succession, trusts, wills, estate administration and estate taxation are covered. (Prerequisites: PLS 80, 81, 82, 84X, 87.) 30 hours, 3 CEU

Saturdays, April 17-May 22, 9 a.m.-12 noon and 1-3 p.m., 6 sessions. Marston C. D. Gibson, Esq., special referee, Supreme Court, Nassau County.

Law Office Management

PLS 90/\$270

Law office management has emerged as a new profession to handle the increasingly complex needs of the law firm. Topics include managing legal and support staff, hiring and scheduling personnel, organizing the law office, client and public relations, and problem solving. (Prerequisites: PLS 80, 81, 82, 83, 84X, 84Y, 85, 86, 87.) 30 hours, 3 CEU

Saturdays, Feb. 14-March 20, 9 a.m.-12 noon and 1-3 p.m., 6 sessions. Robert J. Seminara, Esq., Law Office of Robert J. Seminara, Esq.

Elective

Bankruptcy Law

PLS 91/\$270

Bankruptcy law is an up-and-coming area for paralegals. Under proper legal supervision, paralegals can effectively perform various tasks for clients within the bankruptcy system. This course describes the role of the paralegal in the bankruptcy system, giving the student significant exposure to statutory materials and experience in organizing and preparing the documents needed for practice in the area of bankruptcy law. (Prerequisites: PLS 80, 81, 82, 83, 84X, 84Y, 85, 86, 87, 90.) 30 hours, 3 CEU

Saturdays, April 17-May 22, 9 a.m.-12 noon and 1-3 p.m., 6 sessions. Jeffrey W. Narmore, Esq., law clerk to Hon. Cecelia G. Morris, U.S. Bankruptcy Court, Southern District.

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Evening Courses

The Role of the Legal Assistant

PLS 80/\$270

This course presents a general introduction to the role of the working legal assistant. It includes a survey of the major areas of specialization within the paralegal field (litigation, trusts and estates, real estate and corporations) with emphasis on the type of work required for each specialization and the ethical obligations of the paralegal. (*This course is a prerequisite or corequisite for all courses in the Paralegal Program.*) 30 hours, 3 CEU

Tuesdays and Thursdays, Feb. 17-April 1 (no classes Feb. 24, 26), 7-9:30 p.m., 12 sessions. Chelsea Campbell, J.D.

Real Estate Law

PLS 86/\$270

This comprehensive course details the study of types of ownership, conveyances, liens, easements, cooperatives, condominiums, shopping centers and condemnations. Included is the extensive analysis of deeds, mortgages, sale contracts, closing memoranda, leases, landlord-tenant relations, rent control and real estate financing. (Prerequisites: PLS 80, 81, 82, 87.) 30 hours, 3 CEU

Tuesdays and Thursdays, Feb. 17-March 25, 7-9:30 p.m., 12 sessions. Judge Howard Sherman, chief judge, Housing Court, Bronx County.

Civil Practice and Litigation

PLS 82/\$350

A course emphasizing the basis of most paralegals' careers including causes of action, choice of law, statutes of limitation, jurisdiction and venue, rules of civil procedure, service and filing of papers, preparation for trial, calendar watch, strategy, settlement discussions, trial practice, appeals, arbitration, analysis of summonses, complaints, subpoenas, injunctions, etc. (Prerequisites or corequisites: PLS 80, 81, 87.) 40 hours, 4 CEU

Tuesdays and Thursdays, April 15-June 3, 7-9:40 p.m., 15 sessions. Ben R. Barbato, Esq., Law Office of Ben R. Barbato, Esq.

Criminal Law

PLS 83/\$270

Topics covered in this course include principles of criminal law and practice, procedure in criminal courts, operations of a law office specializing in the criminal defense of persons accused of crime, and analysis of forms used in criminal court practice. Also included is a visit to the Bronx Criminal Court to watch the arraignment process and hear presentations by prosecutors, defense attorneys, and other court personnel. (Prerequisites: PLS 80, 81, 82, 87.) 30 hours, 3 CEU

Tuesdays and Thursdays, Feb. 17-March 25, 7-9:30 p.m., 12 sessions. Robert J. Retta, Esq., partner, DiFiore, Retta and McDermott, Yonkers, N.Y.

Business Law for Legal Assistants

PLS 85/\$350

Designed to teach legal assistants the basics of business law, this course covers the essentials of contracts, business organizations and negotiable instrument sales. (Prerequisites: PLS 80, 81, 82, 87.) 40 hours, 4 CEU

Tuesdays and Thursdays, April 15-June 3, 7-9:40 p.m., 15 sessions. Diego M. Santiago, Esq., senior court attorney, Bronx Family Court.

Legal Drafting

PLS 88/\$350

Persuasive writing is the cornerstone to the legal profession. This course concentrates on the drafting of legal documents. The student writes and reviews documents relating to a specific area of the law. The course is taught by the full faculty with each instructor teaching in his or her specialty. Documents to be drafted include the following: Contracts, Separation Agreements, Wills, Trusts, Purchase and Sale Agreements, Summonses and Complaints and other pleadings. (Prerequisites: PLS 80, 81, 82, 83, 84X, 84Y, 85, 86, 87, 90. Prerequisite or corequisite: one elective.) 40 hours, 4 CEU

Tuesdays and Thursdays, April 15-June 3, 7-9:40 p.m., 15 sessions. Paralegal Studies Program faculty.

PARALEGAL STUDENTS

Fulfill the 45-credit ABA requirement for the Certificate of Completion at Lehman College. For information, call the Adult Degree Program (ADP) at (718) 960-8666.

Notary Public Exam Preparation (NTP 10) is highly recommended for all paralegal students. See page 31.