

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 Lehman College Certificate in Paralegal Studies equips graduates with the knowledge and skills to enter and advance in this rapidly expanding field.

The Certificate Program

The Lehman College Paralegal Program is structured to insure that each student receives the maximum benefit and education and the finest training before entering the paralegal profession.

To earn a Certificate of Completion students must (1) satisfactorily complete ten required legal specialty courses, (2) satisfactorily complete one elective, (3) attend a minimum of 80 percent of all class sessions, (4) receive a grade of "C" or better in each course, (5) maintain an overall grade average of "B," and (6) 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.

The ten required legal specialty courses vary in length from 30 to 40 hours of classroom instruction; the electives provide 30 hours each of classroom instruction. Together they provide 410 hours of comprehensive training directly related to the types of work most commonly performed by paralegals.

Required Courses

PLS 80	The Role of the Legal Assistant
PLS 81/87	Legal Research and Writing
PLS 82	Civil Practice and Litigation
PLS 83	Criminal Law
PLS84X	Family Law
PLS84Y	Trusts and Estates
PLS 85	Business Law for Legal Assistants
PLS 86	Real Estate Law
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.

Admission Policy

A high school diploma or a General Equivalency Diploma (GED) is required for admission. Applicants must submit: (1) an official copy of their high school diploma or transcript or a copy of their GED including scores. If the applicant is a college graduate or has completed some college work, an official college transcript must be submitted; (2) a completed application form; and (3) a non-refundable \$25 application fee (check or money order payable to Lehman College).

These should be sent to:

**Paralegal Studies Program
Lehman College
Office of Continuing Education
Carman Hall, Room 129
250 Bedford Park Boulevard West
Bronx, New York 10468-1589**

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

Students may enroll in up to two courses without being admitted to the certificate program. However, additional courses are not counted toward fulfilling certificate requirements even if the student later applies and is admitted to the program. The American Bar Association does not permit the transfer of credit.

Tuition and Fees

Courses are individually priced and students pay tuition only for courses taken in a given semester. 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.

**FREE CAREER SEMINAR
Paralegal Studies Program
Meet Chelsea Campbell, J.D.
Paralegal Studies
Program Administrator
Saturday, September 9
10 a.m.-12 noon
For information
call (718) 960-8512**

Paralegal Studies

Paralegal Internship

PLS 98/\$225

A limited number of paralegal internships will be available to provide on-the-job experience for those who have satisfactorily completed, are near to completion, or are graduates of the program.

Interns are required to work at least one business day per week, and they must report periodically to the Paralegal Studies Program administrator. Grading is Pass/Fail. A passing grade depends on a satisfactory evaluation from the employer. To apply for an internship, students must submit a recent resume, a letter of recommendation from two paralegal instructors and a memorandum of law. In addition, all prospective interns must be interviewed by the administrator before registering. To schedule an interview call (718) 960-8512.

EVENING COURSES

Legal Research and Writing

PLS 81/87: Part I/\$350

PLS 81/87: Part II/\$350

A two-part course

The ability of the paralegal to research and then put that research into written form in an effective and persuasive manner is the goal of this course. The research segment familiarizes the student with the law library and thoroughly details the research process, with both the appropriate texts and hands-on computerized WestLaw research. The writing segment concentrates on how to develop and write legal memoranda, office and appellate briefs and other written materials which constitute an important part of the work of the practicing paralegal.

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

This is a two-part course. It is mandatory that students complete Part I and Part II in one semester unless otherwise directed by the program administrator. A separate grade will be earned after completion of each part. Students must show evidence of having passed Part I at the time of registering for Part II. (Corequisites: PLS 80, 82) Each part:

40 hours, 4 CEU

Part I: **Tuesdays and Thursdays, Sept. 19-Nov. 9**, 7-9:40 p.m., 15 sessions. Instructor: TBA

Part II: **Tuesdays and Thursdays, Nov. 14-Jan. 16**, 7-9:40 p.m., 15 sessions. Instructor: TBA

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, 81/87, 82.) 30 hours, 3 CEU

Tuesdays and Thursdays, Sept. 21-Nov. 2, 7-9:30 p.m., 12 sessions. Judge Alma Cordova, Family Court, Bronx County.

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, 81/87, 82, 84X.) 30 hours, 3 CEU

Tuesdays and Thursdays, Nov. 7-Dec. 19, 7-9:30 p.m., 12 sessions. Robert Seminara, Esq., court attorney referee, Surrogate's Court, Bronx 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, 81/87, 82, 83, 84X, 84Y, 85, 86.) 30 hours, 3 CEU

Tuesdays and Thursdays, Sept. 19-Oct. 31, 7-9:30 p.m., 12 sessions. Martin Wanner, senior case manager, Penni & Edmonds, LLP.

ELECTIVE

Immigration Law

PLS 95/\$270

This course involves the student in working through the kind of cases that confront practitioners. Students develop 1) a grasp of contemporary immigration statutes, 2) an awareness of roles of the major bureaucracies that implement the law, 3) a knowledge of the various forms and petitions relevant for different kinds of applications and 4) a knowledge of how and where to seek answers to new and different questions as they arise. (Prerequisites: PLS 80, 81/87, 82, 83, 84X, 84Y, 85, 86.) 30 hours, 3 CEU

Tuesdays and Thursdays, Nov. 7-Dec. 19, 7-9:30 p.m., 12 sessions. Merrick J. Dammar, Esq., Law Office of Merrick J. Dammar, Esq., Bronx, N.Y.

(Continued on next page)

Paralegal Studies

SATURDAY 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

Saturdays, Sept. 23-Nov. 4, 9 a.m.-12 noon and 1-3 p.m., 6 sessions. Chelsea Campbell, J.D.

Real Estate Law

PLS 86/\$270

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

Saturdays, Sept. 23-Nov. 4, 9 a.m.-12 noon and 1-3 p.m., 6 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

Saturdays, Nov. 11-Jan. 13, 9 a.m.-12 noon and 1-3:40 p.m., 7 sessions. Ben R. Barbato, Esq., principal law clerk to Justice L. Suarez, Supreme Court, Appellate Term.

PARALEGAL STUDENTS

Let the ADP (Adult Degree Program) help you fulfill the 45-credit ABA requirement for the Certificate of Completion. For information, see page 54.

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 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 an arraignment process and hear presentations by prosecutors, defense attorneys, and other court personnel. (Prerequisites: PLS 80, 81/87, 82.) 30 hours, 3 CEU

Saturdays, Sept. 23-Nov. 4, 9 a.m.-12 noon and 1-3 p.m., 6 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, 81/87, 82.) 40 hours, 4 CEU

Saturdays, Nov. 11-Jan. 13, 9 a.m.-12 noon and 1-3:40 p.m., 7 sessions. Robert A. Cinque, Esq., staff attorney, DC 37 Municipal Employees Legal Services.

Legal Drafting

PLS 88/\$350

Writing and persuading are 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, 81/87, 82, 83, 84X, 84Y, 85, 86.) 40 hours, 4 CEU

Saturdays, Nov. 11-Jan. 13, 9 a.m.-12 noon and 1-3:40 p.m., 7 sessions. Paralegal Studies Program faculty.

All students enrolling in Paralegal Studies courses must consult Mrs. Chelsea Campbell, Paralegal Studies Program Administrator, for advisement prior to registration. Appointments can be made by calling (718) 960-8512. It is strongly recommended that this be done well in advance of the beginning of the semester.

Notary Public Exam Preparation (NTP 10) is highly recommended for all paralegal students. See page 39.

Legal Secretary

Experienced secretaries can acquire the skills necessary to enter a well-paid secretarial specialty. Legal secretaries are employed by law firms, the judicial system and the legal departments of organizations in the profit and nonprofit sectors.

Students may select individual courses or complete the certificate program.

Students must apply for the program (see page 5), complete the five required courses with a grade of "C" or better and attend at least 80 percent of class meetings for each course. **Students MUST enter with the ability to word process at a minimum speed of 60 words per minute and have 2 years secretarial experience.**

Required Courses

- LES 50** Fundamentals of the Law for Legal Secretaries
LES 51 Legal Secretary Specialties
LES 60 Computer Applications for Legal Secretaries
LES 61 Legal Machine Transcription
PLS 90 Law Office Management

Fundamentals of the Law for Legal Secretaries

LES 50/\$145

This introductory course provides a working knowledge of the functions of the legal secretary. Topics include the role of the legal secretary as part of the legal team, ethics and the courts and other administrative agencies. 2 CEU

Wednesdays, Oct. 4-Nov. 8, 7-9:40 p.m., 6 sessions. Chelsea Campbell, J.D.

Legal Secretary Specialties

LES 51/\$145

Substantive and procedural law in real property law; family law; and wills, trusts and estates are addressed. Instruction in preparing legal documents in these specialties is included. (Prerequisite: LES 50.) 2 CEU

Wednesdays, Nov. 15-Jan. 3, 7-9:40 p.m., 6 sessions. Chelsea Campbell, J.D. and guest instructors.

Computer Applications for Legal Secretaries

LES 60/\$290

This course provides knowledge and skills necessary to prepare for employment as a legal secretary. Topics include legal terminology and preparation of litigation and non-litigation documents including summonses and complaints and discovery documents. (Prerequisites: Ability to word process at a minimum speed of 60 words per minute and 2 years secretarial experience.) Microsoft Word is utilized in the course. *Offered fall and spring semesters.* 3 CEU **T D**

Mondays, Sept. 25-Nov. 20, 6:30-9:40 p.m., 8 sessions. Marcia Barnard, legal secretary.

Legal Machine Transcription

LES 61/\$195

Students learn how to operate the transcription machine while transcribing legal documents and correspondence from tapes. Enrollment limited: one student per computer and transcription machine. (Prerequisites: LES 60, ability to word process at a minimum speed of 60 words per minute and 2 years secretarial experience.) Microsoft Word is utilized in the course. *Offered fall and spring semesters.* 2 CEU **T D**

Mondays, Nov. 27-Jan. 22, 6:30-9:30 p.m., 6 sessions. Marcia Barnard, legal secretary.

Law Office Management

PLS 90/\$270 (see page 11)

Offered on Saturdays in the spring semester, weekday evenings in the fall semester.

For students in the Legal Secretary Certificate Program, the prerequisites are LES 50 and LES 60.

It is recommended that all students enrolling in Legal Secretary courses make an appointment for advisement with Mrs. Chelsea Campbell prior to registration. Appointments can be made by calling (718) 960-8512.

Notary Public Exam Preparation (NTP 10) is highly recommended for all legal secretary students. See page 39.

- T** Textbook to be brought to first class meeting
D 3 1/2 inch HD diskette to be brought to first class meeting