

# 2011 UNA PARALEGAL CERTIFICATE & CERTIFIED LEGAL ASSISTANT (CLA) EXAM PREP PROGRAM

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- Enroll in the entire program or take the courses of your choice.



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**2011 UNA PARALEGAL/LEGAL ASSISTANT  
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# Paralegal/Legal Assistant Certificate Program

## ABOUT THE PROGRAM

- Designed to give you a strong working knowledge of the legal system.
- Ability to handle tasks once performed only by attorneys.
- Curriculum prepares you to sit for the Certified Legal Assistant (CLA) exam – [www.nala.org](http://www.nala.org) (for more information).
- Classroom instruction from attorneys and paralegals with extensive experience in the legal field.
- Classes usually meet once a week for eight weeks. In order to complete the program within one year, two courses may be offered during the same week, so you may be attending two evenings per week.
- Registration fee includes all materials or textbooks (textbooks may not be required for each class)
- Receive a certificate of attendance after each course (80% required) Opportunity to earn a UNA Paralegal Studies Certificate (mounted and suitable for displaying)
- Complete the program within 1-2 years. It is recommended that you begin your studies with Introduction to the American Legal System and Paralegal Studies.
- Approved certificate training program through the Alabama Workforce Investment Act.

## UNA PARALEGAL STUDIES CERTIFICATE REQUIREMENTS

- Attend at least 80% of each class.
- Make 70% or greater to satisfactorily complete each course.
- Complete all 11 required courses (243 hours)
- Participate in class and complete all assignments.

## CLA EXAM

Application form and requirements and other CLA information are available at the following National Association of Legal Assistant's (NALA) website: <http://nala.org/ex-app-form.aspx>

## WHAT IS THE JOB OUTLOOK FOR PARALEGALS & LEGAL ASSISTANTS?

Legal Assistants have become an integral part of a team striving for better and more efficient delivery of legal services. According to the U.S. Bureau of Labor Statistics, employment of paralegals and legal assistants is projected to grow 22 percent between 2006 and 2016, much faster than the average for all occupations. For more information about job outlook and salaries, visit [www.nala.org](http://www.nala.org).

## WHO SHOULD ATTEND

You should consider becoming a paralegal or legal assistant if you enjoy the law or want a challenging and exciting career. Paralegals perform many law-related tasks under an attorney's supervision. Paralegals are employed in a wide range of situations. From law firms to corporations to municipal, state and federal government, paralegals conduct research and investigations, interview witnesses, cite-check brief, and assist with trial preparation. Paralegals are also sought after by insurance companies, real estate and title companies, and trust departments of banks.

In addition to working in private law firms, paralegal positions may be found in:

- Courts
- Governmental Offices
- Industries
- Corporations
- Bank Trust Departments
- Retail
- Insurance Companies
- Medical Fields
- Small Business Owners

## WHY YOU SHOULD ATTEND

- to acquire knowledge and information for your current or future job position
- to become more marketable
- for personal knowledge
- to prepare for the CLA Exam

This certificate program is an approved training program through the Alabama Workforce Investment Act. Please visit the Shoals Career Center located at 500 South Montgomery Avenue, Suite 102, Sheffield AL for more information.

# CURRICULUM

## Introduction to the American Legal System and Paralegal Studies

Making the choice to start a career as a paralegal is exciting and intimidating. There is a considerable amount of material to review and learn. This course will help the students prepare for the CLA exam, and jumpstart the student's journey to becoming a professional paralegal.

Learning Objectives:

- Introduce the role and responsibilities of a paralegal
- Explain the structure of the American Legal System, review of the court system, including jurisdiction and venue
- Recognize and understand basic terminology, sources of law and classifications of law
- Discuss the primary sources of law (U.S. Constitution, common law, Code of Alabama)
- Review and discuss the differences between criminal and civil liability
- Get a glimpse of various challenging situations and conditions that paralegals may encounter on the job
- Brief overview of the paralegal's role in trial preparation and the discovery process

February 8 – March 3, 2011

6-9 pm UNA East Campus

Instructor: Alaina Burgess, ASLAP

Fee: \$349

Course Number: 11-L100

4 Tuesdays & 4 Thursdays

## Legal Ethics

A concise study of legal ethics from the perspective of a paralegal is imperative to prepare students for dilemmas they will face on the job. It focuses on practical advice to comply with the pertinent rules of ethics.

Learning Objectives:

- Discuss the ways in which lawyers and legal assistants are regulated in the United States
- Gain a working knowledge of professional and legal ethics
- Explain confidentiality and conflicts of interest
- Learn the ethics rules of litigation; how to interact with others in and out of the courtroom (clients, attorneys and judges)
- Learn the paralegal's role in financial matters (client funds, fees and attorney accounts)
- Discuss the use of consents, conflict checks and client screening

March 8 – March 31, 2011

6-9 pm UNA East Campus

Instructor: Anthony Hughes, BSCJ

Fee: \$349

Course Number: 11-L101

4 Tuesdays & 4 Thursdays

## Legal Research and Written Communications

As a paralegal, much of what you do will involve research. You'll learn the process, not just the components or sources of law. Writing will also be covered: letter writing, the memorandum of law, the appellate brief and writing fundamentals needed when preparing any kind of document.

Learning Objectives:

- Introduce the student to the National Reporter System and to legal citations so that, given a citation, the student will become able to retrieve a case from print or computer
- Acquaint the student with the breadth of legal publications such as law reviews, periodicals, and specialized legal journals.
- Provide an opportunity for the student to get "hands-on" experience with Computer Assisted Legal Research (CALR) through services such as Westlaw and/or Lexis
- Give the students an orientation tour of a law library
- Explain why and how a case evolves from trial to written opinion as caselaw

April 7 - May 26, 2011

6-9 pm UNA East Campus

Instructor: Keri Berryhill, Esq.

Fee: \$349

Course Number: 11-L102

8 Thursdays

## Probate, Wills and Estate

This class is about exposing paralegals to detailed procedures and to prepare you for everyday practical duties of the field.

Learning Objectives:

- Discuss the various ways of passing property after death
- Describe the purpose of the right of spousal election
- Recognize the fundamental components of a formal will

- Define the elements of a simple trust
- Differentiate the terminology of testate and intestate succession

April 12 – May 31, 2011      Fee: \$349  
 6-9 pm    UNA East Campus      **Course Number: 11-L103**  
 Instructor: Judge W. Thomas Crosslin    8 Tuesdays

## Contracts

This course presents a road-map approach for thinking about contract problems. You'll learn about choice of law contract formation, unenforceable contracts, breach of contract, and plaintiff's remedies.

Learning Objectives:

- Introduce the elements of contract and the language of contract law
- Explain the basic foundation and dynamics of contract law, particularly the fluidity of the law as it relates to changing technology and legislative reaction to those changes
- Become familiar with enforceability of the contract
- Engage the student in topical discussions regarding contracts as they emerge in the news
- Discuss who can enter into contracts, particularly the issues of mental capacity and emancipation.
- Discuss remedies available to the parties of a contract, including specific performance, injunctions, restitution, liquidated damages and money damages.
- Address the mechanics of a civil trial typical of a breach on contract action

June 2 - July 28, 2011      Fee: \$349  
 6-9 pm    UNA East Campus      **Course Number: 11-L200**  
 Instructor: James Irby, Esq.      8 Thursdays

## Family Law

You'll learn the scope and skills of a family law practice, dynamics of the office, common law marriages, child custody, child support, separation and divorce, illegitimacy and paternity and other proceedings.

Learning Objectives:

- Introduce the student to the primary issues common to family court, these issues are divorce, child custody, child visitation, child support and paternity
- Explain the basic framework and foundations of family law
- Address the legal issues surrounding common law marriage and the legal rights of parties engaged in co-habitation arrangements
- Engage the student in topical discussions regarding family law issues e.g. same sex marriage, adoption issues, pre-nuptial agreements and DNA paternity testing
- Explain the mechanics of a "typical" divorce or paternity action as it makes its way through the court system

June 13 - August 8, 2011      Fee: \$349  
 6-9 pm    UNA East Campus      **Course Number: 11-L201**  
 Instructor: Patty Miles, Esq.      8 Mondays

## Real Estate and Property Law

This class provides a foundation of legal concepts and procedures for how to handle various client matters. All subjects in basic real estate are covered including the more common real estate litigation issues a paralegal may encounter.

Learning Objectives:

- Discuss fundamentals of real estate law
- Review legal concepts and procedures for handling client matters
- Understand the various rights, titles and interests involved in various real estate situations.
- Understand the procedures involved with real estate transactions
- Prepare for real estate litigation

August 2 - September 20, 2011      Fee: \$349  
 6-9 pm    UNA East Campus      **Course Number: 11-L300**  
 Instructor: Jenny Behel Thigpen, Esq.    8 Tuesdays

## Criminal Law and Procedure

This course explores the general principals of criminality and culpability, individual crimes; their elements and related issues. Procedure topics discussed include defenses to criminal accusation, state and federal constitutional influences, the pretrial process, trial, sentencing, appeal and collateral relief, and the procedure of search and seizure.

Learning Objectives:

- Introduce the English Common Law as the foundation of American Criminal Law
- Discuss the basic framework of Criminal Law, particularly the division of

offenses into felony and misdemeanor categories and sub-classifications of offenses within each category

- Address the sources of law, e.g. The U.S. Constitution, State Constitution, statutory code and caselaw
- Engage in topical discussions regarding criminal procedure, e.g. search and seizure issues and how the protections of the Bill of Rights come into play
- Discuss criminal defense tactics and affirmative defenses
- Explain appellate procedures and post-conviction relief
- Become familiar with the language of criminal law
- Address the mechanics of a criminal trial and sentencing procedures

August 20 - September 3, 2011      Fee: \$349  
 8:30 am - 4:30 pm    UNA East Campus      **Course Number: 11-L301**  
 Instructor: Police Chief Tony Logan      3 Saturdays

## Business Organizations and Bankruptcy

This course presents a complete overview of bankruptcy law. Numerous sample forms and pleading will show students exactly what you'll see and do as a paralegal.

Learning Objectives:

- Obtain a general knowledge of the most common chapters of bankruptcy filed
- Understand the difference between debt consolidation (Chapter 13) and liquidation (Chapter 7)
- Gain a familiarity with bankruptcy terminology necessary for the bankruptcy paralegal
- Become familiar with the process and the preparation of bankruptcy petitions and electronic filing
- Gain an understanding of the various forms of business organization
- Learn the process of forming various business organizations and how to file the required documentation
- Practice and develop drafting skills necessary for the paralegal in the business organization context

September 8 - October 27, 2011      Fee: \$349  
 6-9 pm    UNA East Campus      **Course Number: 11-L302**  
 Instructor: Willson Jenkins, Esq.      8 Thursdays

## Civil Litigation and Administrative Law

"This course will provide students with a basic understanding of civil litigation from start to finish. Students will become familiar with the rules of civil procedure and be able to identify various motions and pleadings filed in the litigation process."

Learning Objective:

- Learn basic workings of the litigation process
- How to aid your attorney in discovery and trial preparation
- Become familiar with court procedures
- Learn the basic rules of civil procedure
- Discuss the difference between the Federal and State Court
- So you want to file and appeal – this class will show you how
- What is electronic filing

October 25 - December 13, 2011      Fee: \$349  
 6-9 pm    UNA East Campus      **Course Number: 11-L303**  
 Instructor: Willson Jenkins, Esq.      8 Tuesdays

## Judgment and Legal Analysis

Paralegals must be able to adequately comprehend and understand complex legal issues. This course will help students sort through various fact situations and prioritize the issues involved. It is a hands-on approach to learning how to analyze, evaluate and identify the client's legal issue(s).

Learning Objectives:

- Interviewing the client, taking proper notes, separating information into categories, asking the right questions
- Analyzing various scenarios and conditions presented in actual cases
- Applying legal rules to specific facts
- Finding the "main" issue verses secondary issues
- Recognizing similarities and differences of the issue at hand to other cases
- Identifying the relevant legal authority and applying it to the facts
- Drafting a memo regarding your analysis and conclusions

November 3 – December 15, 2011      Fee: \$349  
 6-9 pm    UNA East Campus      **Course Number: 11-L304**  
 Instructor: Alaina Burgess, ASLAP      6 Thursdays



# PARALEGAL CERTIFICATE PROGRAM

Endorsed by the Colbert County Bar Association and the Lauderdale County Bar Association

## What is a Paralegal?

The National Association of Legal Assistants (NALA) defines a legal Assistant as follows: "Legal assistants/paralegals are persons who assist attorneys in the delivery of legal services. Through formal education, training and experience, legal assistants have knowledge and expertise regarding the legal system and substantive and procedural law which qualify them to do work of a legal nature under the supervision of an attorney."

## Registration Deadline

The deadline for registration is one week prior to the course start date. Each course's tuition is due one week prior to the first class session.

## MEET THE INSTRUCTORS:

**KERI JAUDON BERRYHILL** practices with the law offices of O'Bannon & O'Bannon, LLC in Florence, Alabama. She completed a B.A. in Paralegal Studies at Mississippi University of Women in 2004 and a Juris Doctorate from Birmingham School of Law in 2008. Mrs. Berryhill's main areas of practice include criminal defense, family law, civil litigation and probate work.

**ALAINA BURGESS** is a paralegal with the law office of R. Willson Jenkins, P.C. Ms. Burgess has been a paralegal in Lauderdale County for over 14 years. She holds an Associates Degree in Paralegal Studies from Faulkner University, where she graduated magna laude. She has experience in all areas of the law and currently works primarily in the fields of Bankruptcy, ERISA law and Civil Litigation. With her knowledge and experience, Ms. Burgess will give students a firsthand view into a career as a paralegal.

**JUDGE W. THOMAS CROSSLIN** has served as Probate Judge of Colbert County since 1980. He is a past president of the Alabama Probate Judges' Association, past president of the Tusculum Kiwanis Club, served as Colbert County President and a national vice president of the University of Alabama Alumni Association, and a past Chairman of the United Way. He received a BS from the University of Alabama, The Graduate School of Banking of the South at LSU, and a JD from Birmingham School of Law.

**ANTHONY "TONY" HUGHES** is a full-time investigator for the law office of Tim Case. Tony has been in the legal field for over 22 years. He was in law enforcement for approximately 15 years prior to joining the staff of attorney Tim Case over 7 years ago. He holds a B.S. Degree in Criminal Justice and is currently a graduating senior from the Birmingham School of Law. Tony has experience in all areas of the law with a primary focus in the fields of civil / criminal investigations, legal research, appellate work, jury trial preparation, and taking of statements.

**JAMES IRBY** has been in the full time practice of law since 2003. Prior to opening JAMES IRBY, P.C., James practiced with the Athens, Alabama, law firm of Sherrill, Batts and Shipman, L.L.C. and the Florence law-firm of Potts & Young, Attorneys, L.L.P. James

represents the Lauderdale County Board of Education and in the areas of special education law, the Decatur City Board of Education. James Irby, P.C. also represents people charged with having committed crimes as well as the areas of personal injury, products liability and plaintiff law. Prior to engaging in full time law practice, Dr. Irby served as Superintendent of Education for the Athens, Alabama Board of Education, the Roanoke, Alabama Board of Education, as Principal of Guntersville High School, Assistant Principal of Austin High School in Decatur, Alabama and as Band Director of the Sheffield High School band, in Sheffield, Alabama.

**ROBERT W. JENKINS** has almost two decades of experience successfully representing clients in federal and state courts. Mr. Jenkins earned his B.A. from Birmingham Southern College (1985) and his J.D. from the University of Alabama (1988). Mr. Jenkins is admitted to practice in Alabama, and the following federal courts: the U.S. District Court, Northern, Middle and Southern Districts of Alabama, the U.S. Court of Appeals, 11th Circuit, and the U.S. Supreme Court. Mr. Jenkins concentrates on ERISA claims, including employee-related disability claims, and eminent domain or government taking claims. He also has extensive appellate practice experience and a diverse practice background that includes business litigation, bankruptcy and personal injury.

**JENNY H. BEHEL THIGPEN**, is an attorney practicing law in North Alabama since 2000. She has previously clerked for a Circuit Judge and now practices with Thigpen, Behel, Engelthaler, and Scott, who have offices in Florence, Muscle Shoals and Russellville. Jenny has a general practice of law and primarily handles domestic relations, criminal law, juvenile and property cases. Jenny graduated from Jones School of Law and is an active member of the Alabama Bar Association and the Lauderdale County Bar Association.

**POLICE CHIEF TONY LOGAN** has over 25 years of law enforcement experience. He served with the Florence Police Department for 23 years, 14 of those years as Deputy Chief. He now serves as the Police Chief for the City of Tusculum. Chief Logan holds masters degrees in criminal justice and business administration and is currently pursuing a PHD in Public Policy Administration from Capella University. Chief Logan is a graduate of Leadership Shoals and has served on the Shoals National Championship Committee for 14 years. Chief Logan is member of the Tusculum Civitan and is a former member of the Florence Exchange Club. Chief Logan has taught adjunct for the University of North Alabama since 1998 in numerous areas of criminal justice. Chief Logan also serves on an advisory council for Shoals Community College in criminal justice. Chief Logan is a member of the Tusculum Strategic Planning Commission on economic development.

**PATRICIA MILES** is an attorney at law and graduated from Birmingham School of Law in 2002. She was admitted to the Alabama State Bar in 2003. Since then, she has maintained a practice in Florence, Alabama. Patricia practices in the areas of family law, estates, adoptions, criminal law, and civil litigation. Prior to becoming an attorney, she worked in the legal field as a secretary / paralegal from 1986-2003 while earning a bachelor's degree in 1998 from Faulkner University. She also earned a two year degree in Paralegal Studies in 1985 from Faulkner University.

## FAST & EASY REGISTRATION



### BY PHONE

Our registration office is open from 8 a.m. to 4:30 p.m. Monday through Friday. Call (256) 765-4UNA (4862) or 1(800)-825-5862, ext. 4862. We accept Discover, MasterCard and Visa. We also accept company purchase orders.



### IN PERSON

During our office hours, come by our office in the UNA East Campus building at 1640 Tune Avenue, Florence.



### VIA FAX

Simply fax the attached registration form any time, day or night to (256) 765-4872. All fax registrations require a credit card number unless the course is being invoiced to your company.



### ONLINE

To register online, visit our website at [www.una.edu/continuing-studies](http://www.una.edu/continuing-studies) for a list of available courses and course descriptions.



### MAIL

Complete the attached registration form and mail with your check or credit card information (don't mail cash) to Continuing Studies & Outreach, UNA Box 5036, University of North Alabama, Florence, Alabama 35632-0001.

**Cancellations:** If you must cancel, notify us five business days in advance for a **full refund**. Later cancellations may receive credit toward future workshops if requested by the date of the seminar less a \$50 cancellation fee. Participant substitution may be made at any time.

## Registration Form

If registering more than one person, please list additional names and information on an attached sheet or duplicate this form.

Name \_\_\_\_\_

Company/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_  Home  Work

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

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

### Please register me for the following seminars:

- |   |   |
|---|---|
| <input type="checkbox"/> Introduction to the American Legal System and Paralegal Studies (Course #11-L100) Fee: \$349 | <input type="checkbox"/> Criminal Law & Procedure (Course #11-L301) Fee: \$349                  |
| <input type="checkbox"/> Legal Ethics (Course #11-L101) Fee: \$349  | <input type="checkbox"/> Business Organization and Bankruptcy (Course # 11-L302) Fee: \$349     |
| <input type="checkbox"/> Legal Research & Written Communications (Course # 11-L102) Fee: \$349                        | <input type="checkbox"/> Civil Litigation & Administrative Law (Course #11-L303) Fee: \$349     |
| <input type="checkbox"/> Probate, Wills and Estate (Course #11-L103) Fee: \$349                                       | <input type="checkbox"/> Judgment and Legal Analysis (Course #11-L304) Fee: \$349               |
| <input type="checkbox"/> Contracts (Course #11-L200) Fee: \$349   | <input type="checkbox"/> <b>I plan to sit for the CLA Exam after completion of the program.</b> |
| <input type="checkbox"/> Family Law (Course #11-L201) Fee: \$349  |   |
| <input type="checkbox"/> Real Estate and Property Law (Course #11-L300) Fee: \$349                                    |   |

### Payment Method:

- Check Enclosed (payable to UNA) *Please include course name on lower left side of the check.*  
 Please invoice company above. If different address than mailing, please provide:

- Purchase Order  Money Order  
 Visa  MasterCard  Discover

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card (please print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Please make as many copies of this form as you need.