



Thank you for your interest in Louisiana State University of Alexandria's Paralegal Certificate Program! We would be happy to be a part of molding your future law career!

What is a paralegal?

Paralegals are law professionals who assist attorneys and who must work under the supervision of an attorney. The paralegal life offers rich, diverse experiences — from writing legal briefs and completing research to summarizing depositions and performing investigative work.

- For a rewarding career in law, join the LSUA Paralegal Studies program and become a legal professional in as little as a year. You will enjoy convenient night classes, you will learn from instructors with real-world experience, and you will receive personal attention in our small classes.

It is a college-level, non-credit program leading to a Certificate of Paralegal Studies. Upon completing the curriculum, you will be able to:

1. Understand the structure of both state and federal judicial systems.
2. Analyze (by briefing) reported legal opinions.
3. Research legal problems using primary and secondary resources.
4. Write clear, effective legal memoranda, using proper citation form.
5. Interview clients and witnesses.
6. Understand the procedure in a civil suit and draft appropriate pleadings.
7. Be familiar with basic concepts of business organizations and contract law.
8. Recognize the ethical standards of the paralegal profession.

You must complete eight academic courses, the legal ethics seminar, and court day. You will have the option of completing a three night course in either Introduction to Word or Mastering Word. We do not have any online or weekend classes. Courses are in the evening.

The full-time program (students take four core classes for two regular semesters, with the possible addition of the Word course).

Fall: Legal Research and Writing, Basic & General, Tort Law and Criminal Litigation

Spring: Family Law, Real Estate, Probate and Debtor/Creditor Relations

**The faculty and staff reserve the right to make changes to the course as are deemed appropriate.*

The total curriculum costs \$2,995 plus books. You may pay as you go. Additional costs include Court Day, which is \$65 **Payment plans are available.*

Book information: Business Law Text and Cases, 13th Edition

ISBN10: 1-285-18524-2 ISBN13: 978-1-285-18524-8

Authors: Clarkson, Miller, Cross

**Note: There is an electronic version, which includes an option to purchase a chapter at a time. Currently, the rate for said purchase is \$5.00 per chapter (which is subject to change).*



Paralegal Studies Certificate Program

Application

Personal Data

Name Last First Middle
Preferred Name Male Female Date of Birth
Address (Where you would like to receive information)
Years in CENLA
Home Phone
E-mail address Cell phone

Education

Briefly summarize your educational background.

Blank lines for summarizing educational background.

Employer (Optional) :- Employer will NOT be contacted

Organization Years with the Organization
Organization Address Business Phone
Type of Organization
Present title or responsibility Since

Briefly list previous employment and/or volunteer experience: (use spaces below)

Table with 4 columns: Organization, Title or Responsibility, From, To

Personal or Professional Recommendations

Please list two persons who are knowledgeable about your performance and potential. Please do not submit letters of recommendation.

Name _____ Phone _____

Organization _____

Address _____

Name _____ Phone _____

Organization _____

Address _____

Commitment

There will be one face-to-face (in class) meeting per week. Participants are expected to attend all sessions. Absences for legitimate reasons may be excused at the discretion of the professor. Classes are typically from 6pm-9pm.

I understand the purpose and commitments of this program. If I am accepted as a participant, I will devote the required time to the program.

Signature

Date

***Please mail this application (along with \$20 non-refundable application fee in the form of a check or money order) to:*

LSU of Alexandria Continuing Education
807 Jackson Street ■ Alexandria, LA 71301
318-427-4441

E-mail: cnation@lsua.edu

www.lsua.edu/ce