



Continuing Education & Community Outreach

Paralegal Studies Certificate Program Information

Thank you for your interest in Louisiana State University of Alexandria's Paralegal Studies 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 work under the supervision of an attorney, performing a wide variety of support tasks. 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, learn from an instructor and guest speakers with real-world experience, and receive personal attention in our small classes.

This is a college-level, non-credit program leading to a Certificate of Paralegal Studies. Upon completion of 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.

The program runs for two semesters and is comprised of four core sections, with classes held one evening per week. In addition to the four sections, attendance is required at the Legal Ethics Seminar and Court Day. The curriculum is divided as follows:

Section I: September 12, 2023 – October 24, 2023 - Introduction to paralegal protocols and paralegal responsibilities; basic legal research and writing; introduction to and basic navigation of Lexis Nexis; introduction to and navigation of the legislative legal website; introduction to and navigation of various clerk of courts' websites.

Section II: October 31 – December 19, 2023 - Advanced legal research and writing; advanced navigation of Lexis Nexis; civil procedure; tort law; drafting pleadings and drafting responsive pleadings.

Section III: January 9, 2024 – February 27, 2024 - Criminal procedure; criminal litigation (both prosecution and defense); Family Law.

Section IV: March 5, 2024 – April 30, 2024 - Real Estate Law; Loan closing and document preparation; Wills, Successions and Probate.

**Instructor reserves the right to make changes to the course schedule as deemed appropriate.*

The total curriculum costs \$3,499. Court Day is an additional cost of \$65.

**Payment options are available through Campus Federal and all payments, fees and deposits are non-refundable.*