



CONTINUING EDUCATION

Course Outline

Paralegal Certificate Part 3: Advanced Research, Writing and Trial Preparation

Take your paralegal skills to the next level as you perform more advanced tasks. You will be introduced to administrative law, sharpen your skills in criminal law, and advance your knowledge in civil law. You will analyze a criminal case for appealable errors by conducting high-level legal research, and apply your findings as you write a (faux) appeal brief to the WA State Supreme Court. Other topics include motion practices; ECF filing; tracking pleadings, witnesses, depositions, etc.; locating and deciphering court rules; and preparing for trial. This is the final course in the Paralegal Certificate Program.

Who Should Take This Course?

This certificate program will benefit junior paralegals, legal secretaries, paralegal clerks, legal receptionists, and document or file clerks interested in increasing their knowledge or advancing their careers as well as anyone interested in law, investigation, legal research or legal writing.

Course Objectives

- Draft an appeal brief to the Washington State Supreme Court
- Navigate litigation procedures, including motion practice
- Organize and track various elements of the case file
- Determine whether a case is valid and citable through Shepardizing
- Prepare witness lists
- Assist with trial preparation
- Apply HIPAA Rules and Regulations
- Demonstrate ability to e-File (ECF)
- Interpret and apply court rules
- Recognize the difference between a FOIA and a PRA request
- Complete the appropriate Tort Claim form
- Utilize math to perform calculations
- Follow standard law office protocols and procedures

Course Info

- Length: 30 hours
- Format: Classroom instruction, group exercises and homework assignments
- Prerequisite: Paralegal Certificate Part 2: Research, Investigation and Discovery

Course Content

Draft an appeal brief to the Washington State Supreme Court

- Utilize proper formatting
- Research potential appealable errors using LexisNexis®
- Decide which cases are appropriate for citation

Navigate litigation procedures, including motion practice

- Determine appropriate pleadings for filing motions (note for motion, declarations, motions, and proposed orders)
- Assist with drafting motions and declarations
- Assist with draft declarations for witnesses
- Prepare a proposed order

Organize and track various elements of the case file

- Records
- Discovery
- Production
- Witnesses
- Pleadings
- Depositions

Determine whether a case is valid and citable through Shepardizing

- Locate the history and treatment of the case to determine current validity
- Evaluate how the court's analysis and holding affect your case
- Check for supplemental reporting on the case

Prepare witness lists

- Identify lay witnesses, expert witnesses and fact witnesses
- List reservation of rights
- Recognize various types of witness lists

Assist with trial preparation

- Assemble trial notebooks, including appropriate pleadings and witness materials
- Coordinate witness testimony and preparation meetings
- Draft exhibit lists and gather and Bates number documents
- Draft ER 904 and gather and Bates number documents
- Compile trial exhibits and label according to judge's preference
- Determine trial technology need

Apply HIPAA Rules and Regulations

Demonstrate ability to e-File (ECF)

- Determine filing deadline
- Assemble signed documents
- Scan in and upload documents to court
- Ensure judge receives working copy, if appropriate
- Ensure opposing counsel receives copy

Interpret and apply court rules

Recognize the difference between a FOIA and a PRA request

- Complete the appropriate Tort Claim form

Utilize math to perform basic calculations

- Calculate interest
- Prorate bankruptcy payout amounts

Follow standard law office protocols and procedures

- Confidentiality
- Etiquette
- Calendaring
- File maintenance

Homework

Students should anticipate spending 5-15 hours a week on homework assignments, which will include reading, researching, writing and various other assignments.

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the Paralegal Certificate, you must attend* 90 percent of the entire certificate program (81 course hours); regularly participate in class; complete all assignments by the deadline given; and receive a minimum score of 75 percent on all assignments, quizzes and tests. For those who qualify, certificates will be sent within three weeks of completing the final course.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 210, to request accommodations. For additional information, please visit www.greenriver.edu/dss.

The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.