



PARALEGAL
CERTIFICATE
PROGRAM



UCIRVINE | EXTENSION

*University of California, Irvine Extension's ABA-approved
Paralegal Certificate Program celebrates over 30 years of
practice-based quality education.*

Dear Prospective Student:

Thank you for your interest in the University of California, Irvine Extension Paralegal Certificate Program. I am so pleased that you are considering our American Bar Association approved program.

For over thirty years, our Paralegal Certificate Program has prepared students like you to enter the exciting and challenging legal field as a paralegal. As an attorney, I can personally attest to the tremendous value of a qualified paralegal. Paralegals really make a difference in the lives of the clients they help serve. You are about to embark upon a rewarding career path that you can be proud of.

We work hard to ensure that our courses are delivering practical content and preparing you to start your career on the right foot. Our paralegal and attorney instructors bring a wealth of experience and knowledge to the classroom. And their dedication and passion for teaching is second to none. The skills you learn here today will be the foundation for your career tomorrow.

I invite you to explore our program offerings, and learn how you too can become a paralegal. With convenient online and on campus courses, just about anyone can create a class schedule that works around their busy schedule.

If you have any questions about the program or would like to schedule a time to talk, please feel free to email me at tpoklado@uci.edu. I hope you will choose UC Irvine Extension for your paralegal education. Along with the rest of the University Extension community, I look forward to welcoming you to our program!

Best Wishes,



Tom Pokladoski, J.D.
Program Director
Paralegal and Legal Programs

**Paralegal Certificate
Program Since 1977**

30+ years

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A “Paralegal” or “Legal Assistant” is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

AMERICAN BAR
ASSOCIATION



Program Overview

Make a Difference. Become a Paralegal.

If you have an appreciation for the law, are passionate about working with people, and enjoy the satisfaction of making a real difference, a paralegal career is the perfect choice for you.

Obtaining a paralegal certificate from top-tier University of California, Irvine Extension reflects your commitment to educational excellence and appreciation for academic challenge.

Gain the necessary knowledge and skills to function as an effective, professional paralegal, with a prestigious credential that differentiates you in the job market.

A Program of Distinction

For over 30 years, our Paralegal Program has earned an outstanding reputation for practice-based education.

A balance of workplace applicable skills and legal theory prepares graduates to choose to participate in litigation or transactional practices. Concepts and practical skills are taught and reinforced utilizing case studies, lectures, class discussions, group exercises, assignments, field trips, and guest speakers.

Approved by the American Bar Association (ABA), the program meets the most rigorous standards set for paralegal training. The curriculum is reviewed and updated on a continuing basis. As part of the prestigious University of California, Irvine, the curriculum has also been reviewed and approved by campus academic departments. Employers recognize our program upholds these high standards and appreciate the unique value of these links.

More than Training

Connect with others in the legal industry and develop a professional network as you progress through the program. Build a portfolio of work that showcases your capabilities. Leave equipped to become a respected member of a legal services delivery team.

Your UC Irvine Extension Paralegal Certificate complies with the requirements of California Business and Professional Code Section 6950.

Continue to Learn

A variety of legal specialties allow you to stay up-to-date on the most current developments in the paralegal field.

Built by Experts

Advisory committee members – attorneys, judges, paralegals – evaluate the program content and contribute insight and foresight on industry trends to ensure that the most relevant and timely legal training available is offered.

Instructors represent leading law firms, corporations, and public sector organizations. Master instructors include experienced paralegals and attorneys. They are selected based on their professional credentials, subject matter expertise, ability to teach at the university level, experience working with paralegals, and dedication to advancing the paralegal profession through education.

Make your Mark

Paralegals serve as a pivotal link between a firm and its clients, the office of opposing counsel, and the court system or other departments outside of the organization. They do just about everything an attorney does except give legal advice, set fees, and represent clients in court.

While paralegals may not provide legal services directly to the public except as permitted by law, the typical tasks paralegals do perform include:

- Conducting client interviews and maintaining general contact
- Assisting with case management
- Locating and interviewing witnesses
- Performing investigations and statistical documentary research
- Retrieving and gathering factual information
- Performing legal research and analysis
- Drafting legal documents, correspondence, and pleadings
- Summarizing depositions, testimony, and records; drafting discovery, including interrogatories and responses
- Attending executions of wills, real estate closings, depositions, court or administrative hearings, and trials with the attorney

Choose your Field

One of the most attractive aspects of the paralegal profession is the diversity of potential employment opportunities. With your paralegal certificate, you have the flexibility to go almost anywhere:

- Private law firms
- Government agencies
- Corporations
- Nonprofit organizations
- Advocacy groups
- Court system
- Insurance companies
- Bank trust departments
- Independent contractor services to attorneys and law firms
- And much more

Begin your Journey

You've taken the first step in your paralegal career exploration. Now we invite you to take your place in our Paralegal Program and experience training that results in career satisfaction, enhanced earning potential, and opportunities for advancement.

“Having been in the real estate industry for over 15 years, I didn’t know what to do when the market started to crumble. This program taught me the fundamental skills needed to begin a new career. The instructors were intelligent, interesting and caring. I received a job offer before I had even completed the program!”

SHEILA LUCKENBACH
PROGRAM GRADUATE

Certificate Candidacy

Students who want to obtain a paralegal certificate must apply for and receive official acceptance into the program before completing their third course. See page 18 for admission requirements.

Certificate Requirements

A certificate will be awarded upon completion of 24 units of required courses and 6 units of elective courses.

A total of 30 units is required to complete the program. You must complete the program within five years of taking your first course. Many students take multiple courses per quarter and are able to complete the program in approximately 1 to 1 1/2 years.

All units must be completed at UC Irvine.

Introduction to the Legal System is an optional course for students with 2 years of law-related work experience. Students opting not to take the class must still complete 30 units of course work to earn the certificate.

Students should take courses in the order listed on the grid.

Grades

Candidates must complete all course work with a grade of “C” or above. Any course in which you receive a grade below “C” must be repeated, and a minimum grade of “C” must be achieved. A “C-” or below is not a passing grade. If a course is offered on a pass/no-pass basis, candidates must receive a passing grade.

Program Cost

The program costs approximately \$5500-\$6500, including course fees and textbooks.

Class Locations and Meetings

Paralegal classes are held on the UC Irvine campus and online. Most campus classes meet once per week Monday-Thursday in the evening.

Online Instruction

Our online courses offer convenience and flexibility, and have the same rigorous academic content as the traditional classroom courses. Each online course is facilitated by an instructor and features online discussion forums and real-time interactive sessions. By having the option of combining on-campus and online classes, you have the opportunity to fit training around your schedule, be exposed to a variety of learning experiences, and build familiarity with the use of technology.

NOTE: To be awarded the paralegal certificate, you must take a minimum of 15 units (150 hours) in the traditional classroom format. The certificate program cannot be taken entirely online. For full details, visit our Web site at www.extension.uci.edu/legal.

Internships

Internships with top legal firms, government offices and well-known corporations provide our students with a firsthand look at the marketplace. Certificate candidates can gain real-world experience while earning elective credits.

Schedule of Courses



Required Courses	WI	SP	SU	FA
Introduction to the Legal System (1 unit)	C	C	C	C
and Fundamentals of Legal Assistantship (3 units)	C	C	C	C
or Online: Introduction and Fundamentals of Legal Assistantship (4 units)	O	O	O	O
Contracts (3 units)	C	O	C	O
Legal Writing (3 units)	O	C	O	C
Legal Research (3 units)	C	O	C	O
Civil Litigation I (3 units)	O	C	O	C
Civil Litigation II (3 units)	C	O	C	O
Ethics for the Paralegal (2 units)	O	C	O	C
Technology Practicum for the Paralegal (3 Units)		C		C

Elective Courses (Several of the elective courses below are also offered each quarter.)

Bankruptcy Law (3 units)
Business Law (3 units)
Computer-Assisted Legal Research (1 unit)
Corporate Law (3 units)
Criminal Law (3 units)
Family Law (3 units)
Federal Civil Procedure (3 units)
Foreclosures & Evictions (1 unit)
Fundamentals of Electronic Discovery and Trial (3 units)
Online: Patent Law and Procedure – Preparation, Prosecution and Beyond (2 units)
Paralegal Internship (3 units)
Patent, Trademark & Copyright Law (3 units) (or Intellectual Property (4 units-online))
Pre-Trial, Trial & Post-Trial Procedures (3 units)
Real Estate Law (3 units)
Securities Law (3 units)
Software Applications for Legal Professionals (3 units)
Torts (3 units)
Understanding Estate Planning (3 units)

For the latest updated course schedule, visit: www.extension.uci.edu/legal

NOTE: To be awarded the paralegal certificate, you must take a minimum of 15 units (150 hours) in the traditional classroom format.

The certificate program cannot be taken entirely online. Schedule is subject to change.

WI = Winter, **SP** = Spring, **SU** = Summer, **FA** = Fall
C = classroom, **O** = online



Required Courses

Introduction to the Legal System

Explore paralegal career possibilities, specialty areas of law, legal terminology, the court system and more in order to introduce yourself to the paralegal profession and opportunities.

Pass/no pass grading

Attendance at all meetings is mandatory

Optional for students with 2 years of law-related work experience

Fundamentals of Legal Assistantship

Gain an in-depth insight into the fundamentals of the paralegal profession. Prepare documents and develop basic legal research and writing skills while exploring an overview of a variety of paralegal functions. Field trips and guest speakers enhance the curriculum.

Introduction and Fundamentals of Legal Assistantship

An online course option that combines Introduction to the Legal System and Fundamentals of Legal Assistantship.

Contracts

Analyze contract scenarios, learn to identify contract issues and practice contract drafting skills as you develop an understanding of the essential elements needed to create binding and enforceable contracts, assert affirmative defenses including the Statute of Frauds and interpret possible breaches.

Legal Writing

A well skilled paralegal is an excellent writer. This course provides practice in a variety of legal writing formats and styles. Prepare legal documents, analyze and brief cases, and develop memorandum for intra- and inter-office use.

Prerequisite: Fundamentals of Legal Assistantship or consent of instructor

Legal Research

Cases may be won or lost on the ability to perform sound legal research. Learn best practices and procedures required to tackle legal research projects. Start in the library with hands-on practice working with dictionaries, digests, cases, statutes and treatises. With a sound understanding of primary and secondary law, participate in an introduction to computerized legal research.

Prerequisite: Introduction and Fundamentals of Legal Assistantship or consent of instructor.

Civil Litigation I

Whether a paralegal is part of a litigation team or a transactional team, it is important to understand the litigation process. The three-course Civil Litigation series starts with Civil Litigation I providing a thorough understanding of the law and procedures required from initial client meetings through the pleadings stage. Prepare documents; determine appropriate format per court rules; develop best practices for calendaring and docket techniques specific to the legal world; and explore jurisdiction, venue and standing requirements.

Prerequisite: Fundamental of Legal Assistantship or consent of instructor

Civil Litigation II

Discovery is the process that allows the legal team to identify issues, witnesses, facts and legal theories. A well prepared case requires well prepared and executed discovery tools. This second Civil Litigation course in the series focuses on the practical and conceptual aspects of discovery procedures and tools, effective means to summarize evidence, and remedies for inadequate discovery responses. Draft a variety of discovery and review discovery content in order to understand when each tool is best utilized and how it is crafted for maximum effect.

Prerequisite: Civil Litigation I or consent of instructor

Ethics for the Paralegal

As with attorneys, paralegals are held to an ethical standard embodied in rules and regulations. Via discussions, role plays, and case studies, explore unauthorized practice of law, confidentiality requirements, attorney-client privilege, conflicts of interests and other ethical issues.

Technology Practicum for the Paralegal

A practicum course merging law and technology, where students will acquire both theoretical and technical skills. Through a series of detailed hypothetical situations, students will learn a range of practical skills, such as how to maintain a litigation calendar to how to prepare legal documents using templates. Students will also be introduced to a broad range of popular computer programs so they can hit the ground running no matter what type of technology is used by their employer. This course will introduce students to spreadsheets, court forms, timesheets, case management software, document assembly software, and other tools commonly used in the legal environment.

Prerequisite: All other required courses or consent of instructor

In California, paralegal and legal assistant employment is projected to grow much faster than average for all occupations through 2018.

BUREAU OF
LABOR STATISTICS

Elective Courses

Bankruptcy Law

Understand bankruptcy procedures from both a debtor and creditor's perspective. Utilize technology solutions to prepare bankruptcy documents while you move through the bankruptcy process from petition to dismissal or discharge. Explore pre- and post-judgment remedies, collection methods, defenses, and exemptions. Develop best practices in researching local court rules, preparation of schedules, docket requirements, calendaring and more.

Business Law

This survey course explores the broad scope of business law including contracts, banking law, employment law, sole proprietorships, partnerships, corporations, limited liability companies, bankruptcy, real property, foreclosure, torts and a variety of other business law related topics.

Computer Assisted Legal Research

A hands-on course designed to develop skills needed to conduct computer assisted legal research. Explore WestLaw and Lexis as well as a number of other legal research software tools.

Pass/no pass grading

Attendance at all meetings is mandatory

Prerequisite: Legal Research or instructor consent

Corporate Law

Interested in effectively working with business clients? If so, a thorough understanding of the complexities of California corporate law is a must. Examine corporate structure and theory from formation issues and financing options to the possible reasons for dissolution. Discuss criminal penalties relating to securities regulations and criminal activity within the corporation. Explore shareholders' rights, buy-sell agreements, non-profit status and more.

Criminal Law

Does a profession with the District Attorney's office or Public Defender's office intrigue you? Prepare yourself with this class as you analyze the fundamental concepts of criminal law and procedure as well as the practical aspects of representing criminal defendants. Follow the criminal justice process from arrest through pre-trial, trial, sentencing and appeal. Develop best practices with respect to investigation and evidence collection and analysis.



Family Law

This area of law spans pre-nuptial agreements, marriage, divorce, custody, support, division of property and debts, paternity, adoption, domestic violence, guardianships and alternative living arrangements. Gain an understanding of legal theory as well as the practical aspects of preparing the petitions, responses and other documents needed to negotiate through the many legal issues embodied within this specialty area.

Federal Civil Procedure

A must-take course for students and paralegals considering the CLA exam or working in a practice that includes interaction with federal courts. This course introduces students to the legal concepts and practical applications of the Federal Rules of Civil Procedure. Explore federal requirements with respect to pleadings, discovery and trial procedure.

Foreclosures and Evictions

Explore the legal realities of the real estate and financial market focusing on financing, mortgages, work-out plans, short sales, loan modifications and more. Understand documents and procedures required to process deeds in lieu of foreclosure, foreclosures, deficiency judgments and evictions. Be able to determine when these processes should or can be deferred and what options exist.

Fundamentals of Electronic Discovery and Trial

Federal Rules of Civil Procedure and state laws mandate e-discovery in many cases and encourage it in others. Complying with the requirements involves mastering the implementation of a records management program and developing appropriate processes and procedures for collection, processing, review and production. Electronically stored information (ESI) drives the development of these new processes. This hands-on class explores all of these components and provides a value added skill that will differentiate any resume. This is a great class for paralegal students as well as practicing paralegals interested in developing new skills.

Prerequisites: Fundamentals of Legal Assistantship, Legal Research, Legal Writing and Civil Litigation I. Students should be proficient on a personal computer and comfortable with Microsoft software.

Paralegal Internship

Gain a working knowledge of a paralegal's role through an internship position in a law firm, corporate unit, government agency, courthouse, non-profit or other legal setting. Explore a specialty area you choose.

Prerequisite: Official certificate candidates or graduates only

Following courses must have been completed: Fundamentals of Legal Assistantship, Legal Research, Legal Writing, Contracts, Ethics, and Civil Litigation I. Staff interview is required.



Patent, Trademark and Copyright Law (Online title: Intellectual Property)

This growing area of law is of concern to members of the business, art, science, and education worlds. Learn how to identify, manage and protect copyrights, trademarks and patentable inventions. Prepare applications and follow the application process. Explore post-registration requirements.

Patent Law and Procedure—Preparation, Prosecution, and Beyond

The purpose of this course is to provide students with a hands-on working knowledge of how to prepare, draft, file and prosecute patent applications before the United State Patent and Trademark Office. Students are introduced to the fundamentals of patent law. Students will learn practical information about mean, procedures and standards of communication with the US Patent Office. Some of the related details (e.g., timelines and strategy for preparing and filing a response to a rejection) will also be covered by way of collaborative assignments and direct interaction with the US Patent Office electronic filing system. At the conclusion of the course, students should fully understand how a patent application is drafted, filed, and prosecuted toward a successful grant. The students will also learn about the pitfalls to be avoided while prosecuting a patent application.

Pre-Trial and Post-Trial Procedures

Pleadings complete? Discovery done? It's time for the final steps in trial preparation. After trial, appellate and/or collection procedures may be appropriate. This class focuses on law and motion, summary judgment, trial setting procedures, arbitration, trial preparation, appeals and collection practices and requirements. Practical exercises provide a portfolio of documents required to move a case to and through trial. This course is strongly recommended for litigation paralegals.

Prerequisites: Civil Litigation I and II or consent of instructor

Real Estate Law

Real estate transactions include elements of contract, business and unique real estate law. Understand the legal requirements and the role of title companies, surveyors, planning departments and others through a hands on, practical analysis of real property transactions, required due diligence and real estate closings.

Securities Law

This course introduces the student to federal and state securities laws as they apply to private and public corporations. We will also explore securities laws from the initial public offering of a corporation through the regulatory requirements that must be met by both the corporation and its officers and directors. The course will provide a practical look at the role and common tasks of a securities paralegal. Students will also become familiar with websites such as the Securities and Exchange Commission, EDGAR, Nasdaq and the California Department of Corporations.

Software Applications for the Legal Environment

Most employers expect a working knowledge of MS Word, Windows, Excel, Outlook and Power Point. Some also expect paralegals to have an understanding of applications such as Access. This hands-on course provides the training support, reference materials, and instructor-led practice needed for proficiency in these office applications.

Torts

Personal injury, wrongful death, construction defect, contractual interference and many other scenarios affecting individuals and businesses make up the world of torts. Examine in depth intentional, negligent and strict liability torts. Discuss elements, defenses and remedies.

Understanding Estate Planning

Gain an understanding of the estate planning process. Analyze wills, trusts, taxes, charitable planning, interstate succession and other factors considered when developing an estate plan. This practical course provides an opportunity to learn how to gather client information, apply estate planning principles and make determinations as to best practices to put into place from the time a prospective client walks in the door to discuss estate planning through the life of the plan. Ancillary documents such as HIPAA forms, Power of Attorney, and Advanced Care Directives will be discussed.

“Although I had worked for 26 years as an executive assistant to CEOs and various partners in law firms and thought I knew quite a bit about law, I quickly realized that I had a lot to learn. As a result of becoming a graduate of this program, I became an associate paralegal at the firm I am currently employed.”

ROSANNE ST. ONGE
PROGRAM GRADUATE

Advisory Committee

*UC Irvine
Extension's Paralegal
Program advisory committee members assist in ongoing program evaluation to ensure the curriculum is responsive to the emerging role of the paralegal and needs of employers.*

Rafia Aleem,
paralegal manager, Green & Hall, APC; past president, Orange County Paralegal Association

Georgina Brewer, B.A.,
paralegal, Orange County District Attorney's office

Charles G. Cannon,
assistant dean of Development and External Affairs, UCI School of Law

Robert J. Cohen, J.D.,
executive director, Legal Aid Society of Orange County

Christine Garber, B.A.,
senior paralegal, Allergan Inc.; past president, Orange County Paralegal Association

Gary Gorczyca, J.D.,
Law Offices of Phillips, Whisnant, Gazin, Gorczyca LLP

J. Denny Haythorn, J.D.,
associate dean of Library/Information Services, Whittier Law School

Jayne Kacer, J.D.,
assistant dean of Student Affairs, Chapman University School of Law

Kim Long,
founder and managing principal, Echo Media Group

James W. Meeker, J.D., Ph.D.,
associate dean of Student Affairs, School of Social Ecology, UCI

Kathleen Houts Miller, M.A., ACP, CAS,
senior litigation paralegal, FedEx Express

Jon Montgomery, B.A., CLA,
senior paralegal, Paul Hastings, Janofsky & Walker

Steven Nataupsky, J.D.,
managing partner, Knobbe, Martens, Olson & Bear LLP

Alicia Roane, CP,
District Attorney's Office Orange County; past president, Orange County Paralegal Association

Gabrielle Roudabush, B.A.,
paralegal, Gibson, Dunn & Crutcher LLP; past president, Orange County Paralegal Association

Commissioner Richard Vogl,
O.C. Superior Court, Family Law Panel

Kai Williamson, B.A.,
senior compliance paralegal, IMPAC Companies; president, Orange County Paralegal Association

Zachary Zaharek, J.D.,
senior corporate counsel, First American Corporation

In addition to the members listed above, our advisory committee includes at least one current student and one program graduate.

Instructor Profiles



Rafia Aleem,

paralegal manager, Green & Hall, APC;
past president Orange County Paralegal
Association

Maureen Barlow, B.A., CLA,

legal assistant, Fremont Reorganizing
Corporation f/k/a Fremont Investment &
Loan; developed CLA Review Course for
Orange County Paralegal Association

Artin Betpera, J.D.,

Green & Hall, APC

Michael R. Fischer, J.D.,

McKasson & Klein LLP; wide range of
litigation and transactional experience in
U.S. and international business law; author
of legal publications

Jason Far-hadian, J.D.,

Century IP Group

Albert A. Friske, J.D.,

Law Offices of Friske Hilliard; extensive state
and federal courtroom experience

Christine Garber, B.A.,

senior paralegal, Allergan, Inc.; past presi-
dent, Orange County Paralegal Association

Kathleen Houts Miller, M.A., ACP, CAS,

senior litigation paralegal, FedEx Express;
past president, Orange County Paralegal
Association and Commission for Advanced
California Specialization

Renato Izquieta, J.D.,

Legal Aid Society of Orange County;
litigation unit and supervising attorney
for tax; experience in family law, landlord/
tenant and other civil matters

Curtis Kaiser, J.D.,

private practice focused on contract law,
estate planning, trust administration and
trust litigation

Theresa Brennan Marji, J.D.,

experience in litigation and transactional
cases in the areas of estate planning, elder law,
business law, real property and family law

C. Thomas McDonald, J.D.,

C. Thomas McDonald, A Law Corporation

Jon Montgomery, B.A., CLA,

senior paralegal, Paul Hastings, Janofsky
& Walker LLP; past president of California
Alliance of Paralegal Associations and Orange
County Paralegal Association



“Previously an owner of a cupcake bakery, I was seeking to transition into the legal field. UC Irvine Extension’s dedicated faculty helped me identify my transferable job skills. With their guidance, I was able to refine those skills through direct application of real-world paralegal projects and assignments and start a new paralegal career.”

BARBARA BREEDEN
PROGRAM GRADUATE

Dennis Nakata, B.S.,
paralegal, Rutan & Tucker, LLP

Steven Nataupsky, J.D.,
managing partner, Knobbe, Martens, Olson & Bear, LLP specializing in all aspects of intellectual property protection and enforcement including patent and trademark prosecution and litigation

Jonathan Navarro, J.D.,
Navarro and Associates and in-house counsel, American MedTrust, Inc.

Guy N. Ormes, J.D.,
practiced criminal law over 20 years with the Orange County District Attorneys Office and six years with the Department of Child Support Services; currently in private practice

John O’Donnell, M.L.S., J.D.,
specializes in Legal Research

Timothy Pickart, J.D.,
specializes in the areas of estate and business planning, probate, and trust administration

Gabrielle Roudabush, B.A.,
CP, paralegal, Gibson, Dunn & Crutcher LLC; past president, Orange County Paralegal Association

Laura St. Charles, J.D.,
focus on SEC and corporate issues

Stanley Steinberg, J.D.,
trial attorney and family law practitioner

Rouz Tabaddor, J.D.,
chief intellectual property counsel, First American; former patent examiner with U.S. Patent & Trademark Office

William Tanner, J.D.,
Legal Aid Society of Orange County

Kai Williamson, B.A.,
senior compliance paralegal, IMPAC Companies; president, Orange County Paralegal Association

Zachary Zaharek, J.D.,
senior corporate counsel, First American Corporation; past president, Association of Corporate Counsel Southern California Chapter

Student Services

Academic Advisement

For course planning assistance or for more information about the program, call (949) 824-4598 or email paralegal@unx.uci.edu.

Student Loan Programs

UC Irvine Extension students are eligible to apply for one of several loans available. Please see our Web site at <http://unex.uci.edu/services/financial> or contact Sandy Kingsley at (949) 824-5191.

Library

The University of California, Irvine library may be used by any person enrolled in a UC Irvine Extension course. Request the library card application in person at the UC Irvine Extension Student Services Office. Paralegal students also have access to the UCI Law Library. Please see www.law.uci.edu/library/visitors for more information.

UCI Alumni Association

UC Irvine Extension students are eligible to join the UCI Alumni Association (UCIAA). Membership privileges include discounts on Extension courses and other benefits. For eligibility requirements, call (949) 824-2586.

Job Postings

Please email paralegal@unx.uci.edu to learn how paralegal candidates and program graduates can receive job postings.

General Information

How to Enroll in Classes

- Online: www.extension.uci.edu
Phone: (949) 824-5414
Fax: (949) 824-2090; the enrollment form can be downloaded at: www.extension.uci.edu
Mail: Student Services Office, UC Irvine Extension, PO Box 6050, Irvine, CA 92616-6050
In Person: Monday through Friday, 9am-5pm; Student Services Office, Pereira Drive, west of East Peltason on the UC Irvine campus

Discounts

Corporate, UCI Alumni Association, UCI retirees and Emeriti Association member discounts are available if requested at time of enrollment. Contact the Student Services Office at (949) 824-1010 for details.

Scholarships

Scholarships for paralegal education are available from local and national professional organizations, including OCPA and NALS. Please contact these organizations for more information on their scholarship opportunities.

Refunds and Late Fees

See our quarterly catalog for complete information or visit the Web site at www.extension.uci.edu.

Social Security Number

We request your social security number in order to verify your identity and for accurate record keeping. Providing the number is voluntary.

Parking

A parking permit is required at all times in order to park on the UCI Campus. You may purchase a UCI Campus permit when you enroll.

Cancelled Classes/Schedule Changes

Every effort has been made to ensure the accuracy of the information presented in this brochure. However, all course information described herein is subject to change or deletion without notice. New courses will be posted on our Web site.



University Bookstore

Required and recommended books for Extension courses may be purchased from the UCI Bookstore, located in the UCI Student Center (across from the parking structure – SCPS on the campus map).

Hours: Monday - Thursday 8am-7pm,
Friday 8am-5pm, Saturday 10am-4pm

MasterCard, Visa, American Express, Discover and personal checks with proper I.D. are accepted.

Phone: (949) 824-BOOK

Fax: (949) 824-8545

E-Mail: text@uci.edu

Web: www.book.uci.edu

Please refer to your confirmation notice for information on textbooks and course packets.

Academic Integrity and Dishonesty

Underlying UC Irvine Extension's educational goals are basic values that everyone at the university must respect if the goals are to be accomplished, and UC Irvine Extension is to function as a community of learners. These goals include intellectual honesty, mutual respect regarding an individual's right to freedom of thought, belief and expression, and freedom of inquiry. In keeping with these educational goals, UC Irvine Extension students are subject to disciplinary action for academic dishonesty, such as cheating, plagiarism, multiple submission, fabrication or knowingly furnishing false information to the university.

How to Contact Us

Paralegal Program Office

Phone: (949) 824-4598

Fax: (949) 824-1547

Email: paralegal@unx.uci.edu

Student Services Office

Phone: (949) 824-5414

Fax: (949) 824-2090

Records Office

Phone: (949) 824-5418

Fax: (949) 824-2090

UC Irvine Extension General Information

Visit <http://unex.uci.edu/services/> or call Student Services at (949) 824-5414.

“This program’s best resources are its attorney and paralegal instructors. I found the course work interesting and informative, and the interaction with instructors invaluable. Most importantly, the program lived up to my expectations: the month I earned my certificate, I accepted a full-time position at a respected law firm.”

SANDI PIEDMONTE
PROGRAM GRADUATE



Admission Information

Admission Requirements

To qualify for admission, you need:

1. a bachelor's degree

OR

an associate of arts or science degree from an accredited post-secondary institution. An associate of applied science degree, or an occupational or vocational degree does not satisfy the educational requirement.

2. to initiate your interest in candidacy by mailing an Application for Candidacy and nonrefundable \$125 application fee to the UC Irvine Extension Student Services Office prior to completing your third course in the program. The application and mailing address is located on page 19 in this brochure.

IMPORTANT NOTE: Your Application for Candidacy should be submitted before or simultaneously with your transcripts.

3. to submit official college transcripts verifying you meet the educational requirements in #1.

Send to:

Paralegal Certificate Program Office
UC Irvine Extension
P.O. Box 6050
Irvine, CA 92616-6050

Transcripts from a college or university outside of the U.S. must be translated and evaluated. Please contact the Paralegal Program Office for assistance.

4. to attend a Paralegal Education Planning Session and pass a writing test on campus or on-line. Sessions are held each quarter. Please visit our Web site at extension.uci.edu, check the quarterly UC Irvine Extension catalog for dates, or call the Paralegal Program Office at (949) 824-4598.

Program Acceptance

You will be notified by mail of your acceptance into the program after completing all of the steps in the application process and meeting all of the requirements.

To Receive your Certificate

Submit a Request for Certificate Form to the Paralegal Program Office during your last class. Download a form at <http://extension.uci.edu/legal>. You may also call (949) 824-4598 or email paralegal@unx.uci.edu, and we will send a form to you.

Application for Candidacy

FIRST NAME: _____ MI: _____ LAST NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DAY PHONE: _____ EVENING PHONE: _____

SOCIAL SECURITY NUMBER: (optional) _____ E-MAIL ADDRESS: _____

1. **EDUCATION** Please submit an official copy of your transcript records to the Paralegal Program Office.

INSTITUTION	MAJOR	GRADUATION DATE	DEGREES EARNED

2. **PROFESSIONAL REFERENCES** Please list two professional references we may contact.

NAME	JOB TITLE	PHONE	EMAIL

3. **PAYMENT**

CHECK ENCLOSED FOR \$125 (Payable to The Regents of the University of California). THE APPLICATION FEE IS NONREFUNDABLE.

OR CREDIT CARD ONLY BY FAX: CHARGE TO: VISA MASTERCARD AMERICAN EXPRESS

CARD #: _____ EXP: _____ AUTHORIZING SIGNATURE: _____

4. **IN ORDER TO MEET ABA REQUIREMENTS**, we request the following information.

It is requested for statistical purposes only.

ASIAN BLACK/AFRICAN-AMERICAN CAUCASIAN HISPANIC/LATINO AMERICAN INDIAN/ALASKAN NATIVE

NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER OTHER _____ DECLINE TO STATE

MAIL OR FAX **APPLICATION FOR CANDIDACY AND FEE TO:**

CASHIER'S OFFICE, STUDENT SERVICES
UC IRVINE EXTENSION
P.O. BOX 6050
IRVINE, CA 92616-6050
FAX: (949) 824-2090

MAIL **TRANSCRIPTS TO:**

PARALEGAL CERTIFICATE PROGRAM OFFICE
UC IRVINE EXTENSION
P.O. BOX 6050
IRVINE, CA 92616-6050



Program Goals and Objectives

Goals

- To provide an educational foundation that assists paralegals in becoming ethical, professional, and effective members of a legal services delivery team.
- To prepare students for a career as a paralegal working under the supervision of an attorney in law firms, corporations, and public sector organizations.

Objectives

- To actively involve members of the legal community to ensure the program content is current, job relevant, and responsive to the changing needs of the industry.
- To include opportunities for students to develop analytical skills, oral and written communication skills, technology solution understanding and exposure to various areas of law practice.
- To convey knowledge of the Federal and California State legal systems.
- To provide litigation and transactional practical skills.
- To impart an understanding of the role and responsibilities of paralegals and the rules of professional conduct and their application to paralegals.
- To instill in students the necessity to continually update the educational foundation obtained through this program so they can successfully adapt to, as well as anticipate, changes in the use of technology and in the legal profession throughout their paralegal career.
- To encourage participation in local and national paralegal association activities in order to comply with continuing education requirements under California Bus. & Prof. §6450, achieve advanced professional designations, develop leadership and organizational skills, network, and advance the profession.

The University of California, Irvine Extension Paralegal Program

is supported by experienced professionals who participate in serving students, prospective students, graduates and instructors with program and career counseling. The staff came to the program with backgrounds in law, business and education and are well respected by the communities they serve. They welcome student and community input in order to continually assess program objectives and curriculum.

PARALEGAL CERTIFICATE PROGRAM

P.O. Box 6050
Irvine, California 92616-6050

Web site: www.extension.uci.edu/legal

Email: paralegal@unx.uci.edu

Phone: (949) 824-4598



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