Introducing the

Paralegal Certificate of Mastery Program

LexisNexis® has a training program designed to greatly increase your proficiency using the LexisNexis services!

The goal of the program is to familiarize you with the LexisNexis search options needed to find the types of information you most often need. Five one-hour training sessions cover the topics of Initial Case Analysis, Cite Checking, Locating and Profiling People, and Company and Financial Research. Completion of the program results in greater flexibility and efficiency in research capability, increasing your value to your organization.

And you don't have to leave the office to attend the training sessions! Sessions can be accomplished in either a group or individual setting by your LexisNexis Consultant. Your Consultant will provide you with convenient, in-person training at the time of your choosing and in the comfort of your office. Just call to schedule your in-person sessions.

Alternatively, LexisNexis Customer Training can provide personalized telephonic training. Just call 1-800-227-9597 X51667 to schedule an appointment, and at the designated time, a Telephonic Consultant will contact you in your office via telephone. Whether you choose telephonic or in-person sessions, we'll skillfully guide you through the Paralegal Certificate of Mastery Program on a schedule that works for you and your workload. We'll even help you work on pertinent projects during training so that you're ensured of the most efficient use of your time. You'll learn how to do:

Initial Case Analysis

Paralegals are very often charged with the task of doing the initial analysis for legal actions and projects. What are the relevant laws and regulations? What are our chances for a successful outcome? Initial case analysis involves researching applicable statutes and cases, as well as secondary sources like AmJur, ALR®, or Law Reviews. This training session is devoted to helping you become much more efficient at researching these very sources using the LexisNexis services.

Cite Checking

Another major task of paralegals is checking citations in the organization's legal documents, as well as those of opposing counsel. The second training session is devoted to helping you become more familiar with the different cite checking methods available on the LexisNexis services and more proficient at using them.

Locating and Profiling People

Paralegals are frequent public records researchers, using the information to compile profiles of major players in a case, track down witnesses, locate property and other assets, just to name a few. This third training session is designed to familiarize you with the public records information available on the LexisNexis services and to teach you how to search it effectively.

Company and Financial Research I & II

Paralegals must often find information about companies for a specific project or legal action. In these two training sessions, you learn how to do such things as access corporate, limited partnership, DBA and franchise information; find in-depth company and industry research reports; access Annual Reports and other financial information; identify and profile company executives; and research merger and acquisition activity.

As an additional benefit to you, these courses have been approved by the two national paralegal associations, NALA and NFPA, for CLE credits.

LexisNexis®
It's how you know™