

Paralegal Certificate of Mastery Program* October – December 2009

The Paralegal Certificate of Mastery Program on the LexisNexis® services at *lexis.com*® is designed to familiarize you with the tools paralegals use to streamline their every day tasks. Five one-hour training sessions cover the topics of Case Analysis, Cite Checking, Drafting Legal Documents, Public Records & News investigation, and Company & Financial research.

Module 1 – Initial Case Analysis using the LexisNexis® services at *lexis.com*®

Paralegals very often are charged with the task of doing the initial case analysis when a new client comes in the door – do we or do we not have a case? If so, what are our chances for a successful outcome? Initial case analysis involves researching topics through cases, statutes and Lexis® Search by Topic or Headnote, which will help identify relevant primary and secondary authority that may affect your case. You will learn how to effectively search for cases and statutes, as well as Matthew Bender® treatises and other secondary legal publications.

October Schedule

1:30 p.m. Monday, October 5
1:30 p.m. Tuesday, October 13
2:45 p.m. Tuesday, October 20

November Schedule

1:30 p.m. Monday, November 2
11:30 a.m. Tuesday, November 10
4:00 p.m. Wednesday, November 18

December Schedule

2:45 p.m. Tuesday, December 1
1:30 p.m. Tuesday, December 8
4:00 p.m. Tuesday, December 15

Module 2– Cite Checking with *Shepard's*®, available exclusively on the LexisNexis® services at *lexis.com*®

A major task of paralegals is checking citations in the firm's legal documents, as well as those of opposing counsel. This class is designed to help you understand the value of using *Shepard's* for research and for case validation, with an in-depth look at how to analyze and customize a *Shepard's* report.

October Schedule

1:30 p.m. Tuesday, October 6
11:30 a.m. Thursday, October 15
2:45 p.m. Wednesday, October 21

November Schedule

2:45 p.m. Wednesday, November 4
4:00 p.m. Tuesday, November 17
1:30 p.m. Thursday, November 19

December Schedule

1:30 p.m. Thursday, December 3
11:30 a.m. Wednesday, December 9
1:30 p.m. Monday, December 21

Module 3– Drafting legal documents using the LexisNexis® services at *lexis.com*®

Paralegals and attorneys spend a significant amount of their time drafting documents for court and for a client's personal and business interests. LexisNexis has unsurpassed resources to help you draft those documents. This class will help you understand the different types of forms most often drafted by paralegals and attorneys, as well as identify where to find these forms on *lexis.com*. In addition, many of these forms also contain practice pointers to help guide you on the proper use of the form.

October Schedule

4:00 p.m. Thursday, October 8
11:30 a.m. Friday, October 16
2:45 p.m. Thursday, October 22

November Schedule

1:30 p.m. Thursday, November 5
11:30 a.m. Friday, November 13
2:45 p.m. Wednesday, November 18

December Schedule

4:00 p.m. Tuesday, December 8
11:30 a.m. Friday, December 11
2:45 p.m. Tuesday, December 22

Module 4 – Public Records and News on the LexisNexis® services at *lexis.com*®

Paralegals use public records and news sources a lot to help them compile information on major players in a case, track down witnesses, find expert witnesses, locate property and other assets, to name a few. This class is designed to show the value of going beyond just cases, statutes, and treatises on your case, and it will show you how these sources of information can aid in discovery and due diligence.

October Schedule

11:30 a.m. Monday, October 12
2:45 p.m. Thursday, October 22
1:30 p.m. Wednesday, October 28

November Schedule

2:45 p.m. Monday, November 9
11:30 a.m. Thursday, November 19
1:30 p.m. Tuesday, November 24

December Schedule

1:30 p.m. Thursday, December 10
2:45 p.m. Monday, December 14
4:00 p.m. Monday, December 28

Module 5 – Company & Financial Information on the LexisNexis® services at *lexis.com*®

Paralegals must often find information about companies for a specific case or for client development purposes. This class will help you understand how to use the LexisNexis Company & Financial sources to not only advance research on opposing parties, but to find information on present business clients and prospective clients.

October Schedule

1:30 p.m. Friday, October 9
11:30 a.m. Friday, October 23
4:00 p.m. Thursday, October 29

November Schedule

11:30 a.m. Monday, November 16
4:00 p.m. Monday, November 23
1:30 p.m. Monday, November 30

December Schedule

4:00 p.m. Thursday, December 10
1:30 p.m. Thursday, December 17
11:30 a.m. Tuesday, December 29

***All session times are Eastern Standard Time and will last 1 hour**

**To Register Today . . .
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Or go to: <http://www.lexisnexis.com/support/training/>