

Paralegal Certificate of Mastery Program*

January – March 2012

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.

January Schedule

1:30 p.m. Tuesday, January 3
1:30 p.m. Friday, January 13
2:45 p.m. Wednesday, January 18

February Schedule

1:30 p.m. Wednesday, February 1
11:30 a.m. Monday, February 6
4:00 p.m. Monday, February 13

March Schedule

2:45 p.m. Thursday, March 1
1:30 p.m. Tuesday, March 6
4:00 p.m. Tuesday, March 13

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.

January Schedule

1:30 p.m. Wednesday, January 4
11:30 a.m. Tuesday, January 17
4:00 p.m. Thursday, January 19

February Schedule

2:45 p.m. Thursday, February 2
11:30 a.m. Tuesday, February 14
4:00 p.m. Tuesday, February 21

March Schedule

1:30 p.m. Friday, March 2
11:30 a.m. Wednesday, March 7
4:00 p.m. Monday, March 19

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.

January Schedule

4:00 p.m. Thursday, January 5
2:45 p.m. Tuesday, January 17
1:30 p.m. Friday, January 20

February Schedule

11:30 a.m. Friday, February 3
2:45 p.m. Wednesday, February 15
1:30 p.m. Tuesday, February 21

March Schedule

4:00 p.m. Thursday, March 8
11:30 a.m. Wednesday, March 14
2:45 p.m. Tuesday, March 20

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.

January Schedule

2:45 p.m. Friday, January 6
11:30 a.m. Thursday, January 19
1:30 p.m. Wednesday, January 25

February Schedule

4:00 p.m. Friday, February 3
11:30 a.m. Thursday, February 16
1:30 p.m. Monday, February 27

March Schedule

1:30 p.m. Friday, March 9
11:30 a.m. Thursday, March 15
4:00 p.m. Wednesday, March 21

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.

January Schedule

1:30 p.m. Monday, January 9
11:30 a.m. Tuesday, January 24
4:00 p.m. Thursday, January 26

February Schedule

2:45 p.m. Friday, February 17
11:30 a.m. Tuesday, February 28
1:30 p.m. Wednesday, February 29

March Schedule

4:00 p.m. Friday, March 16
1:30 p.m. Thursday, March 22
11:30 a.m. Wednesday, March 28

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

To Register Today .
Call 1-800-227-9597 ext. 52111
or email Customer.Training@LexisNexis.com