Are you seeking a field offering new challenges and opportunities to help others? Consider becoming a paralegal.

PARALEGAL CERTIFICATE PROGRAM

7 CORE COURSES + 6 ELECTIVE COURSES + 120 HR. INTERNSHIP = PARALEGAL CERTIFICATE

CORE COURSES
- Introduction to Paralegalism
- Legal Interviewing and Investigation
- Legal Case Analysis
- Legal Research and Writing
- Professionalism and Ethics
- The Professional Paralegal
- Legal Technology

ELECTIVE COURSES
- Bankruptcy/Creditors’ Rights
- Business Organizations
- Civil Procedures and Litigation
- Computer 1* (Online)
- Computer 2* (Online)
- Contract Law
- Criminal Law and Procedure
- Family Law
- Intellectual Property
- Law Office Management
- Labor Law
- Real Estate Law
- Torts
- Wills, Trusts and Estates

PARALEGAL CERTIFICATE PROGRAM

The Paralegal Certificate program at UNF offers superior paralegal training through a combination of classroom and online instruction. The curriculum focus is on law theory and skill training, for legal careers in action.

PROGRAM STRUCTURE

The program consists of seven core courses, six electives and a 120-hour internship. Additional electives may be taken as desired.

Our course schedules are created with the working student in mind. Classes meet on weekdays from 6 to 9 p.m. at the UNF Adam W. Herbert University Center.

Terms are 14 weeks long, and there are three terms per year beginning in September, January and May. Not all courses are offered each term.

Are you ready to make your move toward a career that can make a difference?

For complete paralegal program costs, start dates and requirements, contact John Yancey at (904) 620-5176 or jyancey@unf.edu, or visit us online www.unflsi.com.

To register, call (904) 620-4200 or visit online at www.unf.edu/ce.

I thought I would let you know that I have accepted the position working at the FBI. I will be part of the Evidence Response Team. I greatly appreciate the opportunities and education UNF has provided me.

— Vilma Tipps
Judge Brent Shore knows our legal system. He is a valued member of our community, ensuring our adversarial justice system is conducted within the scope of the law in his courtroom. He is entrusted with decisions that have a vital impact on a person’s right to a fair trial. He considers and imposes penal judgements in the absence of a jury. Judge Shore also chooses to be an instructor in UNF’s Continuing Education Paralegal Certificate Program.

He graduated from the University of Florida (BSBA and JD degrees). Upon graduation, he accepted a position as an attorney with the Federal Communications Commission in Washington, D.C.

Returning to Jacksonville, he joined the Office of the State Attorney for the Fourth Judicial Circuit. He remained there for five years, serving the last four as a Felony Division Chief. In that capacity, he tried a large number of serious felony cases while also supervising other attorneys and staff.

Five years later, Judge Shore left to accept a position in private practice where he concentrated on civil and criminal litigation, as well as family law. Since 1997, he has served as a County Judge in Duval County, presiding over both civil and criminal cases. He chose to teach Civil Procedure and Litigation due to the opportunities for paralegal employment in this field. Judge Shore states that the course covers, at a minimum:

- Federal and State Court Systems
- The participants in the system
- How to evaluate and file a case
- All pleadings that are available to plaintiffs and defendants
- How the Rules of Evidence impact a case
- How to conduct proper discovery
- How to conduct Motion Practice
- Preparing for and conducting a trial
- Proving damages
- The appeal process
- The alternatives of Settlement, Arbitration and Mediation

“This course provides important and practical information to any student considering a career in any aspect of civil law,” Judge Shore said. “A student who successfully completes this course should have a substantial working knowledge of the Court system, the law office and how civil cases are conducted, from the beginning of the case to the end.”

Judge Shore brings his experience and knowledge to the Interviewing and Investigation course as well.

“Since almost all paralegals will, in one way or another, be involved in interviewing clients and potential witnesses and conducting investigations, it is imperative that they are aware of how the law affects both, as well as how to properly plan and execute an investigation.”

Judge Shore elected to teach this course because it provides a combination of legal and practical information that will be useful to any paralegal. The course materials apply to any area of the law in which the paralegal becomes employed.

“Students are also provided with information concerning the limits on what they are allowed to do and the issues that may be encountered if they are unaware of those limits,” he explained.

“The course also provides a focus on the importance of written, oral and nonverbal communication. At the conclusion of the course, students should have sufficient knowledge to plan and efficiently perform a case investigation, including interviewing techniques used to obtain reliable information.”

Are you seeking a field offering new challenges and an opportunity to help others? Consider becoming a paralegal. Each case can bring a fresh opportunity to use your knowledge and skill. You are substantially involved in people’s lives and have a significant role in our community. You become a vital contributor to an attorney’s work and our legal system.