# Paralegal Studies Program





#### **Practice Areas**

- Family Law
- Criminal Law
- Labor and Employment
   Law
- Probate, Trusts and Estates
- Real Property

- Administrative Law
- Civil Litigation
- Mergers and Acquisitions
- Corporate Formations
- Insurance Law
- Tort Law
- Medical Malpractice



# Paralegal Duties

- Legal research and writing
- Interviewing clients and witnesses
- Preparing clients and witnesses to testify
- Drafting legal documents





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# **Job Opportunities**



- Law firms, government agencies, corporations
- Work under supervision of an attorney
- May not practice law



# Is this the career for you?

- Problem solver
- Well organized
- Critical thinker
- Good oral and written communication skills
- Meet deadlines





# Paralegal Studies at Lakeland

- Two-year degree
- One-year certificate





# Partnerships

- Cleveland State University
   Maxine Goodman Levin
   College of Urban Affairs
- Kent State University
   Bachelor of Arts in
   Paralegal Studies







### Approved by American Bar Association

- Excellent reputation
- Law library on campus, including electronic resources





# Paralegal Internship

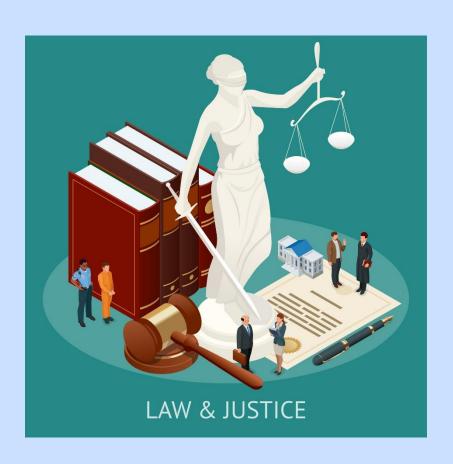


- Cooperative work
   experience in a legal setting
- 100 hours
- Real world experience



## **Opportunities**

- Job outlook is positive
- Paralegals are an efficient and effective way to provide legal services
- Flexibility for work-life balance





### Contact us for more information!

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