Dear Prospective Student:

Thank you for your interest in the UCI Continuing Education Paralegal Certificate Program. We are pleased that you are considering our American Bar Association approved program.

For 40 years, our Paralegal Certificate Program has prepared students like you to enter the exciting and challenging legal field as a paralegal. Many attorneys can attest to the tremendous value of a qualified paralegal. Paralegals really make a difference in the lives of the clients they help serve. You are about to embark upon a rewarding career path of which you can be proud.

We work hard to ensure that our courses are delivering practical content and preparing you to start your career on the right foot. Our paralegal and attorney instructors bring a wealth of experience and knowledge to the classroom, and their dedication and passion for teaching is second to none. The skills you learn here today will be the foundation for your career tomorrow.

We invite you to explore our program offerings, and learn how you too can become a paralegal. With convenient online and on campus courses, just about everyone can create a class schedule that fits their busy lives.

If you have any questions about the program or would like to schedule a time to talk, please feel free to email LegalPrograms@ce.uci.edu. We hope you will choose UCI Continuing Education for your paralegal education. The UCI community looks forward to welcoming you to our program!

Best Wishes,

Ian Gibson, Esq.
Director, Law and Finance
A “Paralegal” or “Legal Assistant” is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

AMERICAN BAR ASSOCIATION
Make a Difference. Become a Paralegal.

Choose from Two Program Formats

Evening and Online
On-campus evening courses with select online courses are offered quarterly. Depending upon your course load, you can complete your certificate in one to five years.

Compressed Schedule
Full-time day courses allow you to complete the certificate program in approximately three months.

A Program of Distinction
For 40 years, our Paralegal Program has earned an outstanding reputation for practice-based education.

A balance of workplace applicable skills and legal theory prepares graduates to choose to participate in litigation or transactional practices. Concepts and practical skills are taught and reinforced utilizing case studies, lectures, class discussions, group exercises, assignments, and guest speakers.

Approved by the American Bar Association (ABA), the program meets the most rigorous standards set for paralegal training. The curriculum is reviewed and updated on a continuing basis. As part of the prestigious University of California, Irvine, the curriculum has also been reviewed and approved by campus academic departments.

Built by Experts
Advisory committee members – attorneys and paralegals – evaluate the program content and contribute insight and foresight on industry trends to ensure that the most relevant and timely legal training is offered.
Experienced paralegals and attorneys from leading law firms, corporations, and public sector organizations serve as instructors for the program. They are selected based on their professional credentials, subject matter expertise, ability to teach at the university level, experience working with paralegals, and dedication to advancing the paralegal profession through education.

More than Training
Connect with others in the legal industry and develop a professional network as you progress through the program. Build a portfolio of work that showcases your capabilities. Leave equipped to become a respected member of a legal services delivery team.

Your UCI Continuing Education Paralegal Certificate complies with the requirements of California Business and Professional Code section 6450.

Continue to Learn
A variety of legal specialties allow you to stay up-to-date on the most current developments in the paralegal field.

Make your Mark
Paralegals serve as a pivotal link between a firm and its clients, the office of opposing counsel, and the court system or other departments outside of the organization. They do just about everything an attorney does except give legal advice, set fees, and represent clients in court.

While paralegals may not provide legal services directly to the public except as permitted by law, the typical tasks paralegals do perform include:

- Conducting client interviews and maintaining general contact
- Assisting with case management
- Locating and interviewing witnesses
- Performing investigations and statistical documentary research
- Retrieving and gathering factual information
- Performing legal research and analysis
- Drafting legal documents, correspondence, and pleadings
- Summarizing depositions, testimony, and records; drafting discovery, including interrogatories and responses
- Attending executions of wills, real estate closings, depositions, court or administrative hearings, and trials with the attorney

Choose your Field
One of the most attractive aspects of the paralegal profession is the diversity of potential employment opportunities. With your paralegal certificate, you have the flexibility to go almost anywhere:

- Private law firms
- Government agencies
- Corporations
- Nonprofit organizations
- Advocacy groups
- Court system
- Insurance companies
- Bank trust departments
- Independent contractor services to attorneys and law firms
- And much more

Begin your Journey
You’ve taken the first step in your paralegal career exploration. Now we invite you to take your place in our Paralegal Program and experience training that results in career satisfaction, enhanced earning potential, and opportunities for advancement.

“My instructors were really wonderful and very passionate about what they taught. Every day at work I realized how much I was using what I had learned in my classes – and my boss was very pleased with what I have learned during my time at UCI. I am now more valuable to my company and though I’m very happy where I’m at, should I decide to move into another area of law in the future, I know that I will have resources at UCI.”

JASMINE DUECK, PROGRAM GRADUATE
Admission Requirements
To qualify for admission, you must have a bachelor’s degree or an associate of arts or science degree from an accredited post-secondary institution. An associate of applied science degree, or an occupational or vocational degree does not satisfy the educational requirements. If you completed your undergraduate education at an institution where English was not the primary medium of instruction, you must achieve a minimum total TOEFL score of 80 iBT, with a minimum Writing sub-score of 24 and Speaking sub-score of 26.

Application Procedures
You must apply for candidacy by mailing the Paralegal Application for Candidacy and nonrefundable $125 application fee to the UCI Continuing Education Student Services Office. You must also submit official college transcripts verifying you meet the admission requirements. Transcripts from a college of university outside of the U.S. must be translated and evaluated. Please contact the Paralegal Program office to obtain the list of approved evaluation services. Additionally, if you completed your undergraduate education at an institution where English was not the primary medium of instruction, you must include with your transcripts a TOEFL score report reflecting a minimum total score of 80 iBT, with a minimum Writing sub-score of 24 and Speaking sub-score of 26.

Evening and Online students: Application for Candidacy and official college transcripts must be submitted prior to completing your third course in the program.

Compressed Schedule students: Application for Candidacy must be submitted prior to deadlines noted on the program website. Official college transcripts must be submitted no later than the first week of the program.

Program Acceptance
You will be notified by mail of your acceptance into the program after completing all of the steps in the application process and meeting all of the requirements.

Certificate Candidacy
Students who want to obtain a paralegal certificate must apply for and receive official acceptance into the program.

Open Enrollment
Whether you are an experienced paralegal updating your skills or student seeking single courses, you may take as many individual evening and online courses as you wish without enrolling in the full certificate program. A certificate is not awarded to open-enrollment students.
Certificate Requirements

A certificate will be awarded upon completion of 24 units of required courses and 6 units of elective courses, for a total of 30 units.

You must complete the program within five years of taking your first course. Many students take multiple courses per quarter and are able to complete the program in approximately one year.

All units must be completed at UCI Continuing Education.

Evening students should take the required courses in the order listed on page 9. Compressed Schedule students will be provided a course schedule.

Grades

Courses must be taken for a letter grade. Candidates must complete all course work with a grade of “C” or above. Any course in which you receive a grade below “C” must be repeated, and a minimum grade of “C” must be achieved. A “C-” or below is not a passing grade.

Program Cost

The program costs approximately $8,000, including course fees and textbooks. See detailed costs on the website.

Class Locations and Meetings

Evening and Online: Paralegal classes are held on the UCI campus and online. Most campus classes meet once per week Monday-Thursday in the evening.

Our online courses offer convenience and flexibility, and have the same rigorous academic content as the traditional classroom courses. Each online course is facilitated by an instructor and features interaction with the instructor and fellow students.

NOTE: To be awarded the paralegal certificate, you must take a minimum of 15 units (150 hours) in the traditional classroom format. The certificate program cannot be taken entirely online.

Compressed Schedule: Paralegal classes are held on the UCI campus. Classes meet during the daytime, Monday-Thursday.

To Receive your Certificate

Submit a Request for Certificate Form to the Paralegal Program Office during your last class. Download a form at ce.uci.edu/legal. You may also call (949) 824-4598 or email LegalPrograms@ce.uci.edu, and we will send a form to you.

“My most memorable experiences were the networking opportunities available through the instructors and program. Through one of my instructors, I was referred to a company that was hiring for an entry level legal position. They hired me while I was just starting to take classes in UCI’s Paralegal Program. Since graduation I’ve worked my way into a full-time paralegal position.”

ALEXANDRIA ANDERSON, PROGRAM GRADUATE
**Fundamentals of the Paralegal Profession**  
SOCECOL_X415.41 (3 units)
Examine the fundamentals of the paralegal occupation. California’s definition of paralegal, technology used by paralegals, how to interact with clients and attorneys, and various specialty areas of law will be explored.

**Contracts**  
MGMT_X409.19 or X409.66 (3 units)
Examine the essential principles of contract law. The elements of an enforceable contract, who can enter into a contract, defenses to formation of contract, and legal and equitable remedies for breaches of contract will be explored.

**Legal Writing**  
ENGLISH_X417.1 or X417.66 (3 units)
Examine the principles of legal writing and analysis. Proper grammar and punctuation, effective writing strategies, the drafting of various legal correspondence, including memoranda and briefs, and legal citation will be explored.

**Legal Research**  
SOC SCI_X473.2 or X470.66 (3 units)
Examine the legal research process. Sources of legal authority, use of mandatory and persuasive authority, use of primary and secondary authority, use of print and electronic research tools, and the reliability of legal authority will be explored.

**Civil Litigation I**  
SOC SCI_X473.1 or X471.66 (3 units)
Examine the paralegal's role in the beginning phase of the civil litigation process. Court systems, litigation related Federal and state statutes, locals rules, calendaring of deadlines, pre-filing considerations, complaints and responsive pleadings will be explored.

**Civil Litigation II**  
SOC SCI_X473.12 or X472.66 (3 units)
Examine the paralegal's role in the discovery phase of the civil litigation process. Written discovery methods, requests for consumer records, depositions, expert witnesses, discovery disputes, privilege logs, electronic discovery, and evidence will be explored.
As an in-house paralegal, I have an opportunity to work with various law firms. Whenever they find out that I graduated from the UCI Paralegal Program, they are impressed. They know that what I learned and the work I do – has got a solid backing.”

ROSANNE BREWITZ, PROGRAM GRADUATE

**Ethics for the Paralegal**
SOCECOL_X415.96 or X415.97 (2 units)

Examine the paralegal’s ethical responsibilities in the delivery of legal services. Sources of ethics rules, what constitutes unauthorized practice of law, confidentiality, conflict of interest, timekeeping issues, and tasks paralegals may not do will be explored.

**Technology Practicum for the Paralegal**
LAW_X401 (3 units)

Examine popular software programs and practice the technical skills needed to succeed as a paralegal. Spreadsheets, court forms, timesheets, case management software, document assembly software, and other tools commonly used in the legal environment will be explored.

**Legal Career Skills**
LAW_X401.3 (1 unit)

Examine the skills needed to enter and succeed in the legal environment. Capturing time, professional communication, documents demonstrating skills and abilities, and preparing for an interview will be explored.

**ELECTIVE COURSES**

**Corporate Law**
MGMT_X409 or MGMT_X409.8 (3 units)

Examine the laws affecting corporate entities. Corporate formation, federal and state securities law, annual corporate filings, amending articles of incorporation and bylaws, Secretary of State filing requirements, mergers and acquisitions, and dissolution of corporations will be explored.

**Criminal Law**
SOC SCI_X473.3 (3 units)

Examine the practical aspects of criminal law and procedure. Crimes and legal defenses, search and seizure considerations, arrest procedures, pre-trial matters, criminal trials, sentencing, appeals, and professional responsibility in the criminal justice system will be explored.
“Upon graduating from this program, I was promoted at the law firm I was working at as a paralegal. I used everything I had learned in the program and applied it to my new career. A year later, I found my niche working in my current role as an in-house paralegal with a corporation. This program taught me how to become a successful paralegal and a more successful person as a whole.”

JAMIE LOVINIITNUN, PROGRAM GRADUATE

**Paralegal Internship**
SOCECOL_X415.91 (3 units)

Examine the role of paralegals in the delivery of legal services through an internship position in a law firm, corporate in-house counsel’s office, government agency, or other legal setting. Interns must attend one meeting on campus with the Internship Coordinator, work in a legal setting for 100 hours during the quarter, maintain a daily work log, and submit a detailed written report of their experience. Students will be assigned internships from a directory of established partner host sites based on host’s availability and approval. Student’s preference for type of law and location is taken into consideration but is not guaranteed. **IMPORTANT REGISTRATION NOTE:** Registration for this class closes three weeks before the start date to allow time for placement.

**Patent, Trademark & Copyright Law**
SOCECOL_X415.62 (3 units)

Examine how trademark, copyright and patent applications are prepared and filed with the U.S. Patent and Trademark Office. Protection and enforcement of trademarks, original works of authorship, and inventions will be explored.

**Torts**
SOCECOL_X415.15 or SOCECOL_X412.66 (3 units)

Examine the wrongful acts that lead to legal liability. Intentional torts, negligence, fraud, defamation, strict liability, products liability, and wrongful death actions will be explored. Defenses to liability will also be studied.
For the latest updated course schedule, visit: ce.uci.edu/legal

**NOTE:** To be awarded the paralegal certificate, you must take a minimum of 15 units (150 hours) in the traditional classroom format.

The certificate program cannot be taken entirely online. Schedule is subject to change.

Evening students should take the required courses in the order listed below. Contact the program office for a personalized course schedule.

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<th>Required Courses</th>
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<th>Elective Courses</th>
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**WI** = Winter  
**SP** = Spring  
**SU** = Summer  
**FA** = Fall  
**C** = Classroom  
**O** = Online
Rafia Aleem, senior paralegal manager, Hall Huguenin, LLP; past president Orange County Paralegal Association

Amy Baghramian, J.D., specializes in civil litigation

Lee Blumen, J.D., Orange County Public Defender’s Office; specializes in criminal law, writs and appeals, mental health law, conservatorships, and probate proceedings

Mark Doyle, J.D., Attorney, Tredway, Lumsdaine and Doyle

Michaël R. Fischer, J.D., Cross Court Law; wide range of litigation and transactional experience in U.S. and international business law; author of legal publications

Albert A. Friske, J.D., Law Offices of Friske Hilliard; extensive state and federal courtroom experience

Grady Glover, B.S., Senior Paralegal, Callahan & Blaine, APLC

Monica Goel, J.D., Tredway, Lumsdaine & Doyle, LLP; specializes in estate planning, trust administration, probate administration, elder law, trust and probate litigation

Julianna Hallsted, ACP, Senior Documentation Specialist, JP Morgan Chase & Company

Kathleen Houts Miller, M.A., ACP, CAS, senior litigation paralegal, FedEx Express; past president, Orange County Paralegal Association and Commission for Advanced California Specialization

Renato Izquieta, J.D., M.B.A., Legal Aid Society of Orange County; litigation unit and supervising attorney for tax; experience in family law, landlord/tenant and other civil matters

Veronica Jones, J.D, M.P.A., specializes in litigation and employment law

Curtis Kaiser, J.D., Kaiser Law Group; board certified specialist in estate planning, trust and probate law

Charles Mandel, J.D., specializes in torts, contracts, family law and criminal law

Donna McNally, B.A., Litigation Paralegal, Stradling Yocca Carlson & Rauth

Audrey Myer, J.D., Law Offices of Cummings Myer; specializing in civil litigation

Dennis Nakata, B.S., paralegal, Rutan & Tucker, LLP

Steven Nataupply, J.D., managing partner, Knobbe, Martens, Olson & Bear, LLP; specializing in all aspects of intellectual property protection and enforcement including patent and trademark prosecution and litigation

Kara Nunez, J.D., specializes in the areas of litigation, contracts, corporate law, and criminal law

John O’Donnell, M.L.S., J.D., specializes in legal research

Guy N. Ormes, J.D., practiced criminal law over 20 years with the Orange County District Attorneys Office and six years with the Department of Child Support Services; currently in private practice

Melissa Steele, J.D., specializes in the areas of litigation, employment law and torts

Kyre Stucklin, J.D., practice support manager, Rutan & Tucker, LLP

Virginia Suveiu, J.D., specializes in the areas of contracts and corporate law

William Tanner, J.D., Law Office of William T. Tanner

Kai Williamson, M.Ed., international corporate paralegal, Western Digital

Zachary Zaharek, J.D., VP, senior operations counsel, First American Corporation; past president, Association of Corporate Counsel Southern California Chapter
Our advisory committee includes at least one current student and one program graduate.
UCI Continuing Education General Information

Visit ce.uci.edu/services or call Student Services at (949) 824-5414.

Academic Advisement
For course planning assistance or for more information about the program, call (949) 824-4598 or email LegalPrograms@ce.uci.edu.

Student Loan Programs
UCI Continuing Education students are eligible to apply for one of several loans available. Please see our website at ce.uci.edu/financial or contact Student Services at (949) 824-5414.

Library
The UCI library may be used by any person enrolled in a UCI Continuing Education course. Request the library card application in person at the UCI Continuing Education Student Services Office. Paralegal students also have access to the UCI Law Library. Please see www.law.uci.edu/library/visitors for more information about hours and visitor policies.

UCI Alumni Association
UCI Continuing Education students are eligible to join the UCI Alumni Association (UCIAA). Membership privileges include discounts on UCI Continuing Education courses and other benefits. For eligibility requirements, call (949) 824-2586.

Job Postings
Please email LegalPrograms@ce.uci.edu to learn how paralegal candidates and program graduates can access job postings.

How to Enroll in Classes
Online: ce.uci.edu/legal
Phone: (949) 824-5414
Fax: (949) 824-2090; the enrollment form can be downloaded at: ce.uci.edu
Mail: Student Services Office, UCI Division of Continuing Education, PO Box 6050, Irvine, CA 92616-6050
In Person: Monday through Friday, 9am-5pm; Student Services Office, Pereira Drive, west of East Peltason on the UCI campus

Discounts
Corporate, UCI Alumni Association, UCI retirees and Emeriti Association member discounts are available if requested at time of enrollment.

Contact the Student Services Office at (949) 824-5414 for details.

Scholarships
Scholarships for paralegal education are available from local and national professional organizations. Please contact these organizations for more information on their scholarship opportunities.
Refunds and Late Fees
See our quarterly catalog for complete information or visit the website at ce.uci.edu.

Social Security Number
We request your social security number in order to verify your identity and for accurate record keeping. Providing the number is voluntary.

Parking
A parking permit is required at all times in order to park on the UCI Campus. You may purchase a UCI Campus permit when you enroll.

Cancelled Classes/Schedule Changes
Every effort has been made to ensure the accuracy of the information presented in this brochure. However, all course information described herein is subject to change or deletion without notice. New courses will be posted on our website.

Textbooks
Textbooks may be purchased from any vendor or book-seller of the student’s choice. Refer to the enrollment confirmation or the course description on the website for the International Standard Book Number (ISBN) of required and recommended textbooks.

Academic Integrity
The University is an institution of learning, research, and scholarship predicated on the existence of an environment of honesty and integrity. As members of the academic community, faculty, students, and administrative officials share responsibility for maintaining this environment. It is essential that all members of the academic community subscribe to the ideal of academic honesty and integrity and accept individual responsibility for their work. Academic dishonesty is unacceptable and will not be tolerated at the University of California, Irvine. Cheating, forgery, dishonest conduct, plagiarism, and collusion in dishonest activities erode the University's educational, research, and social roles. Students who knowingly or intentionally conduct or help another student engage in dishonest conduct, acts of cheating, or plagiarism will be subject to disciplinary action at the discretion of UCI Continuing Education.

How to Contact Us
Paralegal Program Office
Phone: (949) 824-4598
Fax: (949) 824-1547
Email: LegalPrograms@ce.uci.edu

Student Services Office
Phone: (949) 824-5414
Fax: (949) 824-2090

Records Office
Phone: (949) 824-5418
Fax: (949) 824-2090

“Working as a paralegal first helped solidify my decision to become an attorney. I was a better law school applicant because I had a legal background through my paralegal program and experience.”

SHENIECE SMITH, PROGRAM GRADUATE
APPLICATION FOR CANDIDACY
EVENING AND ONLINE FORMAT

Admission to the Evening and Online program is not a prerequisite to enrollment. However, applying for candidacy early is encouraged, no later than the third course in the program.

FIRST NAME: MI: LAST NAME:

HOME ADDRESS:

CITY: STATE: ZIP: DATE OF BIRTH / /

DAY PHONE: EVENING PHONE:

SOCIAL SECURITY NUMBER: E-MAIL ADDRESS:

1. EDUCATION Please submit an official copy of your transcript records to the Paralegal Program Office.

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<th>INSTITUTION</th>
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2. PROFESSIONAL REFERENCES Please list two professional references we may contact.

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3. PAYMENT

☑ CHECK ENCLOSED FOR $125 (Payable to The Regents of the University of California). THE APPLICATION FEE IS NONREFUNDABLE.

OR ☐ CREDIT CARD ONLY BY FAX: CHARGE TO: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

CARD #: EXP: AUTHORIZING SIGNATURE:

4. IN ORDER TO MEET ABA REQUIREMENTS, we request the following information.
   It is requested for statistical purposes only.

☐ ASIAN ☐ BLACK/AFRICAN-AMERICAN ☐ CAUCASIAN ☐ HISPANIC/LATINO ☐ AMERICAN INDIAN/ALASKAN NATIVE

☐ NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER ☐ OTHER _____________________ ☐ DECLINE TO STATE

MAIL OR FAX APPLICATION FOR CANDIDACY AND FEE TO:

CASHIER’S OFFICE, STUDENT SERVICES
UCI DIVISION OF CONTINUING EDUCATION
P.O. BOX 6050
IRVINE, CA 92616-6050
FAX: (949) 824-2090

MAIL TRANSCRIPTS TO:

PARALEGAL CERTIFICATE PROGRAM OFFICE
UCI DIVISION OF CONTINUING EDUCATION
P.O. BOX 6050
IRVINE, CA 92616-6050
APPLICATION FOR CANDIDACY
COMPRESSED SCHEDULE

Students must be admitted to the Compressed Schedule program before enrolling in courses. See ce.uci.edu/legal for current admission deadlines.

FIRST NAME:  MI:  LAST NAME:

HOME ADDRESS:

CITY:  STATE:  ZIP:  DATE OF BIRTH / /

DAY PHONE:  EVENING PHONE:

SOCIAL SECURITY NUMBER:  E-MAIL ADDRESS:

1. EDUCATION  Official transcripts must be provided no later than the first week of the program.

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☐ ASIAN  ☐ BLACK/AFRICAN-AMERICAN  ☐ CAUCASIAN  ☐ HISPANIC/LATINO  ☐ AMERICAN INDIAN/ALASKAN NATIVE

☐ NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER  ☐ OTHER _____________________  ☐ DECLINE TO STATE

MAIL OR FAX APPLICATION FOR CANDIDACY AND FEE TO:

CASHIER’S OFFICE, STUDENT SERVICES
UCI DIVISION OF CONTINUING EDUCATION
P.O. BOX 6050
IRVINE, CA 92616-6050
FAX: (949) 824-2090

MAIL TRANSCRIPTS TO:

PARALEGAL CERTIFICATE PROGRAM OFFICE
UCI DIVISION OF CONTINUING EDUCATION
P.O. BOX 6050
IRVINE, CA 92616-6050
Goals

- To provide an educational foundation that assists paralegals in becoming ethical, professional, and effective members of a legal services delivery team
- To prepare students for a career as a paralegal working under the supervision of an attorney in law firms, corporations, and public sector organizations

Program Objectives

- Advance oral and written communication skills
- Develop technology skills and a framework for learning new technology skills
- Gain analytical skills through the study of case law and the federal and California legal systems
- Practice critical thinking skills through substantial writing assignments
- Develop practical litigation and transactional skills and create a framework for understanding the most common areas of law practice in California
- Understand the role and responsibilities of paralegals as well as the rules of professional conduct and their application to legal professionals
- Practice the attitude and skills necessary to succeed as a paralegal in various legal settings
Our program is supported by experienced professionals who participate in serving students, prospective students, graduates and instructors with program and career counseling. The staff came to the program with backgrounds in law, business and education and are well respected by the communities they serve. They welcome student and community input in order to continually assess program objectives and curriculum.

“I was inspired by how the instructors shared and applied their real-life experiences as paralegals to what we were learning in class. Even now, years after completing the program, my instructors continue to inspire me as mentors and role models helping to guide my career and encourage me to be more involved as a leader in the paralegal community.”

KERRY SCHOONOVER, PROGRAM GRADUATE
Paralegal Certificate Program

P.O. Box 6050
Irvine, California 92616-6050

Website: ce.uci.edu/legal

Email: LegalPrograms@ce.uci.edu

Phone: (949) 824-4598