



# CONTINUING LEGAL EDUCATION FOR LAWYERS AND PARALEGALS

For PLS classes, complete program information, and Paralegal Studies brochure, go to [cel.sfsu.edu/paralegal](http://cel.sfsu.edu/paralegal).

To register, call (415) 405-7700.

Classes held at the SF State Downtown Campus, 835 Market Street, 6th Floor (Powell St. BART/Muni), San Francisco.

## California Adopts Regulations for the Paralegal Profession

In 2000, new laws were enacted that regulate the paralegal profession by setting qualifications for entering the field and requiring continuing education. The San Francisco State University College of Extended Learning program meets the statutory requirements for education and offers continuing education for paralegals.

**CEU CLASSES ARE OPEN TO ALL STUDENTS. YOU DON'T HAVE TO BE A PARALEGAL TO TAKE THE CLASSES.**

**THE SF STATE PARALEGAL GRADUATE DISCOUNT DOES NOT APPLY TO CEU CLASSES.**

## FOR LAWYERS AND PARALEGALS

These courses are offered for continuing education units and meet the requirements of Business and Professions Code Section 6450. SF State is a bar-approved MCLE Provider #5079. Evaluation criteria for classes is based on class participation.

## ABA-APPROVED PARALEGAL STUDIES PROGRAM

San Francisco State University is pleased to announce that the American Bar Association has granted approval to the Paralegal Studies program offered by the College of Extended Learning. This is the only ABA-approved paralegal studies program in San Francisco.

## SPRING 2015 PARALEGAL STUDIES MCLE/CEU CLASSES

### ALTERNATIVE DISPUTE RESOLUTION

(.4 CEU/4 MCLE Hours)

The class will address various types of alternative dispute resolution, including mediation and arbitration. Students will explore the characteristics of these formats and how they relate to different types of controversies, as well as the role of the mediator or arbitrator, advocate and participant(s). The course will cover basic procedures and the increasing legal requirements of various ADR procedures.

#### Topics will include:

- The difference between mediation and arbitration
- How to choose a mediator or arbitrator
- How to prepare for a mediation or arbitration
- How to prepare the client for the session
- Writing a mediation or arbitration brief
- Techniques used by the mediator to achieve resolution
- Post resolution strategies

**Instructor:** Malihe Kigasari

**Class Number:** 77165 PLS 9180 Section A 01

Sat., March 7, 11 am to 3:15 pm  
SF State DTC, 835 Market, 6th Floor  
\$100

### CALIFORNIA STATE NOTARY PUBLIC

(.6 CEU)

This one-day course provides all of the required training necessary to become a California notary public. By the end of this course, students will know all the information necessary to pass the State Notary Public exam and fully function as a successful commissioned Notary Public. Notaries public must be California residents; at least 18 years old; pass this course; read, write, and understand English; and pass a background check.

This course is certified by the California Secretary of State and taught by an approved California notary education provider. Per California requirements, late arrivals will not be allowed entry. The state Notary exam is offered immediately following the class. For the exam bring a check or money order for \$40 made out to the Secretary of State; a Calif. Driver's License, Calif. State I.D. card, or a U.S. Passport; a 2x2 photograph, and two #2 pencils. Required Live Scan fingerprinting is offered after the course for \$74.

We supply our students with Pre-Study material to enhance your classroom experience and help you pass the Notary Public Exam. Please email [study@californianotaryacademy.com](mailto:study@californianotaryacademy.com) or fax (925) 401-9524 your receipt for the class provided by the college. Upon receiving your registration we will email you a PDF of the 83 page pre-seminar study guide.



### Downtown Campus

835 Market St., 6th floor | Powell St. BART/Muni | [cel.sfsu.edu](http://cel.sfsu.edu) | (415) 405-7700



# CONTINUING LEGAL EDUCATION FOR LAWYERS AND PARALEGALS

Spring 2015

San Francisco State University | College of Extended Learning

**Instructor:** Kimberly Sharon

**Class Number:** 77198 PLS 9165 Section A 01

Sat., March 28, 8 am to 3 pm and  
3 pm to 5 pm (Exam Optional)  
SF State DTC, 835 Market, 6th Floor  
\$150

## CASEMAP

(.4 CEU/4 MCLE Hours)

### What is CaseMap?

Easy Organization and Analysis of Case Information is a critical part in electronic discovery process. We will be using Lexis-Nexis software Case Map. CaseMap is a powerful yet simple case analysis tool that provides lawyers and paralegals with an efficient way to organize and analyze all of the critical information in a case. The Case Map created by the user serves as a central repository for all of the information gathered in the case. It uses easy to use spreadsheets, each category of case information had its own place, i.e., the legal issues, cast of characters, key facts and relevant legal authorities. Reporting feature allow the user to capture their analysis in that can help to jumpstart motions for summary judgment, exhibit lists, witness lists, etc.

At the successful completion of this course you will be better prepared for the world of real practice.

**Instructor:** Michael Au

**Class Number:** 77350 PLS 9124 Section A 01

Sat., March 14, 11 am to 3:15 pm  
SF State DTC, 835 Market, 6th Floor  
\$125

## ADVANCED ELECTRONIC RESEARCH

(1 CEU/10 MCLE Hours)

In this class, students will be exposed to the major subscription-based legal research databases used in the legal industry, including Westlaw, Lexis, OnLaw, Fastcase, HeinOnline, PACER, and Bloomberg Law, and next-generation databases WestlawNext and Lexis Advance. Through demonstrations and hands-on exercises, students will gain familiarity with the content coverage, features, and search functions of each database, and will learn to develop effective search queries for improved research outcomes. Students will also explore free, web-based alternatives for performing legal, public records, and company research.

**Individuals who complete the course will:**

- Be familiar with the major electronic legal research platforms.

- Practice performing substantive and procedural legal research using electronic versions of primary materials, practice guides, treatises, and legal encyclopedias.
- Learn to construct effective queries using Boolean logic, proximity operators, segments, and natural language.
- Search and retrieve court filings and litigation and transactional form templates.
- Update and expand research using Shepard's and KeyCite citators.
- Learn strategies for performing efficient and cost-effective legal research.

This course is appropriate for paralegal students, working paralegals, attorneys, and law students seeking to enhance their proficiency using legal databases and increase professional marketability.

Class size is limited to 24 students to allow in class hands on experience.

**NOTE:** Students in PLS 320 and 430 have free Lexis access for the month of November. Other SF State students and non-students will need to have their own Lexis log-in to participate in the hands-on part of this class.

**Instructor:** Emily Bergfeld

**Class Number:** 77203 PLS 9122 Section A 01

Sat., April 04–11, 10 am to 3:30 pm  
SF State DTC, 835 Market, 6th Floor  
\$200

## EMPLOYMENT-BASED IMMIGRATION LAW

(.4 CEU/4 MCLE Hours)

In this overview of employment-based immigration law, students will get an understanding of the different types of nonimmigrant and immigrant visas related to employer-petitioned processes. The workshop will focus on the day-to-day, nuts and bolts of paralegal work in this field. Students will be given the opportunity to complete visa forms, discuss the roles of the petitioning corporation and that of the beneficiary, as well as the responsibilities each has in a particular process, and the qualifying requirements and restrictions associated with each type of visa. The students will review H-1B, L-1A, L-1B, EB-1, EB-2, EB-3, Consular Processing, TN, J-1 Visas, etc., end to end. This is a great way to get an introduction to employment-based immigration law or to supplement the regular term Immigration Law course.

**Instructor:** Beth Allen

**Class Number:** 77201 PLS 9100 Section A 01

Sat., April 18, 11 am to 3:15 pm  
SF State DTC, 835 Market, 6th Floor  
\$100

## CITE-CHECKING, SHEPARDIZING AND BLUEBOOKING

(.4 CEU/4 MCLE Hours)

Stay competitive in the legal job market by honing your cite-checking, Shepardizing and bluebooking skills. A major task of the legal professional is to check the accuracy of the firm's cites and those of the opposing side. In this class, you will learn how to 1) use print and digital sources to uncover all relevant statutes and cases, 2) spot and correct errors in bluebook form, and 3) validate cases and statutes using Shepard's, Westlaw and free online sources.

**Instructor:** Joseph Tobener

**Class Number:** 77346 PLS 9011 Section A 01

Sat., April 25, 10 am to 2:15 pm  
SF State DTC, 835 Market, 6th Floor  
\$100

## ETHICS REVIEW

(.4 CEU/4 MCLE Hours)

This course is designed for both legal professionals who utilize the service of paralegals and the paralegals they employ. It covers the major ethical issues that legal professionals face in practice. The lecture and discussion will give guidance to legal professionals and fulfill the new statutory requirements for ethics continuing education.

This four-hour course covers the ethical principles, California ethics rules and key cases in the following major areas:

- Unauthorized practice of law
- Confidentiality, attorney-client privilege, and work product rule
- Conflicts of interest, including conflicts checks, consents and screens
- Fees and billing
- Current issues in ethics and law practice, including: issues arising from the use of the Internet and technology

**Instructor:** Vincent Avellino

**Class Number:** 77204 PLS 9007 Section A 01

Sat., May 16, 11 am to 3:15 pm  
SF State DTC, 835 Market, 6th Floor  
\$100