

JOB ORIENTED PARALEGAL CERTIFICATION

COURSE DESCRIPTION: This Course will give you an insight into the work profile of a paralegal. You will understand what a paralegal does, learn about various skills required by a paralegal and how could they be trained. This course is a must for Law Students, Court Clerks, Office Assistants and Paralegals working with PSU's, Law Firms, NGO's or Lawyers, or anyone interested in knowing about the basic skills sets required to be a paralegal.



COURSE CONTENT

Module 1 – Introduction

- Introduction & Job Profile of a Paralegal
- Career Opportunities for a Paralegal
- Practice Areas
- Pre-requisite for being a Paralegal: Educational Qualifications, Communication skills: Emails, Letter Writing, Attending Phones, Client Handling, IT-Skills & use of Modern Technology, Confidentiality & Integrity

Online Test: Multiple Choice Questions

Module 2 - Managing Information & Records

- Managing Records
- Maintaining Diaries
- Maintaining Files
- Calendar Updating
- Managing Meeting and Appointments
- Maintaining Client Information, Contact Details, Managing Law Books, Periodicals and Journals

Online Test: Multiple Choice Questions

Module 3 - Managing Litigation

- The Court Structure in India
- How to File Suits, Plaints, Bail Application, Injunctions, Appeals and Misc. Applications
- Applying Certified Copies of Orders, Judgments and Documents
- Dealing with Court Registry
- How to calculate Court Fees
- Judicial Paper v/s Non-Judicial Paper
- Kinds of Attestations: Gazette Officer, Notary, Oath Commissioners, Legalization, Apostil
- Maintaining Case Diary and Reminders
- Modern tools to manage litigations

Online Test: Multiple Choice Questions

Module 4 - Managing IPRs

- What are different kinds of IPRs
- Setting Reminders in IPRs
- Paperwork to file Trademark Application, Online checking of Trademarks status, Maintaining Trademarks Dockets

- Paperwork to file Patent Application, Online checking of Patent status, Maintaining Patents Dockets
- Filing Copyright Application
- Filing Design Application
- Modern Tools to manage IPRs

Online Test: Multiple Choice Questions

Module 5 - Managing Corporate Law

- Kinds of Legal Entities
- Registrar of Companies & Legal Compliances
- Preparing Minutes of Meetings
- Obtaining Digital Signatures & DIN
- Online checking of status of Companies, LLPs
- Docketing, Managing & Classifying Contracts

Online Test: Multiple Choice Questions

Module 6 - Managing Real Estate Documentations

- Real Estate Documentations
- Registration requirements of Real Estate Docs
- Registration Process
- Obtaining Certified Copies from Registrar's office
- Carrying Due Diligence at Registrar Office

Online Test: Multiple Choice Questions

Module 7 - Paralegal at LPO

- Checking Court Databases to Validating Judgments
- Managing Intellectual Property
- Collecting Medical Records in Accident Claims
- Online Piracy Handling, E-Discovery
- Back Title reports
- Chapter 7 & 11 filings on Bankruptcy
- Westlaw & Lexis

Online Test: Multiple Choice Questions

Module 8 - Managing Banking, Insurance & Finance

- Understanding Finance & Accounts
- Bank & Accounting Support
- Fair Debt Collections Process in India
- Skip Tracing
- Loan Documentation Support
- Insurance Claims Support

Online Test: Multiple Choice Questions