

PARADOCS U COURSE SUMMARIES

All classes are held at our conveniently located offices, and are offered in the evenings and weekends to meet the working paralegal's busy schedule. Manuals for the courses are provided, and the instructor will be available to answer questions after the course using our chat log.

CITE CHECKING

\$195

Cite checking is a one day intensive course analyzing the intricacies of citation form, content and history. This course reviews the fundamental aspects of cite checking and shepardizing briefs. We will be coverings topics such as court structure and hierarchy, basic case citation form, case law publications, commercial electronic databases, the Bluebook, quotations, the importance of subsequent case history, statutes, rules and other authorities.

SCHEDULE:	Saturday	November 8, 2008	10:00 a.m. - 7:00 p.m.
	Saturday	November 15, 2008	10:00 a.m. - 7:00 p.m.
	Saturday	December 6, 2008	10:00 a.m. - 7:00 p.m.
	Saturday	December 13, 2008	10:00 a.m. - 7:00 p.m.

LITIGATION SUPPORT

\$390

Litigation Support is a two day practical overview of the litigation support field. Topics that we will cover include the best practices in data collection, litigation support review, hosting tools, and deliverables. We will also discuss and learn about the varying trial technologies, case room set-ups, vendor management and controlling the costs of trial set-ups.

SCHEDULE:	Wednesday	November 19, 2008	6:00 p.m. - 10:00 p.m.
	& Saturday	November 22, 2008	1:00 p.m. - 5:00 p.m.
	Wednesday	December 17, 2008	6:00 p.m. - 10:00 p.m.
	& Saturday	December 20, 2008	1:00 p.m. - 5:00 p.m.

TRADEMARKS

\$195

What is a trademark? TM/_®

This one day class will be a basic introduction to trademarks in which we will review the differences between a trademark and a service mark. We will discuss the trademark clearance process as well as the process necessary to apply for, register and maintain a trademark in the U.S. and internationally. We will also discuss trademark ownership rights, infringements and how they differ from a counterfeit. We will also look at the remedies a trademark owner has under law

SCHEDULE:	Sunday	November 9, 2008	12:00 - 5:00 p.m.
	Sunday	November 16, 2008	12:00 - 5:00 p.m.
	Sunday	December 7, 2008	12:00 - 5:00 p.m.
	Sunday	December 14, 2008	12:00 - 5:00 p.m.

MANAGING CLERK PROCEDURES

\$195

This course covers the functions of the Managing Clerk's Office. It will provide an orientation to commencing actions in state and federal court. It will focus on the mechanics of preparing papers for filing and navigation through the court system. It will include a tour of the courts, to see how things work. Specific attention will be paid to the procedural aspects of: Service of papers, Responding to a Summons and Complaint, Motion Practice, Related Motion Practice, Orders to Show Cause, Other procedural matters in state and federal court, Discovery in state and federal court, Trial Judgment and/or Verdict Appeal.

SCHEDULE:		TBD	TBD
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