



Riverside County Law Library

Paralegal Basics

Do you want to

Become the next Erin Brockovich?

What is a Paralegal?

“A legal assistant or paralegal 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 (ABA)

What do Paralegals do?

According to the Bureau of Labor Statistics, paralegals and legal assistants typically do the following:

- Investigate the facts of a case
- Conduct research on relevant laws, regulations, and legal articles
- Organize and present the information
- Keep information related to cases or transactions in computer databases
- Write reports to help lawyers prepare for trials
- Draft correspondence and other documents, such as contracts and mortgages
- Get affidavits and other formal statements that may be used as evidence in court
- Help lawyers during trials

What schools can I attend?

The National Federation of Paralegal Associations encourages potential paralegals to select ABA-approved programs. A list of schools in CA that are ABA-approved can be found on the **ABA website**:

<http://www.americanbar.org/groups/paralegals.html>

In Riverside:

Riverside Community College Paralegal program

Educational Advisor: Laneshia Judon, J.D laneshia.judon@rcc.edu

Telephone: 951-222-8820

For more information: <https://www.rcc.edu/programs/paralegal-studies.html>

The UCR Extension has an **ABA** paralegal certificate program and a Fiduciary Management certificate program

Program Director: Amy Brown prodev@urcx.ucr.edu

Telephone: 951-827-4105

For more information: <https://extension.ucr.edu/certificates/paralegalstudies> or

<https://extension.ucr.edu/storage/cms/FactsheetPDFs/aqnGGIm3LIS7HSE0V2QAgB41qq11wsaViE8LeceN.pdf>

Fiduciary Management certificate program <https://extension.ucr.edu/certificates/9698683>