



Riverside County Law Library

Paralegal Basics

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>

Programs in Riverside:

Riverside Community College Paralegal program

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

UCR Extension has an [ABA paralegal certificate program and a Fiduciary Management certificate program](#)

[UCR's Paralegal Studies webpage](#)

[UCR's Fiduciary Management program webpage](#)

Paralegal Professional Organizations:

[NALA – The Paralegal Association](#)

[CAPA – California Alliance of Paralegal Associations](#)