

Legal Services Paralegal Research and Writing

COURSE TITLE: Paralegal Research and Writing

COURSE DATE: 22 October - 3 November 2017

COURSE LOCATION: Naval Station Newport, RI

FUNDING TYPE: TECOM FUNDED

COURSE APPLICATION DEADLINE: 22 September 2017

APPLY TO COURSE: Fill out the Quota Submission Form and email it to JCD@usmc.mil

COURSE DESCRIPTION: The goal of this course is to train military and civilian paralegals of the Navy and other armed forces to perform efficiently and accurately while assisting the attorney with case research and legal document drafting. During this course, students will receive training in all aspects of conducting research and writing complex documents, with particular emphasis on internet/electronic/CD-ROM tools available via the PC. The course consists of lectures, demonstrations, and practical exercises. Textbooks will be issued the first day of class. Students should expect to do required reading and prepare homework assignments during some evenings after class.

PREREQUISITES: Be a Marine Legal Service Specialist or other military paralegal (E-6 or below), or a civilian Paralegal employed by the Department of Defense, who has completed English I or an equivalent. In some rare exceptions, if you have not completed English 1, you may submit a writing sample to be evaluated by Roger Williams University. If the university does not approve, you may still attend the course; however, you would not be eligible to receive the college credits associated with it. Students who attended the Legalman Accession Class on or after 16 April 2007 or completed the course via LPEP in-resident or distance learning on or after 1 September 2010 are not eligible to attend this course.