



Ohio University has partnered with The Center for Legal Studies (CLS) to bring you quality legal training available in a text-based format to fit your education needs.

The following noncredit certificate courses are available in a text-based format:

- **Paralegal Certificate** – Training includes instruction on how to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation.
- **Advanced Paralegal Certificate** (requires the Paralegal Certificate) – Students can choose from several in-depth topics of law, such as criminal law, bankruptcy law, family law, immigration law, and more.
- **Alternative Dispute Resolution** – This course is designed to train students to develop or participate in conflict mediation processes, specifically related to settlement options in the United States.
- **Legal Investigation** – Subjects include investigations related to arson, products liability, personal injury and traffic accident forensics, employment accidents, professional malpractice, and negligence.
- **Legal Secretary** – Students will learn about legal terminology, legal process, jurisdiction and venue, written communications, filing procedures, billing and accounting, time management, and more.
- **Victim Advocacy** – Participants will be prepared to work with state and county governments as advocates for crime victims, assisting them in progressing through the legal system and toward recovery.

Paralegal Certificate: Students must have a high school diploma or GED to complete this two-part course. They can take each part separately or sign up for both parts at once. Students who successfully complete both Paralegal I & II will be awarded a Certificate of Completion from Ohio University. Students have up to one calendar year to complete this course.

Advanced Paralegal Certificate: Students must have completed the Paralegal Certificate or have at least one year of legal experience to enroll in this course. Several advanced paralegal topics are offered, and a student must complete at least six advanced topics to receive a Certificate of Completion from Ohio University. No certificates are available for individual advanced topics. Students have up to six months to complete each topic and may take as many topics at a time as they choose.

Alternative Dispute Resolution, Legal Investigation, Legal Secretary, and Victim Advocacy: Students have up to six months to complete and submit all assignments for any of these courses.

Assignments: Students must be prepared to complete a significant amount of work. To receive a Certificate of Completion, students must complete assignments and pass numerous quizzes. Assignments and exams are mailed to the instructor at The Center for Legal Studies for grading/critique. Questions regarding assignments and/or course content are handled via phone or mail.

Textbooks: The required textbooks and resources for these courses are available from The Center for Legal Studies Bookstore. Please call 1-800-522-7737 to order textbooks and obtain exact shipping charges. To order by mail, please write to the address below. Prices, availability, and required textbooks are subject to change.

The Center for Legal Studies
1202 Bergen Pkwy, Ste. 110
Evergreen, CO 80439

Participants may start the courses at any time.

Send questions about the courses to ous_community_ed@ohio.edu or submit written inquiries to:
OHIO Continuing Education • Attn: Legal Studies • Ohio University Southern • 1804 Liberty Avenue • Ironton, OH 45638



These legal education courses **do not require** an Ohio University application form or application fee. Complete the registration form below and email it to ous_community_ed@ohio.edu or submit it to:

OHIO Continuing Education
Attn: Legal Studies
Ohio University Southern
1804 Liberty Avenue
Ironton, OH 45638

Registration Form for Legal Education Courses:

Student Name: _____
Last First Middle

Inmate ID #: _____ Facility Name: _____

Address: _____
P.O. Box # or Street Address City State Zip

Please give us the name of someone we may contact if we have any questions about the registration:

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Course Selections: Please select at least one course. Tuition does not include books. Payment is due at the time of registration. Do not return this form without including payment, as your registration will not be processed.

Paralegal Course:

- Paralegal Certificate: \$1,595.00
- Paralegal Certificate Part I Only: \$797.50
- Paralegal Certificate Part II Only: \$797.50

Advanced Paralegal:

- Advanced Paralegal Certificate: \$2,400.00 for six topics (\$400.00 per topic – see list below)

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|--|--|--|---|
| <input type="checkbox"/> Criminal Procedure | <input type="checkbox"/> Immigration Law | <input type="checkbox"/> Education Law | <input type="checkbox"/> Constitutional Law |
| <input type="checkbox"/> Mediation / ADR | <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Bankruptcy Law | <input type="checkbox"/> Family Law |
| <input type="checkbox"/> Business Law | <input type="checkbox"/> Water Law | <input type="checkbox"/> Adv. Legal Research | <input type="checkbox"/> Victim Advocacy |
| <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Estate Planning | <input type="checkbox"/> Real Property Law | |

Other Legal Education Course Options:

- Alternative Dispute Resolution: \$995.00
- Legal Investigation: \$995.00
- Legal Secretary: \$995.00
- Victim Advocacy: \$995.00

Method of Payment:

- Check/Money Order (*payable to Ohio University Southern*)

Self pay with credit card online: <https://commerce.cashnet.com/ohiocommed>