

# PARALEGAL COMPASS

Volume 3 • September 2016



## WORDS OF WISDOM

### PARALEGAL GRADUATES WEIGH IN WITH THEIR ADVICE ABOUT THE PARALEGAL PROGRAM

*"Keep very organized notes throughout the year. Two weeks before your exams, re-write or type up your notes. This will refresh and reinforce the information in your memory."*

*"Be prepared to read a lot."*

*"Start a project as soon as it is assigned to you, even if it is just looking up resources or writing the introductory paragraph. That small bit of progress will make it easier to delve in later on."*

*"Don't neglect your mental and emotional wellbeing, no matter how hard you work. Make time to connect with friends, and spend some time outdoors — even if it's just walking to the library."*



## 4 TIPS FOR LAUNCHING YOUR LEGAL CAREER

EDITED EXCERPT FROM PARALEGAL SCOPE MAGAZINE

Learning the law will be daunting, but these four strategies will help you maximize your time in school and prepare you for practice.

**1. Connect with your instructors:** Many instructors have backgrounds in legal practice and come equipped with a wealth of practical and theoretical knowledge. Use class time and office hours to solidify your understanding of legal concepts and procedures. Let your instructors get to know you, and ask them for advice.

**2. Plug into the legal community:** Join a club at your school, or form a study group.

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2 USEFUL ONLINE RESOURCES FOR PARALEGAL STUDENTS



3 WHAT TO EXPECT ON THE PARALEGAL LICENSING EXAMINATION



4 QUOTES AND INSPIRATION FOR PARALEGALS



## 4 TIPS FOR LAUNCHING YOUR LEGAL CAREER

[CONTINUED FROM PG 1]

Volunteer at a legal clinic, take part in events at your local law society, and visit the LSUC website to learn about available resources and events. Networking and gaining practical experience is key to building your legal career.

**3. Attend court:** Go to court as often as you can. Exposure to court processes and strong advocates will put your theoretical knowledge into context, and demonstrate how different aspects of the law fit together.

**4. Keep your eye on the prize:** Remember why you wanted to go to Paralegal school in the first place. Don't let the occasional poor mark, competitive environment, or other distractions keep you from fulfilling your goal. It is your education, your time, your investment. Focus on learning as much as you possibly can.



## ONLINE RESOURCES FOR PARALEGALS

### PARALEGAL NEWS AND GUIDANCE

[emondexamprep.ca/topics/blog](http://emondexamprep.ca/topics/blog)  
[lsuc.on.ca/licensingprocessparalegal](http://lsuc.on.ca/licensingprocessparalegal)  
[ontarioparalegalassociation.com](http://ontarioparalegalassociation.com)  
[paralegalscope.com](http://paralegalscope.com)  
[online-paralegal-programs.com](http://online-paralegal-programs.com)

### GOVERNMENT RESOURCES

CanLII: [canlii.org/en](http://canlii.org/en)  
e-Laws: [ontario.ca/laws](http://ontario.ca/laws)

### PARALEGAL FACEBOOK GROUPS

[facebook.com/groups/ParalegalsConnect](https://facebook.com/groups/ParalegalsConnect)  
[facebook.com/groups/ParalegalCorner](https://facebook.com/groups/ParalegalCorner)  
[facebook.com/groups/ParalegalNetwork](https://facebook.com/groups/ParalegalNetwork)

### LINKEDIN GROUPS

Paralegal Student Network: [goo.gl/fDROOa](https://goo.gl/fDROOa)  
Ontario Paralegal Association: [goo.gl/Ke6sBj](https://goo.gl/Ke6sBj)  
The Paralegal Group: [goo.gl/yLxTYA](https://goo.gl/yLxTYA)

## FREE LEGAL GLOSSARY

**Absolute Liability:** Liability that is imposed automatically (usually under a statute) when certain conditions are met, without reference to negligence or intent.

**Endorse:** To make a note of the decision.

**Interlocutory Order:** An order that decides some of the matters at issue.

**Notice:** A document that informs a person of a legal proceeding or a step in a legal proceeding that may affect the person's interests or in which the person may have a right to participate.

**Peace Officer:** A law enforcement officer having the power to examine people and perform searches and seizures.

**Representation:** A statement made to induce someone to enter into a contract.

VISIT [EMOND.CA/LEGALGLOSSARY](http://EMOND.CA/LEGALGLOSSARY) FOR  
THE FULL LEGAL GLOSSARY



## SAVE \$\$ ON YOUR PARALEGAL TEXTBOOKS THIS SEPTEMBER

ALL PARALEGAL TEXTBOOKS ARE 10-15% OFF AT [EMOND.CA](http://EMOND.CA)

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### ONLY UNTIL SEPT 23, 2016

Don't miss out — order your textbooks online to get brand new books at the best possible price.



## 3 LEGAL RESEARCH HACKS YOU SHOULD KNOW AS A PARALEGAL

As a paralegal, you must be able to conduct legal research efficiently, and know the research tools available to you. Below are three key research tips to help you.

**1. Lay out the basics:** As a paralegal, you will be asked to prepare legal documents, provide assistance during trials, and represent clients. To do so, you will need to understand the foundations of each case, and consider preliminary issues such as: Under what jurisdiction do the issues fall? Are they related to federal or provincial law? Is the case governed by common law or legislation? By determining these elements in the beginning, you can narrow your searches and save time.

**2. Know the top online databases:** During your paralegal training, you will become familiar with online research aids such as Quicklaw and Carswell. These search tools are indispensable, as they allow you to find cases that share similarities with your own, as well as help you to find relevant statutory law. Be sure to consult more than one database while researching, as they may produce different results.

**3. Use Quicklaw's extensive toolbox:** Quicklaw is not just an online case library. It also offers a rich collection of commentary, expert legal analysis, and advanced search options. Look in Quicklaw's "commented reports" section for document information, including commentary from paralegals who have accessed the documents before you. This will give you a good summary of the information a file contains.

## SCHOOL FIRST



CONGRATULATIONS! YOU HAVE STARTED DOWN THE PATH TO BECOMING A LICENSED PARALEGAL.

This is an exciting time in the legal field. Paralegals are gaining autonomy and breaking into new areas of practice. For articles about paralegal education, licensing, and practice, visit: [emondexamprep.ca/topics/blog](http://emondexamprep.ca/topics/blog)

## CAREER NEXT



ONCE YOU FINISH YOUR PROGRAM, YOU MUST PASS THE LSUC'S P1 PARALEGAL LICENSING EXAM.

The P1 Licensing Exam is an open-book, 7-hour exam consisting of 240 substantive multiple-choice questions. To prepare, you must study 750 pages of material. View details on the LSUC website: [www.lsuc.on.ca](http://www.lsuc.on.ca)



## EMONDEXAMPREP.CA

### ARTICLES, PRACTICE EXAMS, AND PREP COURSES

To prepare for the LSUC Licensing Exam, you must study 750 pages of material and be ready to answer challenging substantive and ethical questions. Emond Exam Prep offers materials and programs to help you prepare for and pass your licensing exam, including:

- **170-question practice exam** with subject performance analytics, correct answers, and detailed explanations.
- **18-hour online preparation course** with substantive lectures on paralegal competencies.
- **Exam preparation blog** with articles about studying, writing exams, and preparing for legal practice.

- 1 • Record
- 2 • Reduce
- 3 • Recite
- 4 • Reflect
- 5 • Review

# THE 5 R'S OF NOTE-TAKING: THE CORNELL SYSTEM

MUCH OF THE INSTRUCTION THAT YOU WILL EXPERIENCE IN SCHOOL IS LECTURE BASED. HOWEVER, MANY STUDENTS STRUGGLE TO TAKE EFFECTIVE NOTES AND IDENTIFY KEY POINTS DURING LECTURES. THE STEPS BELOW WILL HELP YOU TO BETTER IDENTIFY IMPORTANT POINTS AND ENSURE THAT YOU MAKE THE MOST OF YOUR LECTURES.

## 1. RECORD

During the lecture, record the important points legibly. Listen for how your instructor introduces, emphasizes, summarizes, and repeats information.

## 2. REDUCE

After the lecture, write a summary of the ideas and facts using keywords as cues. Identify and organize key points by writing down terms and phrases in bullet form. Mind maps and drawings are also helpful. Summarizing clarifies definitions and relationships, and strengthens memory, preparing you for examinations well ahead of time.

## 5. REVIEW

Before reading new material for the next lecture, take time to review your older notes. Skim over the main ideas and details. Even if you take 10 minutes every week to do a quick review of these notes, you will retain more of what you have learned, and be able to recall information more quickly and accurately.

## 3. RECITE

Recite the information in your own words without looking at your notes. Try to recall facts and ideas from the lecture using your own words and focusing on understanding the meaning. Then, refer to your notes to verify what you have said. This will help you to identify areas that you do not fully understand, which you can then ask your instructor about. You can also compare and discuss your notes with another student, which will give you a chance to view the material from another perspective. Reciting the material will help secure the information in your long-term memory.

## 4. REFLECT

Think critically when you review your notes from previous weeks. Look for connections between ideas and examples given in class. Raise questions and record original thoughts. Develop opinions based on the facts and ideas distilled from your notes. Take time to think about the concepts you have learned, to keep the ideas alive in your mind.

Adapted from "The Cornell Note Taking System" Academic Skills Center, Dartmouth College 2001

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## INSPIRATION

"It's hard to beat a person who never gives up."

– Babe Ruth

"Success seems to be connected with action. Successful people keep moving. They make mistakes, but they don't quit."

– Conrad Hilton

"Paralegals do not surrender. They go down in a blaze of glory."

– Jamie Collins