

# PARALEGAL COMPASS

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## WORDS OF WISDOM

### ADVICE FROM FORMER STUDENTS FOR MAKING THE MOST OF YOUR PARALEGAL COLLEGE EXPERIENCE

*"Find a note-taking solution that works best for you. It took me a little time to accept that hand-written notes were better for my learning style than typed notes, but once I fully embraced this note-taking method, the amount of information I processed drastically increased."*

*"On your first day of class, introduce yourself to your professors. This will break down barriers right from the start, and will make it easier for you to ask academic and professional questions, network, and gain program insights."*



## TAKE NOTE: THREE STUDY TIPS FOR SUCCESS

Starting your new paralegal program, you will want to develop new study skills and habits to ensure success in your academic and professional career. Here are three tips to help you achieve success in your first year of college:

- 1. Establish a schedule/timetable**—by developing a routine that schedules time to read material in advance of class, work on assignments ahead of their due dates, and review your weekly notes, you will be in control of your time and develop a better understanding of concepts and practices. This will result in better grades and greater success.

*[Continued on page 2]*



**2** USEFUL ONLINE RESOURCES FOR PARALEGAL STUDENTS



**3** TIPS TO MAXIMIZE YOUR POTENTIAL



**4** INSPIRATION FOR PARALEGAL STUDENTS



## TAKE NOTE: THREE STUDY TIPS FOR SUCCESS

[Continued from page 1]

2. **Attend classes**—by attending class every day, you increase your opportunity to learn, ask questions, and collaborate with peers. Often, instructors will discuss information not found in your reading materials, take additional time to explain difficult concepts, and answer questions from classmates that will provide you with a better understanding of the materials.
2. **Take good notes**—taking detailed and organized notes is an essential skill if you want to be successful in your program. Careful listening will help you to determine what concepts you should focus on and to take more accurate notes. Having accurate and easily referenceable notes will help you better prepare for exams and assignments and will build your note-taking skills for use in your future career.



## ONLINE RESOURCES FOR PARALEGAL STUDENTS

### PARALEGAL NEWS AND GUIDANCE

emondexamprep.ca/topics/blog  
 lso.ca/becoming-licensed/paralegal-licensing-  
 process  
 opaonline.ca  
 paralegalscope.com  
 online-paralegal-programs.com

### GOVERNMENT RESOURCES

CanLII: canlii.org  
 e-Laws: ontario.ca/laws

### PARALEGAL FACEBOOK GROUPS

facebook.com/groups/ParalegalsConnect  
 facebook.com/groups/ParalegalCorner  
 facebook.com/OPNparalegals/

### LINKEDIN GROUPS

Paralegal Student Network: goo.gl/fDROOa  
 Ontario Paralegal Association: goo.gl/Ke6sBJ  
 The Paralegal Group: goo.gl/yLxTYA

## FREE LEGAL GLOSSARY

**Adversarial System:** A system of resolving disputes by holding a hearing in which the judge or adjudicator does not actively investigate but relies on opposing parties to present evidence and challenge each other's evidence; the adjudicator's decision is based on the evidence thus presented.

**Book of Authority:** A book containing a copy of each case and statutory provision relied on for a trial or hearing.

**Hearsay:** A statement, originally made out of court, that is repeated in court for the truth of its contents.

**Pleadings:** Court documents setting out the nature of the plaintiff's and defendant's cases.

**Summons:** A legal document requiring a person to attend trial or hearing as a witness.

FROM ADVOCACY FOR PARALEGALS, 2ND EDITION  
 AND EMOND.CA/RESOURCES/GLOSSARY-OF-LEGAL-TERMS



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~~\$101~~ **\$88**

~~\$97~~ **\$83**

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## LEARNING THE RULES OF THE SMALL CLAIMS COURT

When many of us decide to become paralegals, we picture ourselves in a courtroom seeking justice for our client. The Small Claims Court is one of the forums where you will have your opportunity to advocate for clients and engage with the justice system.

As part of a comprehensive understanding of the Small Claims Court, you need to develop a thorough knowledge of the litigation process and the *Rules of the Small Claims Court*. *Small Claims Court: Procedure and Practice*, Fourth Edition, from Emond Publishing, provides you with a practical guide to understanding and using the *Rules of the Small Claims Court*. In addition to this, try these tips for becoming more familiar with the *Rules of the Small Claims Court*:

1. **Understand the natural progression through the Rules from general concepts to the enforcement of orders.**
2. **Learn how to read the Rules and understand the use of the language contained in them.**
3. **Regularly review the Rules, even in your spare time, until you become comfortable with them. Read them on your commute to class, while having dinner, or when winding down at the end of the day.**
4. **Read some case law on how the court says the Rules should be applied.**

## TIPS TO MAXIMIZE YOUR POTENTIAL

1. **Keep a good reference library.**
2. **Develop your skills.**
3. **Maintain and grow your network.**



## BLOG SITES FOR YOUR PRACTICE

- **Under the Limit: Developments in Canadian Limitations Jurisprudence: [limitations.ca](http://limitations.ca)**
- **Employment & Human Rights Law in Canada: [bit.ly/2YEALPI](http://bit.ly/2YEALPI)**

## LSO LICENSING EXAM PREPARATION

### REVIEW COURSES, PRACTICE EXAMS, AND ADVICE: [EMONDEXAMPREP.CA](http://EMONDEXAMPREP.CA)

To prepare for the LSO Licensing Exam, you must study approximately 1000 pages of material and answer challenging and substantive ethical questions. With Emond Exam Prep and the *Exam Preparation Manual*, learn strategies, tips, and exam requirements to help you succeed.



**240-question practice exams** with subject performance analytics, correct answers, and detailed explanations.

**18-hour online preparation course** with substantive lectures on paralegal competencies.



# LEGAL RESEARCH FOR PARALEGALS

**KNOWING AND PRESENTING YOUR CLIENT'S CASE REQUIRES A STRONG UNDERSTANDING OF THE LEGAL PRINCIPLES AT ISSUE. WHILE MANY STUDENTS WILL WANT TO IMMEDIATELY START LOOKING AT STATUTES AND CASE LAW IN SUPPORT OF THE CASE, IT IS IMPORTANT TO TAKE THE TIME TO FIRST DETERMINE THE ISSUES THAT WILL HELP DEFINE AND IDENTIFY THE LEGAL RESEARCH TO BE DONE. IN *LEGAL RESEARCH: STEP BY STEP*, REVISED FOURTH EDITION, THE AUTHORS SET OUT THE ISSUES THAT YOU NEED TO IDENTIFY IN ORDER TO PERFORM PROPER LEGAL RESEARCH.**

1

## **WHAT DOES THE CLIENT WANT?**

Legal research starts with a client's request for advice. The request may be direct, in the form of a specific question from the client or from a lawyer who has been working with the client. The request may also be less direct, in the form of a statement of what the client wants.

2

## **WHAT ARE THE RELEVANT FACTS?**

Before determining the issues, you must identify the facts behind the client's problem—the who, what, where, and when. To gather this information, you must get the client to tell, if possible, the full, true version of the story.

3

## **WHAT IS THE AREA OF LAW?**

From the facts and the client's request for advice, you must identify the problem by general area, and then work to refine your examination of the fact situation. By further narrowing the area of law, you can more quickly and easily find the answers you need.

4

## **WHAT IS THE OBJECTIVE OF YOUR RESEARCH?**

The objective of your research may be different from what the client is asking for; the issue may not be one that the client has identified. Your goal is to find the best legal means by which the client can resolve their problem.

5

## **ARE THERE HIDDEN ISSUES?**

To determine the possibility of hidden issues, ask yourself the following questions: (1) Are there any special procedural requirements? (2) Who, in law, are the parties involved?

ADAPTED FROM: *LEGAL RESEARCH: STEP BY STEP*, REVISED FOURTH EDITION

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