

Diploma in Corporate Administration & Compliance

Introduction to Paralegal Practice

Course Title	Introduction to Paralegal Practice
Course Code	PAP110
Type of Course	Core/Required
Level of Course	Undergraduate
Year of Study	First
Semester	First
Credits (ECTS)	6
Prerequisites or co-requisites	None
Recommended optional program components	None
Language of Instruction	English
Mode of Delivery	Face to Face

General Information

Description

This course introduces the key principles and practices of paralegal work, focusing on the skills and knowledge you will need to support legal professionals effectively. You will begin by understanding the role of paralegals and how their responsibilities differ from those of lawyers and other legal professionals. The course also explores the historical development of the profession, particularly within Cyprus, and examines the influence of EU law on shaping the paralegal role.

You will gain a thorough understanding of the Cyprus legal system, including its structure, the hybrid blend of Common Law and Civil Law traditions, and how it interacts with EU law. We will explore the role of courts, the sources of law, and key legal concepts, such as constitutional law, the rule of law, and the distinctions between criminal, civil, and administrative law. This foundation will help you to navigate legal principles with clarity and confidence.

The practical side of the course focuses on key tasks that paralegals perform in litigation processes, such as preparing legal documents, managing case files, and assisting attorneys throughout the various stages of a trial. You will also learn about corporate administration, including how to draft incorporation documents, monitor compliance with legal requirements, and maintain accurate corporate records.

Financial aspects of legal practice are also covered, giving you an understanding of legal fees, how to prepare cost schedules, and how to assist with fee recovery. These topics are grounded in real-life scenarios and exercises to ensure you can apply what you learn in practice.

Finally, the course emphasises the ethical responsibilities of paralegals, focusing on confidentiality, impartiality, and maintaining professional standards. Through case studies and practical examples, you will learn how to manage ethical challenges and maintain high standards in your role.

By the end of the course, you will have gained a clear understanding of paralegal responsibilities and developed practical skills to support legal professionals in a wide range of settings.

Course objectives

The course aims to provide you with a solid foundation in the principles and practices of paralegal work, equipping you with the knowledge and skills necessary to excel in this role within a legal or corporate setting. It seeks to familiarise you with the scope of paralegal responsibilities, the structure of the legal system in Cyprus, and the interaction between national and EU laws. By doing so, the course aims to ensure that you understand the legal context in which paralegals operate and can navigate it effectively.

Through its content, the course aspires to develop your ability to assist with litigation processes, prepare and manage legal documents, and support attorneys in a variety of legal tasks. It also aims to prepare you for corporate administrative roles, teaching you how to draft incorporation documents, maintain compliance records, and handle key regulatory requirements with accuracy and professionalism.

The course also seeks to enhance your understanding of the financial aspects of legal practice, enabling you to manage legal costs, prepare cost schedules, and support legal fee recovery. Ethical principles are at the heart of the course's objectives, ensuring that you can uphold confidentiality, impartiality, and professionalism in all aspects of your work.

Ultimately, the course aims to provide you with a comprehensive set of skills and a deep understanding of the paralegal profession, enabling you to contribute effectively to legal teams and organisations while maintaining high standards of practice.

Learning Outcomes

On successful completion of the course, you will be able to:

1. Explain the scope, responsibilities, and importance of paralegals within the legal system, differentiating their role from other legal professionals.
2. Describe the Cyprus Legal System and EU Context: Summarize the structure, key principles, and dual influences of the Cyprus legal framework and EU law.
3. Apply Core Legal Principles: Identify and apply fundamental legal concepts, including constitutional law, statutory interpretation, and sources of law, to practical scenarios.
4. Demonstrate Litigation Support Skills: Prepare and manage key litigation documents, organize case files, and support attorneys through pre-trial, trial, and post-trial processes.
5. Perform Corporate Administration Tasks: Draft incorporation documents, monitor compliance filings, and support corporate transactions in accordance with Cyprus Companies Law.
6. Manage Legal Costs and Schedules: Prepare, analyze, and critique legal cost schedules, ensuring compliance with regulations and professional standards.
7. Adhere to Ethical Standards: Apply ethical principles, including confidentiality, impartiality, and professional conduct, to real-world paralegal responsibilities..

Course Readings & Learning Activities

Required Readings

- Lecture notes, assignments, cases, and other useful information will be posted on the CLASSE.
- Andreas Neocleous & co LLC, Neocleous's Introduction to Cyprus Law, latest edition, Neocleous
- Loukis G. Loucaides, The Cyprus Legal Framework: Legislation, Jurisprudence, and Applications, latest edition
- Polyvios G. Polyviou, The Legal System of the Republic of Cyprus, latest edition
- Achilleas Demetriades, Basic Principles of Civil Litigation in Cyprus, latest edition
- Deborah E. LARBALESTRIER, Paralegal Practice & Procedure: A Practical Guide for the Legal Assistant, latest edition
- Ross Cranston, Legal Ethics and Professional Responsibility, latest edition, Oxford University Press
- Many case studies can be found in the textbook.

Optional Readings

- Andreas Neocleous & co LLC, Corporate Law and Governance in Cyprus, latest edition., Neocleous
- Ralli Panayiotou, Cyprus Companies Law and Procedure, Latest Edition
- George Coucounis, The Ethics of Legal Practice in Cyprus, Latest Edition

Planned Learning Activities and Teaching Methods

- **Case Study Method:** Uses real-world accounting scenarios to teach you how to apply accounting principles and concepts.
- **Simulation and Role-Playing:** You will simulate real-world accounting situations or role-play as accountants, clients, or auditors.
- **Computer-Assisted Learning:** Utilizing accounting software and tools in teaching to simulate real-life accounting processes.
- **Collaborative Learning:** You will work in groups on accounting projects or case studies, encouraging peer-to-peer learning.
- **Problem-Based Learning (PBL):** You will be presented with an accounting problem to solve, requiring them to research and apply various accounting principles.
- **Flipped Classroom:** You will learn basic concepts and theories through pre-class assignments and videos. Class time is dedicated to practical application, problem-solving, and discussions.
- **Guest Lectures and Industry Interaction:** Inviting accounting professionals and experts to speak or interact with you.
- **Interactive Lectures with Real-Time Feedback:** Using technology such as clickers or educational apps to allow you to answer questions or solve problems during lectures and receive immediate feedback.

Course Notes

Copies of lecture slides and other class information will be available through your CLASSE365 account.

Course Detailed Syllabus

Students should read the assigned chapter(s) **BEFORE** the associated lecture date.

Topics	
Section I: The Role and Context of Paralegals	
<p>Learning Objectives:</p> <ol style="list-style-type: none"> 1. Define the role of paralegals and their responsibilities in Cyprus and globally. 2. Outline the evolution of the paralegal profession, including EU influences. 3. Identify key competencies and tasks required for paralegal work. 4. Explain the role of paralegals in supporting legal systems and professionals. 	
<p>Lectures 1</p>	<p>Introduction to Paralegalism</p> <ul style="list-style-type: none"> • Definition and scope of paralegal work <ul style="list-style-type: none"> ✓ Definition and the evolving role of paralegals globally and in Cyprus. ✓ Differentiating paralegals from lawyers and other legal professionals. ✓ The boundaries of paralegal responsibilities: Support versus independent practice. • Historical evolution of the paralegal profession <ul style="list-style-type: none"> ✓ The emergence of paralegals globally as a response to increasing legal complexities. ✓ Growth of the profession in Cyprus: Adapting to local legal traditions. ✓ The EU's influence on professionalizing paralegal roles. • The importance of paralegals in the legal system <ul style="list-style-type: none"> ✓ Supporting attorneys with research, documentation, and case preparation.

	<ul style="list-style-type: none"> ✓ Acting as a bridge between legal professionals and clients. ✓ Streamlining administrative tasks in law firms, courts, and corporate legal departments. • Key competencies for paralegals <ul style="list-style-type: none"> ✓ Analytical thinking and attention to detail. ✓ Effective communication and organizational skills. ✓ Technical proficiency with legal software and databases. • Legal environments for paralegals <ul style="list-style-type: none"> ✓ Law firms: Supporting litigation, research, and document preparation. ✓ Corporate legal departments: Compliance, contract drafting, and regulatory filings. ✓ Government agencies: Administrative and procedural support roles. ✓ Other roles: NGOs, arbitration centers, and EU-related organizations. • Responsibilities and scope of work <ul style="list-style-type: none"> ✓ Supporting attorneys: Drafting, filing, and research. ✓ Client interaction: Collecting case information and preparing summaries. ✓ Administrative tasks: Case management, record-keeping, and court filing.
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Section II: Structure of the Legal System

- Learning Objectives:**
1. Describe the hybrid nature of the Cyprus legal system and its historical development.
 2. Differentiate between public and private law and explain the purpose of law.
 3. Outline the structure and functions of Cypriot courts and their case types.
 4. Explain the impact of EU law on Cyprus and the role of the European Court of Justice.

5. Identify the roles of key legal personnel and their contributions to legal processes.

Lecture 2	<p>Overview of the Cyprus Legal System and EU Context</p> <ul style="list-style-type: none"> • Historical context of the Cyprus legal system <ul style="list-style-type: none"> ✓ Origins of the Cyprus legal framework: A blend of Common Law and Civil Law traditions. ✓ Major historical developments: Independence, EU accession, and evolving legal structures. ✓ The hybrid nature of the Cyprus legal system: Influence of English Common Law and EU legal standards. ✓ Unique aspects of Cyprus law, such as the division of the judiciary. • The nature of law <ul style="list-style-type: none"> ✓ Definition and purpose of law in a societal context. ✓ Differentiation between public and private law. ✓ Law as a tool for regulating behavior, resolving disputes, and enforcing social norms. • EU Law and its impact on Cyprus <ul style="list-style-type: none"> ✓ Overview of the EU's legal structure: Treaties, directives, and regulations. ✓ The principle of supremacy: How EU law takes precedence over national law. ✓ Case studies of Cyprus adapting to EU legal frameworks, such as GDPR and competition law. ✓ Role of the European Court of Justice (ECJ) in shaping Cyprus legal obligations. • Paralegals as navigators of dual legal systems <ul style="list-style-type: none"> ✓ Assisting in the application of EU law within the domestic legal system. ✓ Cross-border legal issues: Trade, employment, and compliance challenges.
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	<ul style="list-style-type: none"> ✓ Practical examples of paralegals supporting attorneys in EU-related cases.
<p>Lecture 3</p>	<p>Legal Personnel and Legal Processes</p> <ul style="list-style-type: none"> • Overview of legal professionals <ul style="list-style-type: none"> ✓ Lawyers: Role as legal representatives and advisors. ✓ Paralegals: Support functions, document preparation, and client coordination. ✓ Registrars: Administrative officers who manage court records and schedules. ✓ Process Servers: Responsibilities in delivering legal documents. • The role of the registrar <ul style="list-style-type: none"> ✓ Definition and scope of duties ✓ Interaction with legal professionals and the public. ✓ Importance of accuracy and confidentiality in registrar functions. • The role of the process server <ul style="list-style-type: none"> ✓ Delivering legal documents: Summons, subpoenas, and notices. ✓ Ensuring timely and accurate delivery to uphold procedural fairness. ✓ Challenges and practical considerations in document delivery.
<p>Section III: Core Legal Principles</p>	
<p>Learning Objectives:</p> <ol style="list-style-type: none"> 1. Define constitutional law and its role in Cyprus's legal framework. 2. Explain the principles of the Cypriot Constitution, including separation of powers and rule of law. 3. Describe the Cypriot political system, focusing on governance and judiciary functions. 4. Understand the Doctrine of Necessity and its application in Cyprus's constitutional crises. 	

5. Differentiate legal systems, including criminal, civil, and administrative law.
6. Identify sources of law in Cyprus and their practical application.
7. Interpret legal terminology and its use in Cypriot and EU contexts.

Lecture 4

Constitutional Law and Governance

- Definition and importance of Constitutional Law
 - ✓ What is constitutional law?
 - ✓ The role of the Constitution in establishing the legal and political framework of Cyprus.
 - ✓ The significance of understanding constitutional principles for paralegals.
- Fundamental principles of the Cypriot Constitution
 - ✓ Separation of powers: Legislative, executive, and judicial branches.
 - ✓ Rule of law and its application in Cyprus.
 - ✓ Democracy and protection of fundamental rights.
- Key features of the Cypriot political system
 - ✓ The Republic of Cyprus as a presidential democracy.
 - ✓ The role of the President and Council of Ministers in governance.
 - ✓ Legislative functions of the House of Representatives.
 - ✓ The judiciary as the guardian of constitutional principles.
- Doctrine of necessity
 - ✓ Origins and evolution of the Doctrine of Necessity in Cyprus.
 - ✓ Its role in addressing constitutional crises, particularly after 1963.
 - ✓ Case studies: The application of the Doctrine of Necessity in significant legal cases.
- Practical Examples and Case Studies

	<ul style="list-style-type: none"> ✓ Analysis of a constitutional crisis in Cyprus. ✓ Role-playing scenarios where students identify constitutional principles in practice.
Lecture 5	<p>Legal Terminology and Concepts</p> <ul style="list-style-type: none"> • Introduction to legal language <ul style="list-style-type: none"> ✓ Characteristics of legal English: Precision, formalism, and structure. ✓ Importance of bilingual legal terminology in Cyprus (English and Greek). • Key legal concepts <ul style="list-style-type: none"> ✓ Rights and obligations: Fundamental principles in contract and constitutional law. ✓ Liability and negligence: Concepts in civil and criminal law. ✓ Jurisdiction and sovereignty: Importance in both national and EU contexts. • EU legal terminology <ul style="list-style-type: none"> ✓ Definitions and practical use of terms such as “direct effect,” “subsidiarity,” and “harmonization.” ✓ Navigating EU-specific legal documents and resources. • Practical application <ul style="list-style-type: none"> ✓ Drafting short legal definitions for commonly used terms (e.g., "plaintiff," "defendant," "jurisdiction"). ✓ Translating legal terms between English and Greek, ensuring accuracy and clarity.
Lecture 6	<p>Basic Legal Concepts</p> <ul style="list-style-type: none"> • Differences Between Criminal, Civil, and Administrative Law <ul style="list-style-type: none"> ✓ Criminal law: Prosecution and punishment of offenses.

	<ul style="list-style-type: none">✓ Civil law: Resolving disputes between individuals or organizations.✓ Administrative law: Judicial review of government decisions.• Sources of law in Cyprus<ul style="list-style-type: none">✓ Constitution of Cyprus: Supreme law of the land.✓ Statutory Law: Primary legislation enacted by the House of Representatives.✓ Case Law (Judicial Precedent): Decisions by the Supreme Court and their binding nature.✓ Customary Law: Limited application in specific areas.✓ EU Law: Directives, regulations, and case law of the European Court of Justice (ECJ).• Primary sources of law in Cyprus<ul style="list-style-type: none">✓ Legislation: How laws are made, passed, and enforced in Cyprus.✓ Case Law: The doctrine of precedent and its application in the Cyprus legal system.✓ Customary Law: Historical significance and limited modern application.• Secondary sources of law in Cyprus<ul style="list-style-type: none">✓ Legal opinions, commentaries, and guidelines.✓ Codes of conduct and administrative rules.• Interpretation of Statutes and Case Law<ul style="list-style-type: none">✓ Principles of statutory interpretation in Cyprus: Literal, purposive, and contextual approaches.✓ Role of judicial decisions in shaping and clarifying the law.• Interaction Between Cyprus Law and EU Law<ul style="list-style-type: none">✓ Supremacy of EU law: How conflicts are resolved.✓ Examples of EU laws directly applicable in Cyprus (e.g., GDPR).
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MIDTERM EXAMINATION

Section IV: Litigation Support and Procedural Roles

Learning Objectives:

1. Define litigation and differentiate civil and criminal processes in Cyprus.
2. Explain the paralegal's role in litigation, including document preparation and case support.
3. Describe courtroom procedures and paralegal contributions during trials.
4. Outline civil litigation steps, from pre-litigation to appeals.
5. Identify key court documents and their drafting requirements in civil cases.
6. Summarize criminal trial stages, including pre-trial, sentencing, and post-sentencing actions.
7. Apply practical skills, such as drafting claims and supporting legal proceedings.

Lecture 8

Litigation Processes in Cyprus

- Introduction to Litigation
 - ✓ Definition and purpose of litigation in the legal system.
 - ✓ Differences between civil and criminal litigation processes in Cyprus.
- The paralegal's role in litigation
 - ✓ Preparing and filing court documents, including pleadings, motions, and affidavits.
 - ✓ Organizing case files and managing deadlines.
 - ✓ Supporting attorneys during discovery: Gathering, organizing, and indexing evidence.
 - ✓ Drafting trial summaries and witness statements.
- Understanding courtroom procedures

	<ul style="list-style-type: none"> ✓ Overview of pre-trial, trial, and post-trial phases. ✓ Role of paralegals in assisting with trial preparation, such as creating trial binders and exhibits.
<p>Lecture 9</p>	<p>Civil Litigation Procedures</p> <ul style="list-style-type: none"> • Pre-litigation steps <ul style="list-style-type: none"> ✓ Identifying whether a claim is viable: Evidence and legal standing. ✓ Understanding the costs and risks of litigation. ✓ Alternative Dispute Resolution (ADR) methods: Mediation and arbitration in Cyprus. • Initiating a civil claim <ul style="list-style-type: none"> ✓ Drafting summons: Key elements and purpose. ✓ Type 2.1 Summons: For ordinary civil claims. ✓ Type 2.6 Summons: For claims requiring a more detailed statement. ✓ Procedures for filing a summons at the District Court. • Drafting and filing applications <ul style="list-style-type: none"> ✓ Overview of applications under Order 48: Interim relief and injunctions. ✓ Practical considerations: Supporting evidence and timeliness. • Key court documents <ul style="list-style-type: none"> ✓ Drafting pleadings under Orders 19, 20, and 21: Statement of claim, defense, and counterclaims. ✓ The new Order 25: Procedural rules and required documents. ✓ The new Order 30: Documentation for summary judgments. • Hearing procedures <ul style="list-style-type: none"> ✓ Steps in preparing for a civil hearing.

	<ul style="list-style-type: none"> ✓ Introduction to courtroom etiquette and presenting documents during hearings. ✓ Overview of appeals: Filing procedures and grounds for appeal. • Drafting a statement of claim <ul style="list-style-type: none"> ✓ Essential elements: Parties, jurisdiction, facts, and relief sought. ✓ Formatting and language considerations. • Practical examples and case studies <ul style="list-style-type: none"> ✓ Drafting a complete statement of claim based on a provided scenario. ✓ Reviewing and correcting errors in draft pleadings.
<p>Lecture 10</p>	<p>Criminal Law and Procedure</p> <ul style="list-style-type: none"> • Criminal proceedings <ul style="list-style-type: none"> ✓ Structure of a criminal trial: Pre-trial, trial, and sentencing stages. ✓ Understanding indictments: Format, structure, and key information. ✓ Plea bargaining: Purpose, process, and benefits. • Post-sentencing actions <ul style="list-style-type: none"> ✓ Communicating sentencing outcomes to clients. ✓ Appeals: Grounds for appeal and procedural steps. ✓ Assisting with rehabilitation or restitution documentation. • Role of paralegals in criminal cases <ul style="list-style-type: none"> ✓ Assisting with file preparation and organizing evidence. ✓ Supporting lawyers during hearings. ✓ Managing communication with clients and court officials. • Practical exercises and case studies

	<ul style="list-style-type: none"> ✓ Drafting a response to a police inquiry on behalf of a client. ✓ Preparing a checklist for assisting a lawyer in a criminal trial.
Section V: Specialized Functions of Paralegals	
<p>Learning Objectives:</p> <ol style="list-style-type: none"> 1. Describe corporate structures in Cyprus and key features of Companies Law (Cap. 113). 2. Explain paralegal tasks in company formation, including document preparation and registration. 3. Outline compliance responsibilities, such as regulatory filings and AML documentation. 4. Summarize corporate record-keeping and paralegal support in transactions like M&A. 	
<p>Lecture 11</p>	<p>Paralegal Support in Corporate Administration</p> <ul style="list-style-type: none"> • Understanding corporate administration <ul style="list-style-type: none"> ✓ Overview of corporate structures in Cyprus: <ul style="list-style-type: none"> ▪ Sole proprietorships. ▪ Partnerships. ▪ Limited liability companies (LLCs). ✓ Key features of Cyprus Companies Law (Cap. 113). • Paralegal tasks in company formation <ul style="list-style-type: none"> ✓ Preparing incorporation documents: <ul style="list-style-type: none"> ▪ Memorandum and Articles of Association. ▪ Forms for company registration (HE1, HE2, HE3). ✓ Filing documents with the Registrar of Companies. ✓ Ensuring compliance with the EU Directives on corporate governance. • Compliance and regulatory filings

	<ul style="list-style-type: none"> ✓ Monitoring deadlines for regulatory filings: <ul style="list-style-type: none"> ▪ Annual returns. ▪ Changes to directors, shareholders, and registered office. ✓ Drafting and submitting company resolutions and minutes. ✓ Handling KYC (Know Your Customer) and AML (Anti-Money Laundering) compliance documentation. • Corporate record keeping <ul style="list-style-type: none"> ✓ Maintaining statutory books: <ul style="list-style-type: none"> ▪ Register of members, directors, and charges. ✓ Filing records with accuracy and confidentiality. • Paralegal support for corporate transactions <ul style="list-style-type: none"> ✓ Drafting agreements: Share purchase agreements, service contracts. ✓ Supporting due diligence processes in mergers and acquisitions (M&A).
Section VI: Financial Aspects of Legal Practice	
<p>Learning Objectives:</p> <ol style="list-style-type: none"> 1. Identify types of legal costs in Cyprus and the regulations governing them. 2. Explain fee structures, including retainers, contingency fees, and fixed vs. hourly rates. 3. Describe the process of preparing cost schedules, including components and responses to objections. 4. Outline legal fee recovery rules in civil and criminal cases, using practical case studies. 	
Lecture 12	Understanding Legal Costs and Fees <ul style="list-style-type: none"> • Introduction to legal costs <ul style="list-style-type: none"> ✓ Types of legal costs in Cyprus:

	<ul style="list-style-type: none">▪ Court Fees: Filing and procedural costs.▪ Out-of-Pocket Expenses: Expenses incurred for case management (e.g., expert witnesses, document translation).▪ Lawyer's Fees: Hourly rates, retainers, fixed fees, and contingency fees. <ul style="list-style-type: none">✓ Overview of regulations governing legal costs in Cyprus. <ul style="list-style-type: none">• Fee structures in legal practice<ul style="list-style-type: none">✓ Retainer agreements: Purpose and scope.✓ Contingency fees: Legal implications and limitations.✓ Fixed fees vs. hourly rates: Pros and cons for clients and lawyers.✓ Recovery of legal fees by the prevailing party in litigation.• Practical considerations<ul style="list-style-type: none">✓ How paralegals assist in tracking costs: Documenting expenses and maintaining accurate records.✓ Real-life scenario: A client disputes the cost of legal services.✓ Interactive exercise: Analyze a sample client invoice and identify potential errors or omissions. <p>Preparing Cost Schedules</p> <ul style="list-style-type: none">• Drafting a cost schedule<ul style="list-style-type: none">✓ What is a cost schedule?✓ Components of a comprehensive cost schedule: Court fees, out-of-pocket expenses, and professional fees.✓ Step-by-step guide to preparing a cost schedule for a civil case.• Objections to cost schedules<ul style="list-style-type: none">✓ Common grounds for objections: Excessive charges, unverified expenses,
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and improper documentation.

- ✓ How to respond to objections effectively.
- ✓ Real-world example: Resolving disputes over legal costs.

- Practical exercise

- ✓ Draft a sample cost schedule for a given case scenario.
- ✓ Review and critique a pre-prepared cost schedule, identifying potential issues.

Legal Fee Recovery and Case Studies

- Legal fee recovery

- ✓ Recovery of costs in civil cases: Court orders and enforcement.
- ✓ Specific rules under the Civil Procedure (Amendment) Rules of 2017 related to fee recovery.
- ✓ Legal fees in criminal cases: Fixed fees and cost allocation.

- Practical Case Studies

- ✓ Case Study 1: A successful plaintiff seeks recovery of legal fees from the defendant.
- ✓ Case Study 2: A criminal defendant disputes the amount of legal fees charged.
- ✓ Case Study 3: Preparing a cost schedule for a mediation case.

Section VII: Ethics and Professional Responsibilities

Learning Objectives:

1. Identify key ethical principles for paralegals, including confidentiality and professional conduct.
2. Explain the boundaries of paralegal responsibilities to avoid unauthorized practice of law.

3. Describe effective collaboration between paralegals and lawyers, focusing on delegation and accountability.
4. Draft client engagement letters, incorporating key components and ethical considerations.

Lecture 13**Ethical Obligations of Paralegals**

- Introduction
 - ✓ Overview of the lecture and its importance in legal practice.
 - ✓ Key ethical principles: Confidentiality, impartiality, and professional conduct.
- Confidentiality and ethical boundaries
 - ✓ Definition and scope of confidentiality.
 - ✓ Case example: Breach of confidentiality and consequences.
 - ✓ Understanding the limits of a paralegal's role: Avoiding unauthorized practice of law.
 - ✓ Practical exercise: Identify ethical violations in a hypothetical scenario.
- Impartiality and professional conduct
 - ✓ Managing conflicts of interest.
 - ✓ Real-life examples: Ethical dilemmas and resolution strategies.
 - ✓ Interactive discussion: Role-playing ethical challenges.

Lawyer-Paralegal Dynamics

- Collaboration and accountability
 - ✓ Responsibilities toward lawyers: Delegation and supervision.
 - ✓ Responsibilities toward clients: Supporting without overstepping.
 - ✓ Practical case study: Evaluating proper and improper delegation practices.
- Professional interaction scenarios

	<ul style="list-style-type: none"> ✓ Role-playing lawyer-paralegal interactions. ✓ Strategies for effective communication and teamwork. ✓ Real-world tips for managing lawyer and client expectations. <p>Client Engagement Letters and Practical Exercises</p> <ul style="list-style-type: none"> • Client engagement letters <ul style="list-style-type: none"> ✓ Types of letters: Engagement, non-engagement, and disengagement. ✓ Key components of a well-drafted engagement letter. ✓ Practical drafting exercise: Create a client engagement letter from a given scenario.
Revision	
Lecture 14	<p>Course Revision & Practical Application</p> <ul style="list-style-type: none"> • Case study scenarios • Applying knowledge to real-life scenarios
FINAL EXAMINATION	

Assessment Method and Criteria

Type of Assessment	Weight
Final Examination	60%
Mid Term Examination	30%
Class Attendance and Participation	10%

Assessment Criteria

Numerical Grade	Grade	Meaning
90-100%	A	Excellent
85-90%	B+	Very Good
80-84%	B	Good
75-79%	C+	Above Average
70-74%	C	Average
65-69%	D+	Below Average
60-64%	D	Poor
Below 60	F	Failure