

# Law & Public Policy



The moral arc of the universe bends at the elbow of justice.

Rev. Martin Luther King, Jr.  
Civil Rights Activist

When it comes to up-to-date legal knowledge, we set the learning curve. Our law-related, legal and public policy programs, workshops, courses and conferences will ensure that you stay on top of it all.

For attorneys and judges, our unique "Science for Lawyers" program helps you understand the science behind the evidence such as DNA, genetics, neurobiology or statistics. Our respected Paralegal Certificate Program, approved by the American Bar Association, is the number one choice for many in the area.

Each year, legal professionals from all over come to us to fulfill MCLE requirements, attend public policy lectures, and learn about new legislation and legal issues in our one-day conferences.

For certificate programs and contact information, see page 94.

**Date/Time:** Fri. 8 a.m.-1 p.m., Jun. 5 (1 meeting)  
**Location:** UCR: Extension Center, 1200 University Ave.  
**Fee:** \$155 (includes materials, refreshments and parking)

Law 813

**Reg #084-SCK-K01**

## Public Records Act

California Government Code sections 6250-6270, the history and purpose of the Act and review of recent changes both statutory and case law. The nature and scope of "public records" with emphasis on police and personnel records, administrative notes and memoranda and financial records. Exemptions to disclosure, time frames to respond to information requests and fees, legal discovery, e-mail and electronic records.

**Thomas Jex, J.D., Burke, Williams & Sorensen, LLP, Riverside**

**Credit:** .5 CEU, 4.5 hours MCLE credit

**Date/Time:** Fri. 8 a.m.-1 p.m., Jun. 19 (1 meeting)

**Location:** UCR: Extension Center, 1200 University Ave.

**Fee:** \$155 (includes materials, refreshments and parking)

Law 842

**Reg #084-SCK-K03**

## Paralegal Studies

### Admissions Exam for the Paralegal Certificate Program

Consists of multiple-choice questions and a written essay designed to evaluate comprehension, language, writing and critical thinking skills. Prior legal knowledge is not necessary. Must be taken and passed by all applicants prior to the completion of the third legal course in the Paralegal Certificate Program.

**Date/Time:** Sat. 8:30 a.m.-12:30 p.m., Jun. 6 (1 meeting)

**Location:** UCR: Extension Center, 1200 University Ave.

**Fee:** \$50 (includes parking)

Law 899

**Reg #084-SCP-P02**

### Paralegal Career and Information Meeting

Orientation to UCR Extension's American Bar Association-approved Paralegal Certificate Program and to a paralegal career. Includes educational and admissions requirements and employment opportunities in this rapidly growing and expanding profession.

**Date/Time:** Mon. 6-8 p.m., Mar. 30 (1 meeting)

**Location:** UCR: Extension Center, 1200 University Ave.

**Fee:** \$10 (includes parking and refreshments)

Law 899.1

**Reg #083-SCP-P10**

## Legal Programs

### Administrative Search Warrants: An Update for Professionals

Constitutional principles regarding expectations of privacy; case law; policies, procedures and best practices for investigations; warrants and the police; and litigation involving administrative searches. For city attorneys/county counsel and code enforcement, fire, building, environmental health and safety, fish and game, food, agricultural, and other inspectors who use administrative inspection and abatement warrants.

**Jeffrey S. Ballinger, J.D.**, is an attorney in the Public Law Department of Best Best & Krieger LLP, Riverside.

**Credit:** .5 CEU, 5 hours MCLE credit

**Date/Time:** Fri. 8 a.m.-1 p.m., May 15 (1 meeting)

**Location:** UCR: Extension Center, 1200 University Ave.

**Fee:** \$155 (includes materials, refreshments and parking)

Law 813.5

**Reg #084-SCK-K02**

### Effective Principles for Code Enforcement

Municipal code enforcement, using both civil and criminal law remedies; police power doctrine; management of code enforcement; investigation of cases; warrants, search and seizure; selection of administrative, criminal and civil remedies; typical code enforcement actions and defenses to them.

**Jeffrey S. Ballinger, J.D.**, Attorney at law

**Credit:** .5 CEU, 5 hours MCLE credit

**Date/Time:** Wed. Jun. 10 6-8 p.m., (1 meeting)  
**Location:** UCR: Extension Center, 1200 University Ave.  
**Fee:** \$10 (includes parking and refreshments)

Law 899.1

**Reg #084-SCP-P10**

#### LIVE WEBCAST

### Fundamentals of Law for the Legal Professional

The American legal system, federal and California court systems, and administrative law. Legal ethics, professional responsibility and the role of the legal professional; civil and criminal law; torts; family and probate law; contracts, real property, and business law; basic concepts of legal research, analysis and writing; statutory and case law; lawsuits; civil procedure; litigation, pleadings and discovery; investigation procedures and interviewing; terminology; spotting legal issues; understanding client relationships; law office procedures.

*Required for Paralegal Certificate*

**Barry C. Hofeld, J.D.**, Senior Deputy District Attorney, (Ret.), in the Child Recovery Unit of the Riverside County District Attorney's Office

**Credit:** 4 units

**Date/Time:** Wed. 6-9:40 p.m., Apr. 1-Jun. 17 (no meeting Apr. 8) (11 meetings)

**Location:** UCR: Extension Center, 1200 University Ave.

**Fee:** \$575

Law X430.

**Reg #084-SCP-P49**

**Date/Time:** Wed. 6-9:40 p.m., Apr. 1-Jun. 17 (no meeting Apr. 8) (11 meetings)

**Location:** Live Webcast

**Fee:** \$575

Law X430.

**Reg #084-SCP-P50**

### Civil Procedure

State and local rules, laws, procedures and ethical considerations involved in litigating civil lawsuits. Topics include investigation and fact-gathering; parties, jurisdiction and venue; statutes of limitation; legal pleadings; discovery; law and motion practice; rules of evidence; trial setting, settlement conferences and alternatives to litigation including mediation and arbitration; and pre-trial preparation.

**Prerequisite:** Law X430, Fundamentals of Law for the Legal Professional, or consent of the instructor.

*Required for Paralegal Certificate*

*Elective for Legal Nurse Consulting*

**Mark R. Devey, J.D.**, Associate Attorney, Bonnie R. Moss & Associates, Riverside

**Credit:** 4 units

**Date/Time:** Thurs. 6-9:40 p.m., Apr. 2-Jun. 11 (11 meetings)

**Location:** UCR: Extension Center, 1200 University Ave.

**Fee:** \$575

Law X435

**Reg #084-SCP-P26**

### Bankruptcy Law and Procedure

Bankruptcy law and procedures, including commencing a case, preparation of schedules, exemptions, litigation in Bankruptcy Court, creditor representation, technical terminology and practical hints for legal assistants.

*Elective for Paralegal Certificate*

**Elizabeth A. Lossing, J.D.**, Trial Attorney, U.S. Trustees Program, U.S. Department of Justice, Riverside

**Credit:** 3 units

**Date/Time:** Wed. 6-9:30 p.m. (no meeting May 13), Apr. 1-Jun. 3 (9 meetings)

**Location:** UCR: Extension Center, 1200 University Ave.

**Fee:** \$475

Law X480

**Reg #084-SCP-P42**

### Trial Preparation

Preparing a trial notebook, complying with local court rules regarding discovery, depositions, pre-trial investigations, conferring with experts, witness preparation and actual trial.

*Elective for Paralegal Certificate*

**Cynthia Brewer, J.D.**, has been a deputy district attorney since 1989 in the Riverside County District Attorney's office.

**Credit:** 3 units

**Date/Time:** Thurs. 6-9 p.m., Apr. 2-Jun. 4 (10 meetings)

**Location:** UCR: Extension Center, 1200 University Ave.

**Fee:** \$475

Law X449

**Reg #084-SCP-P25**

### Computer Legal Research Using LexisNexis

Through hands-on experience in a computer lab, students gain a basic understanding of legal research using LexisNexis. Topics include retrieval of case law, statutes, legislation and rules; public record inquiries; and topical specialties.

**Prerequisite:** For students in the Paralegal Certificate program: Law X431, Legal Research and Writing I; and Law X432, Legal Research and Writing II; or consent of instructor.

*Elective for Paralegal Certificate*

**Dennis L. Boyer, A.A.**, Director, Future Trac Associate, Riverside

**Credit:** 1 unit

**Date/Time:** Fri. & Sat. 8:30 a.m.-4:30 p.m., Apr. 3 & 4 (2 meetings)

**Location:** UCR: Extension Center, 1200 University Ave.

**Fee:** \$275 (includes parking)

Law X429.5

**Reg #084-SCP-P52**

## Paralegal Career and Information Meetings

For those who work, or want to work in this growing area of law, attend either session at:

UCR Extension Center  
1200 University Ave., Riverside

**Monday, 6-8 p.m., March 30, 2009**

**Reg #083-SCP-P10**

**Wednesday, 6-8 p.m., June 10, 2009**

**Reg #084-SCP-P10**

**Fee:** \$10

Learn about

- The paralegal profession and employment opportunities
- UCR Extension's Certificate Program – approved by the American Bar Association
- California law regulating paralegals and establishing educational requirements
- Enroll early to guarantee a seat

10% discount on first course

To enroll: (951) 827-4105 or (800) 442-4990.

For more information, call (951) 827-1616 or e-mail justice@ucx.ucr.edu.

### Paralegal Certificate Program Admissions Exam Dates

Sat., 8:30 am-12:30 pm, June 6, 2009

**Reg #084-SCP-P02**

**Fee:** \$50

For more information and future exam dates, call (951) 827-1616.

## Real Property Law

Overview of the legal, financial, economic and practical aspects of real property, including the legal concepts, theories and procedures basic to the buying, selling and developing of real property and real estate.

*Elective for Certificate in Real Estate*

*Elective for Paralegal Certificate*

**Dan Daniel, M.A., B.S.L., J.D.**, administers decedents' estates as a Deputy Public Administrator of Riverside County

**Credit:** 3 units

**Date/Time:** Tues. 6-9 p.m., Apr. 7-Jun. 9 (10 meetings)

**Location:** UCR: Extension Center, 1200 University Ave.

**Fee:** \$475

Law X440

**Reg #084-SCP-P35**



## Immigration and Naturalization Law and Procedure

Immigration law in the U.S. with an emphasis on the practical application of that law in a law firm or corporate environment. Basics of immigration employment and family based immigration, refugee law, and procedures for applying for citizenship and asylum.

**Prerequisite:** Law X430, Fundamentals of Law.

*Elective for Paralegal Certificate*

**Richard B. Bracken, Esq.**, Immigration Attorney, R. Bracken & Associates, Rialto

**Credit:** 2 units

**Date/Time:** Tues. 6-9:30 p.m., Apr. 7-May 12 (6 meetings)

**Location:** UCR: Extension Center, 1200 University Ave.

**Fee:** \$375

Law X444

**Reg #084-SCP-P20**

## Business Law

Overview of contract and commercial law, the Uniform Commercial Code, selected provisional remedies and post-judgment solutions. How to identify a variety of legal issues and consequences affecting business decisions.

*Elective for Paralegal Certificate*

**J. Raymond Kelley, Esq.**, Riverside

**Credit:** 3 units

**Date/Time:** Mon. 6-9 p.m., Apr. 6-Jun. 15 (no meeting May 25) (10 meetings)

**Location:** UCR: Extension Center, 1200 University Ave.

**Fee:** \$475

Law X448

**Reg #084-SCP-P23**

## Paralegal Internship

Interns apply classroom information to on-the-job assignments and develop proficiency in completing typical tasks.

**Note:** Additional meetings to be arranged. To complete course requirements, interns must attend five class meetings, work in a legal setting for a minimum of 100 hours, submit a written paper describing their internship experience, and maintain a daily log and time sheets.

**Prerequisite:** Successful completion of 25 units, B or better, in the Paralegal Certificate program, including all required courses.

*Elective for Paralegal Certificate*

**Joshua Cates, J.D.**, Attorney at Law, Heiting & Irwin, Riverside

**Credit:** 3 units

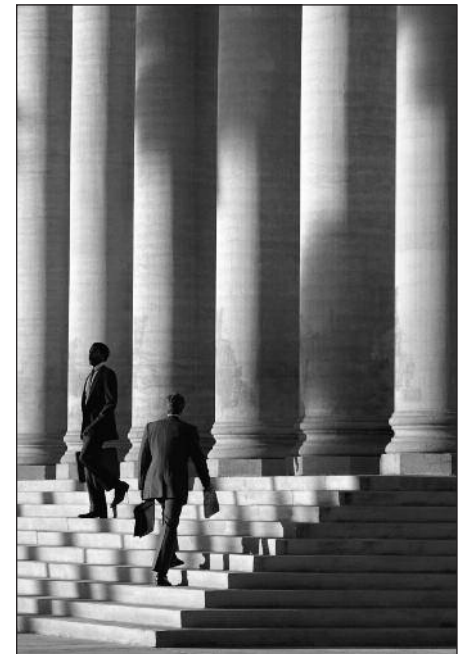
**Date/Time:** Apr. 1-Jun. 19

**Location:** To be announced.

**Fee:** \$475

Law X499

**Reg #084-SCP-P54**



*Are you taking an online course?*

Don't forget that you need a *NetID!*

What is a *NetID*? See page 34.

Visit our Web site at

[www.extension.ucr.edu/online/netid\\_steps.html](http://www.extension.ucr.edu/online/netid_steps.html)

### Textbooks

Go to [extension.ucr.edu](http://extension.ucr.edu) for course textbook requirements.



Paralegals perform a variety of legal tasks under the direction and supervision of an attorney in various settings, including law firms, corporations, and government agencies.

The Paralegal Certificate Program at UCR Extension, established in cooperation with the UC Davis School of Law, is an American Bar Association-approved program, which provides a quality, rigorous and challenging legal education to qualified individuals.

This program is of interest to those who want to enter the legal field, make a career change, or who are already working in a business or legal environment and want to enhance their legal knowledge and skills through a formalized course of study. Students are cautioned regarding restrictions against the unauthorized practice of law by non-lawyers.

**Admission Requirements**

1. Bachelor's degree or an associate degree, or equivalent college coursework. (Courses may be earned concurrent to the Paralegal Studies program if conditional admission is granted.)\*
2. Satisfactory score on an admissions exam.
3. Enrollment in certificate program and payment of certificate program enrollment fee.

\* See our Website for complete admission requirements.

**Certificate Requirements**

Successful completion (grade C or better) of a total of 31 quarter units.

Students who took Ethics for the Legal Professional when the course was 1 unit, will need to complete 8 units of elective courses. Those who have taken, or will take, Ethics for the Legal Professional at the 2-unit value, will need to complete 7 units of elective courses.

Required Courses (24 units)	Units	Page
Fundamentals of Law for the Legal Professional	4	91
Legal Research and Writing I	4	
Legal Research and Writing II	4	
Civil Procedure	4	91
Ethics for the Legal Professional	2	
Tort Law	3	
Contract Law	3	

**Elective Courses offered at this time (7 units required)**

*A wide variety of electives are offered throughout the year. Please see future catalogs or our Web site.*

For certificate enrollment form and fees, see page 5.

For more information and detailed admission requirements, call (951) 827-1616 or e-mail justice@ucx.ucr.edu, or see our Web site at <http://www.extension.ucr.edu/certificates/paralegal/requirements.html>.

**Science for Lawyers**

**Register now.**

**Science 101: Introduction to Science for Lawyers**

Science has been driven into the courtroom by recent Supreme Court rulings, an explosion in patent applications and rapid advances in science and technology. As a lawyer, you will encounter scientists in all aspects of law, including:



- Patents
- Product liability
- Environmental torts
- Regulatory proceedings
- Criminal cases

In this unique and innovative program, UCR scientists teach legal professionals the details of the scientific process as a tool for investigation.

This course is the first course in a series of specialized science courses for lawyers and serves as a recommended course for future topics. Topics include scientific certainty based on statistical analysis and epidemiological studies, basic DNA and genetics, brain development and neurobiological effects on human behavior. Participants earn 7 hours toward MCLE requirements.

**Coordinator:** ALAN MCHUGHEN, Ph.D., UCR Professor, Plant Biotechnologist

**Credit:** 7 hours MCLE credit

**Date/Time:** Sat., 8:30 a.m.-4:30 p.m., Feb. 28 (1 meeting).

**Location:** UCR Extension Center, Riverside.

**Fee:** \$165 (includes morning refreshments, lunch, materials and parking)

**Reg #083-SCK-K45**

**For information:**

Visit <http://www.extension.ucr.edu/law/science>.

E-mail justice@ucx.ucr.edu.

Call (951) 827-5804 or (800) 442-4990

## Department Contacts:

**Jon Kindschy**  
Director

(951) 827-5804  
[justice@ucx.ucr.edu](mailto:justice@ucx.ucr.edu)

To Enroll: See page 116.

**Certificate in:**

**Paralegal Studies**

Contact: Jan Crump  
(951) 827-1616  
[justice@ucx.ucr.edu](mailto:justice@ucx.ucr.edu)



## LexisNexis Computer Legal Research Access Program

In partnership with LexisNexis, we are providing inexpensive online computer legal research access to students in our Paralegal Certificate Program. For an annual fee of \$75, students can enroll in this program and receive their own personal password enabling them to access and use, for educational purposes only, online legal research services and materials provided by LexisNexis. One of the largest legal publishers, LexisNexis has an enormous database including statutes and case law from all 50 states; federal case law, statutes and legislative materials; primary and secondary source materials; law review articles, and much more.

Fee: \$75  
Reg #082-SCP-P01

For more information,  
call (951) 827-5804  
or e-mail [justice@ucx.ucr.edu](mailto:justice@ucx.ucr.edu).

## One-Day Notary Public Workshop and State Exam

### Presented by the National Notary Association

This intensive one-day workshop prepares the new and renewing notary public for the state Notary Public Examination. Notaries Public perform an important public service for the people of California and provide an invaluable service to the legal, business, financial and real estate communities. Topics include an update on current and new laws and regulations affecting Notaries Public, legal and ethical duties and responsibilities, and qualifications and requirements to be appointed and commissioned as a Notary Public. In addition, test-taking strategies are presented and a practice exam is administered to provide students with skills and techniques to better enable them to pass the state exam.

The National Notary Association has earned accreditation of its educational curriculum from the Accrediting Council for Continuing Education and Training (ACCET).

**To enroll:** Register online at [www.NationalNotary.org](http://www.NationalNotary.org)

**Or call toll-free:** 1-800-US NOTARY  
(1-800-876-6827)

#### Workshop Location:

UCR Extension  
1200 University Ave., Riverside  
**Dates:** Wednesday, March 18, 2009  
Wednesday, April 18, 2009

#### Workshop Location:

UCR Palm Desert  
75-080 Frank Sinatra Dr., Palm Desert  
**Dates:** Tuesday, March 10, 2009  
Tuesday, April 7, 2009

**Seminar:** 8 a.m.-4 p.m.

**State Exam:** 4:15-6 p.m.

**Registration Fee:** \$159

**Exam Fee:** \$40. Payable to:  
Secretary of State

## Take the CLA Exam at UCR Extension

UCR Extension is an official testing center for the Certified Legal Assistant (CLA) Examination. This exam is administered three times a year by the National Association of Legal Assistants (NALA).

The upcoming CLA examination dates are:

**July 24-25, 2009**

Application filing deadline:  
**May 15, 2009**

Late application filing deadline  
(with a \$25 late filing fee):  
**May 30, 2009**

For further information about this examination, please contact:

National Association of Legal Assistants  
1516 S. Boston, Suite 200  
Tulsa, Oklahoma 74119

**Telephone:** (918) 587-6828

**Fax:** (918) 582-6772

**E-mail:** [nalanet@nala.org](mailto:nalanet@nala.org)

**Web site:** [www.nala.org](http://www.nala.org)