Advanced Paralegal Courses

Learn specialized areas of the law

- Blackstone is an accredited career training school, providing quality education since 1890
- Students may qualify for earned time - consult with the education director for eligibility
- Blackstone offers an interest-free payment plan and your tuition covers everything needed to complete your Advanced Paralegal Training
- Our students and sponsors can reach out to our academic advisors Mon - Thurs 9:00 am - 4:00 pm ET

Blackstone Graduates receive 10% OFF

Criminal Law

The predominance of criminal law cases within the legal system has caused an increasingly high demand for paralegals trained in this field. This course prepares students to participate in trial preparations and procedures. The course also covers homicide, assault and battery, arson, burglary, embezzlement and extortion. Students are challenged to apply their legal reasoning skills to realistic case scenarios and analysis problems. **TEXTBOOK: *Fundamentals of Criminal Practice: Law and Procedure,* by Thomas E. McClure and Thomas E. Eimermann.**

Business & Corporate Law

The Business and Corporate Law course discusses important topics related to business law, including traditional and online dispute resolution, sales and leases, warranties, product liability, consumer law, e-contracts, negotiable instruments, corporations, financing, investor protection, online securities offerings, real and personal property, agency and employment, and international law in a global economy. **TEXTBOOK: *Fundamentals of Business Law,* by Daniel V. Davidson, Lynn M. Forsythe and Brenda E. Knowles.**

Wills, Trusts & Estates

Wills, Trusts, and Estates offers succinct coverage of key topics, as well as helpful guides and step-by-step instructions, to prepare you for your role as a paralegal in the administration of wills, trusts, and estates. This course presents how to assist attorneys as they plan estates, explain rights, draft wills, set up trusts, appoint personal representatives, probate wills, file estate taxes, and represent clients in probate court. **TEXTBOOK: *Basic Wills, Trusts, and Estates for Paralegals,* by Jeffrey A. Helewitz.**

Family Law

The Family Law course uses articles, cases, and examples to describe a paralegal's role in matters of family law. Learn how to assist attorneys as they draft premarital and cohabitation agreements, help clients start or end their marriages, set up a mutually agreeable child custody arrangement, clarify paternity, adopt a child, litigate tort cases, and more. This course covers same-sex relationships, the enforcement of child support orders, and the confidentiality of adoption records. **TEXTBOOK: *Family Law for Paralegals,* by J. Shoshanna Ehrlich.**

Immigration Law

Immigration Law offers a thorough, accessible, and practical approach to understanding and putting to use U.S. laws and regulations to help protect refugees, bring needed workers to the U.S, prevent separation of, and reunite families. Attuned to the sensitivity and responsibility necessary to ensuring just results in high stakes immigration cases, the authors provide in-depth information and offer insights into the complex legal issues faced by immigration clients, while proposing strategies for the professionals seeking to help them. **TEXTBOOK: Understanding Immigration Law and Practice, by Ayodele Gansallo & Judith Bernstein-Baker.**

Civil Litigation

The Civil Litigation course offers paralegals specialized knowledge for a litigation firm. It discusses the paralegal's role in assisting the attorney before, during, and after a trial, including: investigating and gathering evidence; participating in discovery; drafting the complaint; preparing witnesses for depositions; assisting in the completion of interrogatories; preparing the trial notebook; preparing witnesses for trial and post trial practice; and drafting appellate briefs. **TEXTBOOK: *Fundamentals of Litigation,* by Marlene A. Maerowitz and Thomas A. Mauet.**

Real Estate Law

The Real Estate Law course helps you to master the elements of real property; different methods used in recording and describing deeds; transference of title; rights associated with real estate ownership; elements of real estate contracts; basic landlord/tenant law; deeds, mortgages, and restrictions on land use; title insurance and title examination; the closing process; and tax implications of real estate transactions. **TEXTBOOK: *Real Estate and Property Law for Paralegals,* by Neal R. Bevans.**

Personal Injury/Torts

Tort law is the arena of law primarily responsible for making citizens whole after they have been injured by the wrongs of others. The Personal Injury/Torts course introduces students to tort law by discussing the scope, definitions, elements, and purpose of torts. It also discusses specific torts such as battery, assault, misrepresentation and defamation, as well as trespass and conversion. **TEXTBOOK: *Personal Injury and the Law of Torts for Paralegals*, by Emily Lynch Morissette**

Practical Bankruptcy Law

The Practical Bankruptcy Law course provides the building blocks of bankruptcy law by explaining cases from the perspective of the debtor, the trustee, and the creditor; and discusses the special rules and procedures that must be followed in each type of case. This course also explains how cases are commenced, converted, dismissed, and closed. **TEXTBOOK: *Basic Bankruptcy Law for Paralegals*, by David L. Buchbinder.**

Interviewing and Investigating

This course offers a thorough and practical approach to helping paralegal students establish a strong foundation in interviewing and investigating skills. It does so by carefully placing that instruction in the context of civil disputes, criminal prosecutions, and commercial business transactions where lawyers need assistants with those skills. The accompanying textbook covers how to identify and locate witnesses, obtain vital information from both public and private sources, and how to arrange and conduct effective interviews of clients and witnesses, both in the office and in the field. **TEXTBOOK: Interviewing and Investigating: Essential Skills for the Paralegal, by Stephen P. Parsons.**

800.826.9228 | Fax: 610.871.0034 | info@blackstone.edu | P.O. Box 3717 Allentown, PA 18106

ADVANCED PARALEGAL ORDER FORM

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Blackstone Career Institute™
SINCE 1890

COURSE INFORMATION

✓Check Course(s) Requested

- ❑ Criminal Law
- ❑ Civil Litigation
- ❑ Business & Corporate Law
- ❑ Real Estate Law
- ❑ Immigration Law
- ❑ Family Law
- ❑ Personal Injury/Torts
- ❑ Wills, Trusts & Estates
- ❑ Practical Bankruptcy Law
- ❑ Interviewing & Investigating

Program Cost		Total Course(s) X ~~$455.00~~ =	$
10% for BCI Graduates		Total Course(s) X $409.50 =	$

STUDENT INFORMATION

Name _____

DOC# _____

Address _____

City_____State_____Zip_____

Date of Birth _____ /_____ /_____
MM DD YY

Education (Mark Highest Level Completed)

◯ High School ◯ GED College: ◯ 1 ◯ 2 ◯ 3 ◯ 4

Signature _____ Date _____

Student # _____

PAYMENT PLAN

- ❑ **Full payment:** I enclose full payment of $409.50 per course ordered.
- ❑ **Payment Plan:** BCI Paralegal graduates who chose the payment plan will pay a $150.00 down payment and agree to pay $69.00 for 3 months and one final payment of $52.50 with 0% finance charge, for a total of $409.50 per course ordered.

Students who enroll in Blackstone Career Institute must have a working knowledge of the English language. The listed fee for each course requested must accompany their completed and signed Order Form. Blackstone Career Institute will ship requested course(s) upon acceptance of student's Order Form and appropriate down payment. Blackstone Career Institute will provide all necessary study materials needed to complete each course, examination services, student services, transcript record keeping, and present all graduates with a Blackstone Career Institute certificate in a prompt and professional manner. All students are protected by our Tuition Protection Policy. This Agreement is not binding until accepted by Blackstone Career Institute. Additional information requests and questions may be directed to: Valerie Behrle, Director of Education, Blackstone Career Institute, P.O. Box 3717, Allentown, PA 18106, 610-871-0031.

TUITION PROTECTION POLICY A student may cancel the program by notifying the school in any manner; a written request is recommended. If you cancel within 5 days from the signature date on your Order Form, all monies will be refunded pending return of shipment. If you cancel after 5 days from the signature date of your Order Form, but prior to receipt by the school of your first exam, you are obligated to a registration fee of 15% of the tuition or $150, whichever is less, and if applicable, the non-refundable administrative fee. If you cancel after submitting the first exam, you are obligated to pay the school the registration fee plus a percentage of tuition as follows: (A.) Up to and including 10% of the exams, 10% of the tuition; (B.) After submitting more than 10% up to and including 25% of the exams, 25% of the tuition; (C.) After submitting more than 25% up to and including 50% of the exams, 50% of the tuition; (D.) After submitting more than 50% of the exams, you owe the school the full tuition. No refunds will be issued after 12 months. No COD's or postage due returns.

PAYMENT METHOD

Total Payment Enclosed $_____

✓Check Method of Payment

- ❑ **Full Payment:** Certified/Personal Check ($35 service charge on all returned checks), Money Order, or Credit/Debit Card
- ❑ **Down Payment:** Automatic Payment: I authorize Blackstone Career Institute to automatically charge my down payment and ongoing monthly payments to my debit/credit card or checking account (I have enclosed my debit/credit card information or check for my down payment and to establish my recurring payment account.)

◯ MasterCard ◯ VISA ◯ DISCOVER NETWORK ◯ AMERICAN EXPRESS

*Important for credit card orders:
Copy number and expiration date directly from your credit card as it appears.

Credit Card Account Number:

☐☐☐☐ - ☐☐☐☐ - ☐☐☐☐ - ☐☐☐☐

Expiration Date: _____ /_____ CVV _____
MM YY

Cardholder's Information

Name _____

Address _____ Phone Number ☐☐☐ - ☐☐☐ - ☐☐☐☐

City _____State _____ Zip _____ E-Mail _____

Cardholder's Signature _____ DATE _____

SHIPPING & HANDLING

Shipment of course materials within the contiguous U.S. by UPS or USPS **IS INCLUDED IN YOUR TUITION.** ***Allow 7-10 business days.*** For expedited delivery, addresses outside the Continental U.S. (HI and AK), and foreign rates, please call 800-826-9228 prior to enrollment.