

# Civil Litigation for Paralegals

If you have aspirations to work in the Legal Profession as a Paralegal then our range of Paralegal training courses will provide you with a recognised, professional certification to prove your skills to employers.



This course focuses specifically on the specialism of Civil Litigation. You will gain understanding and knowledge of the processes involved and how civil litigation is conducted using the areas of debt recovery, personal injury, consumer law and family law.

The Civil Litigation for Paralegals course will help anyone wanting to progress their existing Legal Secretarial career or those looking to move into the legal industry for the first time.

It is an excellent training course that can be studied flexibly either in one of our handy local training centres or you can take the training materials home, and study at a time and place that suits you.

On successful completion, you will receive a Pitman Training certificate and be in the perfect position to go on and undertake the relevant examinations to attain a Level 3 Award or Certificate in Paralegal Practice from the National Association of Licensed Paralegals (NALP), depending on requirements.

## Designed for

The Civil Litigation for Paralegals course is suitable those already working as a Legal Secretary and who would like to progress to gain a Paralegal role within this specific legal specialism.

The course is also suitable for those looking to commence a paralegal career. There are no pre-requisites to starting this course; it is suitable for those new to the legal profession.

## Objectives

This course is designed to give you the knowledge required to work as a Paralegal in the legal profession, with a specific specialism of Civil Litigation.

Through the successful completion of the training course, you will gain a Pitman Training certificate and be well placed to go on and sit the exams to gain a Level 3 Certificate or Award in Paralegal Practice qualification from NALP (the National Association of License Paralegals).

## Course Content

There are five sections within this course:

**Section 1:** The Concept and Scope of Civil Litigation

**Section 2:** Civil Litigation Funding Mechanisms

**Section 3:** Commencing and Defending a Civil Litigation Action

**Section 4:** Preparing for a Trial

**Section 5:** Post Trial Procedures

## Benefits

- The flexibility and value of a self-study course designed to enable you to work at your own pace
- The opportunity to gain the widely recognised Pitman Training Certificate

*Please note that membership and exam fees will need to be paid for separately.*

## Course duration:

**75 hours**



Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

**City of London: 020 7256 6668**   **Oxford Circus: 020 7580 1651**

web: [www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)   email: [courses@pitmanlondon.co.uk](mailto:courses@pitmanlondon.co.uk)



- ▶ Microsoft Skills   ▶ MOS & ECDL   ▶ Sage   ▶ IT Professional   ▶ Keyboard Skills   ▶ Management Skills
- ▶ Secretarial & PA   ▶ Administration   ▶ Personal Development   ▶ Shorthand   ▶ Bookkeeping & Accounts