

Train at home to WORK FOR LAWYERS...earn up to \$50,000 and more with experience!

Be a **Paralegal**



**Great Career...Great Future...and it's so easy to start!**

- ◆ In-demand career
- ◆ Great income
- ◆ Prestige of the Legal Profession

**Be ready to work in a as little as 4 months**

- ◆ No classes to attend – No schedules to keep
- ◆ Self-paced study—as fast or as slow as you wish
- ◆ Unlimited career support when you graduate!



Here's everything you need to know...

Now it's easy to start toward this moneymaking career...

Work for lawyers, judges and other legal professionals as a

# Paralegal

**T**oday, the demand for properly trained Paralegals is growing fast! Why? Because Paralegals are preparing more and more of the legal documentation that lawyers, judges, prosecutors and public defenders must have in order to do their jobs. *The U.S. Department of Labor states, "Paralegals—also called legal assistants—are continuing to assume a growing range of tasks in legal offices and perform many of the same tasks as lawyers."*

## An in-demand career...great earning potential... and much more...

As a Paralegal you'll be a well-respected professional playing a crucial role on the legal team. You will meet fascinating people and find great satisfaction in performing services that truly help people.

You'll also have a career that opens the door to a wide variety of opportunities. You might choose to work for a Law Firm, Paralegal Service, Government Agency or Legal Aid Service. Or perhaps you'd rather work for a corporation in their legal department, in industries such as real estate, banking, insurance, entertainment, taxes, health care...the list goes on and on...and the choice is yours!

## A career in less than a year!

With U.S. Career Institute, you can train at home to get your Certificate in as little as four months. Then you'll be ready to start your career as a trained Paralegal, working side-by-side with lawyers, without the cost of seven years of college and law school! Your course was written and edited by experienced attorneys, as well as educators who are specialists in developing distance-education courses. All the technical legal language you'd expect to find in textbooks has been carefully reviewed and rewritten in simple, everyday language that makes it easy to understand.

## No previous legal experience needed. Experts guide you step by step.

With our training you can count on learning everything you need to know to become a qualified Paralegal, even if your only contact with the legal profession until now has been your visits to your own attorney or something as simple as paying a parking ticket.



**Experts guide you step by step but if you need a little help, simply email us or call our toll-free Hotline.**

Your instructors are as close as your computer or telephone. Just send us an email or call the toll-free number we send you as soon as you enroll. Our staff of instructors is on duty year-round to give you authoritative answers to your questions.

Be a vital part of the legal team. You learn by doing...at your own pace and at the times that suit you best. Your favorite chair is your study hall, a table or desk in any room is your classroom... and your instructor is always as close as your telephone!



## It's So Easy...

Your first class starts as soon as you are ready. As soon as you enroll, you can download your first lesson. No waiting while your lessons are shipped to you!

**Set your own pace...**go as quickly or as slowly as you wish. Lessons are sent as you need them. As you complete each assignment, you send it to your instructor for grading. Then go on to the next lesson—no need to wait for the results of previous exams. And if you want to take time off for a vacation, your lessons wait until you return.

**No time wasted traveling to class or listening to what you already know.** The beauty of home study is that you are a class of one. There are no classes to attend and no schedules to keep! If you don't understand something, the class doesn't get ahead of you. You just re-read your lessons or if you need special help, email or call your instructor toll-free.

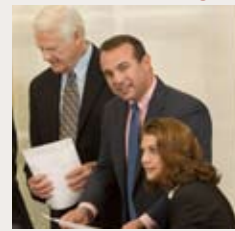
**Your instructors are experts...**and they're ready to help you. Most of our students have very few questions. But if you do have a question, just send us an email or pick up the telephone and call our toll-free number. An expert instructor will give you the answers you need.

**Open-Book Examinations take the pressure out of testing...** we don't try to test you on how much you can remember. We help you learn what you need to know and show you how to find the answers to what you don't know. We believe that open-book exams—just like those many colleges use—are the best way to find out how much you can accomplish in the real world.



## This is your perfect opportunity to be a professionally trained paralegal!

As a skilled and competent Paralegal, you can work for lawyers and other legal professionals wherever there are law offices. Work for government agencies or private companies...nearly every large corporation has a legal department. We suggest that you find out about job opportunities where you want to work. The bottom line is that we'll do everything we can to help you succeed! That's our promise to you.



## Work full-time or part-time...the choice is yours.



**When You Study at Home...**  
any room is your classroom...no need to travel.



**Spend quality time with your little ones...**  
no daycare expenses.



**Be home in the afternoon**  
to see your school-age children.

### Opportunity! Money! A Fulfilling Career!

A Paralegal career offers you the opportunity to earn a great income doing exciting, prestigious work! You can work full-time or part-time for lawyers, judges, paralegal services and other legal professionals.

The demand is great and according to the U.S. Department of Labor, "the majority of job openings for Paralegals in the future will be new jobs created by rapid employment growth."

### Your income potential increases with experience!

The U.S. Department of Labor, Bureau of Labor Statistics, reports a mean annual income of \$47,000 for Paralegals in general, and \$57,000-\$71,000 and *higher* for the top 25% of wage earners in this field. A Paralegal's income depends on how much they work, their experience, where they live and the type of legal work they perform.

Our outstanding graduates earn great money and enjoy providing a service that really helps people.

**It's not just the money...** you are a vital part of the legal team performing a valuable service.

### *An increasing number of Paralegals work remotely from home. Working at home allows you to...*

- ◆ Set your own schedule
- ◆ Work when you choose
- ◆ Save on child daycare, transportation and more
- ◆ You may even get special tax breaks!

### We want you to have all the facts!

The demand for Paralegals is expected to increase much faster than average in the upcoming years. To find out what the opportunities and income potential are where you live, check the salary rates for Paralegals in your local newspaper. We think you'll be pleased with what you discover.

## Here are just a few of the subjects covered in your course:

- ◆ The importance of the Paralegal
- ◆ Why the profession is growing
- ◆ How the legal system works
- ◆ Operation of Federal and State Courts
- ◆ Civil and criminal law
- ◆ Tort law
- ◆ Contract law
- ◆ How to do research
- ◆ Writing memos, pleadings & other documents
- ◆ How to prepare evidence for trial
- ◆ Working with attorneys
- ◆ Criminal procedures
- ◆ Contracts
- ◆ Ethics...and much more.

Compare the training, the job and the money you can make!



# You'll be way ahead as a Paralegal

You get all this—to use in your program and keep forever!



Lessons and reference materials cover every subject. Your lessons take you step by step so you always feel comfortable with the course material.



The Quick-Learn System included with your course makes learning more like a game than a study session. The system includes a Quick-Learn Pocket Folder and Quick-Learn Tutor.



Your USCI Certificate is a proud symbol of your achievement and evidence that you are fully prepared to begin working in the exciting field of the Paralegal.

## What other career offers so much security, prestige, satisfaction and opportunity?

- ◆ Work full-time or part-time
- ◆ Earn great money—more than in most ordinary office jobs
- ◆ Receive unlimited career support when you graduate
- ◆ Enjoy the prestige of working in the legal profession

## With some experience, you can work remotely at home so you can:

- ◆ Be your own boss
- ◆ Choose your own hours
- ◆ No commute to work—save money and time
- ◆ No child daycare costs!

*We reserve the right to change course materials when it becomes necessary.*



Nestled in the shadows of the beautiful Rocky Mountains in Fort Collins, Colorado, U.S. Career Institute encompasses several thousand square feet including administrative, curriculum, student counseling and general warehousing departments. Our dedicated employees are ready to serve you year-round to ensure the absolute finest in home study training.



**For Fastest Service, Call & Enroll by Phone...Toll-Free**  
**800-528-7907**

You can pay by check or use your Visa, Mastercard or Discover credit /debit card. or visit [www.uscareerinstitute.com](http://www.uscareerinstitute.com)



Accredited by the Accrediting Commission of the Distance Education and Training Council



## Q&A Questions and Answers

### Q. Is the Paralegal field new?

A. The Paralegal profession is a well-established occupation. And it is expected to grow at a much-higher-than-average rate.

### Q. Why do people become Paralegals?

A. Because they can make good money and have a skill that is in great demand...working with lawyers for legal firms, government agencies or corporate legal departments.

### Q. Do Paralegals ever work at home?

A. Yes. Some Paralegals work remotely from home or open their own home-based paralegal services businesses. They often will start part-time and build their client roster gradually. Then as they gain experience, they can expand to a full-time schedule.

### Q. Are there other advantages?

A. Yes. Security. People will always need legal help and guidance when they interact with the civil, criminal or contractual aspects of the legal system.

### Q. Is U.S. Career Institute accredited?

A. Yes. U.S. Career Institute is an Accredited Member of the Distance Education and Training Council. The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency for distance education. Because of this, our curriculum, faculty, administrative procedures and policies are reviewed on a regular basis to ensure that we continue to meet the DETC's exceptionally high standards of quality.

### Q. What other credentials does U.S. Career Institute have?

A. U.S. Career Institute is a state-approved school. Over the past 25 years, thousands of men and women have received our training. If in the future you wish to transfer USCI credits, you should check with the receiving institution because requirements vary from place to place, and U.S. Career Institute makes no representation regarding transferability of credits.

### Q. If I'm in the military, can I be reimbursed for my tuition?

A. U.S. Career Institute is approved for G.I. Bill and VA benefits. Military personnel, veterans or veteran spouses may be eligible. In addition, USCI is qualified under the Defense Activity of Non-Traditional Education Support, or DANTES program. Military personnel, including those on active duty or reserve, may be eligible for partial reimbursement of tuition upon graduation. For reimbursement information contact your VA or DANTES education officer prior to enrolling.

### Q. Will my employer reimburse me for my tuition?

A. Some students may be eligible for full or partial reimbursement of their tuition by their employers. Your company may be able to take advantage of The Employee Education Assistance Act (IRS Code, Section 127). Check with your supervisor or personnel department.