

2017

## Guide to the Paralegal Program records

University of San Diego School of Graduate and Continuing Education

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## Guide to the Paralegal Program records

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### Overview of the Collection

- Title:** Paralegal Program records
- Dates:** 1975-1984, 1996
- Creator:** University of San Diego School of Graduate and Continuing Education
- Quantity:** 1 box (1 linear foot)
- Summary:** These records include course materials, reports, and goals for the certificate Paralegal Program with the University of San Diego School of Law. These records document planning that occurred for the program as well as perceptions for how the program was faring in its early years.
- Identification:** USDA\_2008\_015
- Language:** English
- Repository:** [University of San Diego, Archives and Special Collections](#)  
Copley Library  
5998 Alcalá Park  
San Diego, CA 92110  
Telephone: 619-260-2730  
[spcoll@sandiego.edu](mailto:spcoll@sandiego.edu)

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### Historical Note

The Paralegal Program, formerly known as the Lawyer's Assistant Program, was added as a University of San Diego School of Law certificate program in 1975. It was a twelve week course in which students studied introductory law and selected an area of emphasis: litigation, real estate and mortgages, corporations and estates, or trusts and wills. The National Center for Legal Training worked with the USD School of Law and Dean of Graduate and Continuing Education, Raymond Brandes, to offer this type of Lawyer's Assistant training program. The program was thought to bring legal costs down by providing trained assistants to help

lawyers with their work. In 1975 only six other universities offered this kind of program. Classes in the Lawyer's Assistant Program were also endorsed by the American Bar Association.

The Paralegal Program continues to be a certificate program in the USD School of Law, offering day and night courses with a range of emphasis areas.

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## Scope and Content Note

These records document the functions of the Paralegal Program, formerly known as the Lawyer's Assistant Program, through its first decade. Records include statistics on program applicants, meeting materials of the Advisory Committee that organized the program's functions, reports from the American Bar Association, program descriptions, and plans for the future of the program. News, clippings, news releases, pamphlets, and brochures featuring in the program are also included.

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## Arrangement

These records are arranged in alphabetical order.

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## Restrictions

This collection is open for research.

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## Related Material

Paralegal Program catalogs and the Spring 1985 *California Regulatory Reporter*, published by the University of San Diego School of Law, Center for Public Interest Law, have been added to Archives Publications.

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## Index Terms

This collection is indexed under the following headings in the online catalog. Researchers desiring materials about related topics, persons, or places should search the catalog using these headings.

Brandes, Ray, 1924-2014  
American Bar Association  
National Center for Legal Training  
University of San Diego. School of Law  
San Diego (Calif.)  
continuing education  
law

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## Administrative Information

### Preferred citation

[Folder Title], Box # Folder #, Paralegal Program records, Copley Library, University of San Diego, Archives and Special Collections.

### Custodial History

These are primarily records collected by Raymond Brandes who served as the Dean of the Graduate School of Continuing Education. As the Dean, Brandes oversaw many of the operations of the Paralegal Program.

### Processing Information

Initial processing of these records was conducted by Tessie Camina in 2008. Further processing was conducted by Ashley Toutain in 2017.

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## Detailed Description of the Collection

### Box Folder

- |   |   |  |
|---|---|--|
| 1 | 1 | ABA [American Bar Association] Standing Committee on Legal Assistants - Report of Approved Legal Assistant Education Programs, 1980-1982 |
| 2 |   | ABA [American Bar Association] Standing Committee on Legal Assistants - Report of Approved Legal Assistant Education Programs, 1984      |

- 3 Accounting, 1979-1980
- 4 Administrative Appointments, 1975-1977
- 5 The Adult Program: A Proposed General Description, 1982
- 6 Advisory Committee - Meetings, 1976-1984, 1996
- 7 Amended Test Preparation Course Budgets and Income, 1983-1984
- 8 Applicants to Program - Statistics, 1980, 1983
- 9 Brochures, circa 1976-1991
- 10 Budget, 1976-1977
- 11 Budget, 1977-1979
- 12 Budget, 1980-1983
- 13 Continuing Legal Education Program, 1978
- 14 Contract - Agreement Between University of San Diego and National Center Group, 1978-1980
- 15 Correspondence, 1975-1979  
[Regarding accreditation and Advisory Board discussions of program courses.]
- 16 Correspondence and Memoranda, 1980-1984  
[Includes a ten year plan for the Lawyer's Assistant Program.]
- 17 Course Outline, undated
- 18 Day/Evening Programs - Payment Plan, 1982
- 19 Day Program - Grading Policy, 1980
- 20 Employment Statistics, 1975-1980
- 21 Enrollment Figures, 1975-1978
- 22 Evening College Proposal, 1975, 1982
- 23 Exit Interview, 1983
- 24 Faculty Contracts, 1975
- 25 Faculty Contracts, 1977-1980
- 26 Faculty Salaries - Law Office Administration, 1979
- 27 Finance - Tuition Revenue/Expenditures, 1976
- 28 Fund Raising Management, 1976-1977
- 29 Graduate Survey, 1980-1981
- 30 Guaranteed Student Loan Program Eligibility, 1982
- 31 Proposal for Indian Paralegal Training Program, 1977
- 32 Instructors - List, 1978-1980

- 33 Institute for Law Office Administration - Program Information, 1980
- 34 Job Descriptions, undated
- 35 LSAT and LAP - Applications, 1982
- 36 LSAT Review Program - Requests For Refund, 1982
- 37 Letter of Grievance - Faculty, 1984
- 38 Letter of Grievance - Student, 1976
- 39 Managing the Legal Office - New Program, undated
- 40 News Releases and Advertisements, 1975-1978
- 41 Newspaper Clippings, 1975, 1978
- 42 Paralegal Conference, 1978
- 43 Pre-Employment Workshop Materials, 1975-1977
- 44 Lawyers Assistant Program Positions, 1982
- 45 Publication - California Regulatory Reporter, 1985 Spring
- 46 Publication - Lawyer's Assistant Program, 1981-1983
- 47 Publication - Paralegal Program, 1996-1997
- 48 Self-Evaluation Report, 1977
- 49 Specific Requests From Attorneys, 1975
- 50 Status Report, 1975
- 51 Test Preparation Course - GMAT, 1983-1984
- 52 Test Preparation Course - LSAT, 1981
- 53 Tuition, 1983
- 54 Undergraduate Minor in Paralegal Studies - Proposal, undated
- 55 University of San Diego and The National Center for Paralegal Training, 1976