



PARALEGAL
— TECH ACADEMY —

Powering Paralegals and Legal Professionals.

Practical technology skills, legal tools, and real-world training to help paralegals work smarter and advance with confidence.



ONLINE COURSES



PRACTICAL RESOURCES



FREE GUIDE

Legal Tech Starter Kit for Paralegals

Your quick-start guide to eDiscovery, legal technology, and litigation support skills.

Master Legal Technology. Elevate Your Career.

Paralegal Tech Academy

Core Checklist

Legal Technology Foundations

- ☐ Understand what legal technology is
- ☐ Learn key terms: ESI, metadata, legal hold, production
- ☐ Understand the role of paralegals in tech-driven litigation

eDiscovery Basics

- ☐ Know the 7 stages of the eDiscovery lifecycle
- ☐ Understand what counts as ESI (emails, texts, cloud data)
- ☐ Learn what a legal hold is and why it matters
- ☐ Understand the difference between review and production

Litigation Support Essentials

- ☐ Organize documents clearly and consistently
- ☐ Track deadlines and discovery obligations
- ☐ Understand basic trial prep workflows
- ☐ Learn exhibit and document management basics

Legal Technology Tools to Know

- ☐ Document management systems
- ☐ eDiscovery platforms (Relativity, Everlaw, etc.)
- ☐ Case management tools
- ☐ Trial presentation software

Career Growth Checklist

- ☐ Identify one legal tech skill to learn this month
- ☐ Update resume with tech-related experience
- ☐ Explore eDiscovery certifications
- ☐ Stay current with legal tech trends

eDiscovery & Career Guide

The eDiscovery Lifecycle

Stage	Name	What Happens
1	Identification	Locate potentially relevant ESI sources
2	Preservation	Issue legal holds; stop deletion of data
3	Collection	Gather ESI from identified sources
4	Processing	Filter, deduplicate, and index collected data
5	Review	Attorneys review for relevance and privilege
6	Production	Deliver responsive documents to opposing party
7	Presentation	Use evidence at depositions, hearings, trial

Fast Career Tips

- Learn one platform deeply, not all at once
- Focus on workflow understanding, not just software
- Volunteer for discovery or trial prep tasks
- Stay organized — it's your biggest advantage

Recommended First Steps

Start by learning:

- The eDiscovery Lifecycle
- Basic legal tech terminology

These two skills unlock everything else in legal tech.

CONTINUE YOUR JOURNEY

Continue Learning with Paralegal Tech Academy

Want more practical legal tech training? Subscribe to **Paralegal Tech Academy** for:

Step-by-step eDiscovery guides	Legal tech tool breakdowns	Litigation support strategies	Career growth insights
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