

Professional and Continuing Education (PaCE)  
University of Texas San Antonio  
501 W. Cesar Chavez Blvd. Suite 4.450  
San Antonio, TX 78207

April 28, 2026

Dear Nardia Leonce,

This letter attests that you have successfully completed the UTSA PaCE Paralegal Certificate Program, phase I, earning the grade of A on April 18, 2026.

The University of Texas at San Antonio Paralegal Program is a three-phase program that balances academic instruction with practice laboratories and workshops to develop soft skills and create and manage legal documents. The program emphasizes legal knowledge and skills paralegals need to support attorneys.

Licensed attorneys and paralegal assistants teach the curriculum below:

- Paralegal 1 – P1 (Phase One, 13 weeks)  
75 contact hours of instruction (7.5 continuing education units) in introduction to Law, Ethics, Legal Research, and Civil Litigation.
- Paralegal 2 – P2 (Phase Two, 13 weeks)  
75 contact hours of instruction (7.5 continuing education units) in Civil Litigation 2, Nexis Uni and TXdocs, Legal Writing, Contracts, and Business Organizations.
- Paralegal 3 – P3 (Phase Three, 13 weeks)  
75 contact hours of instruction (7.5 continuing education units) in Family Law, Wills and Probate Law, and Criminal Law and Procedure.

If you have any questions, please contact me at [paralegal@utsa.edu](mailto:paralegal@utsa.edu) or at 210-458-7223.

Sincerely,

*Jay Wells, MPA*

(He/Him/His)

Professional and Continuing Education (PaCE)

Sr. Program Manager

Legal Programs

