

Paralegal Today 5th Edition

THANK YOU CATEGORICALLY MUCH FOR DOWNLOADING PARALEGAL TODAY 5TH EDITION. MAYBE YOU HAVE KNOWLEDGE THAT, PEOPLE HAVE SEE NUMEROUS PERIOD FOR THEIR FAVORITE BOOKS WHEN THIS PARALEGAL TODAY 5TH EDITION, BUT STOP TAKING PLACE IN HARMFUL DOWNLOADS.

RATHER THAN ENJOYING A GOOD BOOK PAST A MUG OF COFFEE IN THE AFTERNOON, THEN AGAIN THEY JUGGLED SIMILAR TO SOME HARMFUL VIRUS INSIDE THEIR COMPUTER. PARALEGAL TODAY 5TH EDITION IS STRAIGHTFORWARD IN OUR DIGITAL LIBRARY AN ONLINE PERMISSION TO IT IS SET AS PUBLIC FITTINGLY YOU CAN DOWNLOAD IT INSTANTLY. OUR DIGITAL LIBRARY SAVES IN COMPLEX COUNTRIES, ALLOWING YOU TO ACQUIRE THE MOST LESS LATENCY TIME TO DOWNLOAD ANY OF OUR BOOKS SUBSEQUENT TO THIS ONE. MERELY SAID, THE PARALEGAL TODAY 5TH EDITION IS UNIVERSALLY COMPATIBLE IN THE SAME WAY AS ANY DEVICES TO READ.

PARALEGAL TODAY: THE LEGAL TEAM AT WORK ROGER LeROY MILLER 2016-01-01 SUCCEED IN YOUR COURSE AND YOUR CAREER AS A PARALEGAL WITH PARALEGAL TODAY: THE LEGAL TEAM AT WORK. THIS UPDATED SEVENTH EDITION SHOWS YOU HOW CURRENT TECHNOLOGY AND SOCIAL MEDIA TOOLS ARE USED IN PRACTICE, WHILE HELPING YOU DEVELOP AN UNDERSTANDING OF THE LAWS IN OUR SOCIETY, THE IMPORTANCE OF ETHICAL AND PROFESSIONAL RESPONSIBILITY, AND THE SKILLS NEEDED TO THRIVE IN TODAY'S LEGAL ENVIRONMENT. REAL-WORLD EXAMPLES, PRACTICAL APPLICATIONS, ETHICAL DILEMMAS, HANDS-ON ASSIGNMENTS, AND AN ENTIRE CHAPTER ON PARALEGAL CAREERS (WITH SALARY INFORMATION) PREPARE YOU TO MEET THE CHALLENGES OF TODAY'S PARALEGAL WORKING ENVIRONMENT. IMPORTANT NOTICE: MEDIA CONTENT REFERENCED WITHIN THE PRODUCT DESCRIPTION OR THE PRODUCT TEXT MAY NOT BE AVAILABLE IN THE EBOOK VERSION.

THE LAW OF CORPORATIONS AND OTHER BUSINESS ORGANIZATIONS ANGELA SCHEEMAN 2012-03-12 THE LAW OF CORPORATIONS AND OTHER BUSINESS ORGANIZATIONS, 6TH EDITION DECIPHERS THE COMPLEX SUBSTANTIVE AND PROCEDURAL LAWS SURROUNDING U.S. BUSINESS ENTITIES TODAY. FOCUSING ON CORPORATIONS, SOLE PROPRIETORSHIPS, PARTNERSHIPS, LIMITED LIABILITY PARTNERSHIPS, AND LIMITED LIABILITY ENTITIES, THE TEXT EXPLAINS THE LAW AND THE THEORY BEHIND THE LAW WHILE PROVIDING PRACTICAL INFORMATION THAT THE PARALEGAL CAN USE ON THE JOB. FINANCIAL STRUCTURES, SECURITIES REGULATIONS, MERGERS, AND BANKRUPTCY ROUND OUT THE LEGAL DISCUSSIONS, ALONG WITH SPECIAL ATTENTION PAID TO THE UNIFORM ACTS AND MODEL BUSINESS CORPORATION ACT AS REVISED THROUGHOUT 2007, WHICH IS THE BASIS FOR MOST STATE BUSINESS CORPORATION ACTS IN THE UNITED STATES. SPECIAL FEATURES INCLUDE CITES FOR STATE STATUTES, EXCEPTED CASES, SAMPLE DOCUMENTS, PARALEGAL PROFILES, CHAPTER SUMMARIES, END-OF-CHAPTER EXERCISES, PRACTICAL ADVICE, AND MUCH MORE. IMPORTANT NOTICE: MEDIA CONTENT REFERENCED WITHIN THE PRODUCT DESCRIPTION OR THE PRODUCT TEXT MAY NOT BE AVAILABLE IN THE EBOOK VERSION.

WEST'S PARALEGAL TODAY ROGER LeROY MILLER 2007-03 PROVIDES AN INTRODUCTION TO THE LEGAL SYSTEM IN GENERAL, AND TO SPECIFIC AREAS OF THE LAW AND THE PARALEGAL'S INTEGRAL ROLE AS A MEMBER OF THE LEGAL TEAM. THIS BOOK ENABLES STUDENTS TO GAIN AN UNDERSTANDING OF THE LAWS IN OUR SOCIETY, THE IMPORTANCE OF ETHICAL AND PROFESSIONAL RESPONSIBILITY, AND THE SKILLS NEEDED TO THRIVE IN THIS ENVIRONMENT.

EVIDENCE FOR PARALEGALS JOELYN D. MARLOWE 2015-08-14 CLEARLY WRITTEN TEXTBOOK THAT HELPS STUDENTS UNDERSTAND HOW EVIDENTIARY PRINCIPLES ARE APPLIED IN REAL-LIFE SITUATIONS. TEXT FOCUSES ON THE PRACTICAL APPLICATIONS OF THE FEDERAL RULES OF EVIDENCE AND HOW THE RULES RELATE TO PARALEGAL PRACTICE. FEATURES: COVERS A FULL RANGE OF TOPICS, INCLUDING GATHERING EVIDENCE, INTERVIEWING WITNESSES, AND RESEARCHING. WRITTEN FROM A REAL-LIFE PERSPECTIVE, SHOWING HOW ACTUAL PRACTICE WORKS IN LOCAL, STATE, AND FEDERAL COURT. PEDAGOGY IN TEXT DEVELOPED FOR PARALEGAL STUDENTS, AND INCLUDES SHORT CASE SUMMARIES, READABLE EXAMPLES, MARGINAL DEFINITIONS OF TERMS, MARGINAL CROSS-REFERENCES TO THE RULES OF EVIDENCE, REVIEW QUESTIONS, AND HYPOTHETICALS. SHORT, CONCISE PRESENTATION IS IDEAL FOR PARALEGAL COURSES. UPDATED WITH CHANGES TO THE FEDERAL RULES OF EVIDENCE. UPDATED WITH NEW CASES. NEW HYPOTHETICALS AND DISCUSSION QUESTIONS ADDED.

THE LITIGATION PARALEGAL: A SYSTEMS APPROACH JAMES W. H. MCCORD 2007-03-08 THE LITIGATION PARALEGAL: A SYSTEMS APPROACH, FIFTH EDITION PROVIDES STUDENTS AND FACULTY WITH A LEARNING RESOURCE WRITTEN SPECIFICALLY FOR THEM. IT IS A RESOURCE COMBINING THE THEORIES AND PRINCIPLES OF LAW WITH PRACTICAL PARALEGAL SKILLS, PARALEGAL ETHICS, NUMEROUS FORMS, CHECKLISTS, PRACTICE TIPS, ONLINE RESOURCES, AND A FOCUS ON THE GOALS AND NEEDS OF THE PARALEGAL PROFESSION, ALL IN THE CONTEXT OF THE LAW OFFICE. THIS TEXT ALSO PROVIDES INSTRUCTORS WITH THE FLEXIBILITY TO UTILIZE THE STEP-BY-STEP LAW OFFICE LITIGATION SYSTEM, WHICH STRESSES STUDENT ORGANIZATIONAL SKILLS AND QUALITY CONTROL TECHNIQUES, OR ANY OTHER APPROACH OF THE INSTRUCTOR'S CHOOSING. THIS NEW EDITION ADDRESSES ELECTRONIC DISCOVERY AND FILING AND THE ASSOCIATED ETHICAL AND PRACTICAL RESPONSIBILITIES OF THE LAWYER AND THE PARALEGAL. NEW REVISIONS TO THE FEDERAL RULES OF EVIDENCE AND CIVIL AND APPELLATE PROCEDURE ARE EXAMINED, AS ARE THE PRACTICE REQUIREMENTS OF THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT. NEW/REVISED FORMS HAVE BEEN ADDED TO REFLECT CURRENT PRACTICE. WEB SITES, ASSIGNMENTS, KEY TERMS, AND STUDY QUESTIONS HAVE BEEN UPDATED THROUGHOUT THE TEXT AS WELL. IMPORTANT NOTICE: MEDIA CONTENT REFERENCED WITHIN THE PRODUCT DESCRIPTION OR THE PRODUCT TEXT MAY NOT BE AVAILABLE IN THE EBOOK VERSION.

BASIC LEGAL WRITING FOR PARALEGALS HOPE VINER SAMBORN 2020-02-02 BASIC LEGAL WRITING FOR PARALEGALS, SIXTH EDITION, TEACHES STUDENTS THE SKILLS THEY NEED TO EFFECTIVELY WORK WITH CASES, LEGAL AUTHORITIES, DOCUMENTS, AND PROFESSIONAL CORRESPONDENCE. SAMBORN AND YELIN GUIDE STUDENTS THROUGH THE WRITING PROCESS, USING THE OBJECTIVE MEMO AS A TEACHING TOOL. AT EVERY STAGE OF A WELL-DEFINED WRITING PROCESS, THE AUTHORS PROVIDE LUCID EXPLANATIONS, VISUAL AIDS, AND PLENTY OF EXAMPLES. WITH PRACTICE EXERCISES THROUGHOUT THE BOOK, STUDENTS CAN DEVELOP THE SKILLS THAT WILL BECOME INDISPENSABLE TO THEIR CAREERS AS PARALEGALS. NEW TO THE SIXTH EDITION: NEW AND REFRESHED EXERCISES STREAMLINED PRESENTATION, MAKING THE MATERIAL EVEN MORE ACCESSIBLE AND TEACHABLE. UPDATED WEBSITE RESOURCES REVISED AND UPDATED CHAPTER ON CASE BRIEFING AND ANALYSIS. EXPANDED COVERAGE OF EMAIL AND E-MEMOS. PROFESSORS AND STUDENTS WILL BENEFIT FROM: THOROUGH AND READABLE COVERAGE OF CASE BRIEFS, LEGAL MEMORANDA, CORRESPONDENCE, AND EXPANDED WRITING A PRACTICAL APPROACH THAT EMPHASIZES THE ROLE OF THE PARALEGAL, AND HOW DIFFERENT TYPES OF LEGAL WRITING ARE USED IN PRACTICE. STEP-BY-STEP INSTRUCTION THAT GUIDES STUDENTS THROUGH EVERY STAGE OF THE WRITING PROCESS, FROM PRE-WRITING PLANNING TO DRAFTING AND REVISING AN OVERVIEW OF THE LEGAL SYSTEM THAT SHOWS HOW DIFFERENT FORMS OF LEGAL WRITING ARE USED IN DIFFERENT CONTEXTS. SYNTHESIZING AND PRESENTING LEGAL AUTHORITIES HOW TO USE THE IRAC METHOD OF LEGAL ANALYSIS. EXAMPLES, EXHIBITS, WRITING TIPS, EXERCISES, ETHICS ALERTS, PRACTICE POINTERS, AND WEB RESOURCES. ADDITIONAL STUDENT RESOURCES IN ITS APPENDICES ON CITATION RULES AND WRITING STRATEGIES.

PARALEGAL TODAY: THE ESSENTIALS ROGER LeROY MILLER 2016-02-05 DESIGNED FOR ANYONE CONSIDERING A CAREER AS A PARALEGAL, THE 7TH EDITION OF PARALEGAL TODAY: THE ESSENTIALS PROVIDES STUDENTS WITH A COMPREHENSIVE INTRODUCTION TO THE LEGAL SYSTEM THROUGH REAL-WORLD EXAMPLES, PRACTICAL APPLICATIONS, ETHICAL DILEMMAS, AND HANDS-ON ASSIGNMENTS. WITH THOROUGH COVERAGE OF THE BASIC, KEY AREAS OF PARALEGAL STUDIES, THIS TEXT ENSURES THAT STUDENTS DEVELOP A COMPREHENSIVE UNDERSTANDING OF THE LAWS IN OUR SOCIETY, THE IMPORTANCE OF ETHICAL AND PROFESSIONAL RESPONSIBILITY, AND THE SKILLS NEEDED TO THRIVE IN THE LEGAL ENVIRONMENT. THE TEXT INCLUDES INCREASED COVERAGE OF TECHNOLOGY IN THE WORKPLACE, INCLUDING CRITICAL TOPICS SUCH AS CONFIDENTIALITY ISSUES, E-MAIL POLICIES, TECHNOLOGY IN THE COURTROOM, AND THE USE OF SOCIAL MEDIA IN CRIME DETECTION AND ENFORCING DELINQUENT COURT JUDGMENTS. IMPORTANT NOTICE: MEDIA CONTENT REFERENCED WITHIN THE PRODUCT DESCRIPTION OR THE PRODUCT TEXT MAY NOT BE AVAILABLE IN THE EBOOK VERSION.

FUNDAMENTALS OF BUSINESS ORGANIZATIONS FOR PARALEGALS DEBORAH E. BOUCHOUX 2022-01-31 NOW IN ITS SEVENTH EDITION, FUNDAMENTALS OF BUSINESS ORGANIZATIONS FOR PARALEGALS BY DEBORAH E. BOUCHOUX OFFERS CONCISE COVERAGE OF EVERY FORM OF BUSINESS ORGANIZATION IN THE UNITED STATES. IN A READABLE AND CONCISE FORMAT, FUNDAMENTALS OF BUSINESS ORGANIZATIONS FOR PARALEGALS DISCUSSES THE NATURE OF EACH FORM OF BUSINESS; THE ADVANTAGES AND DISADVANTAGES OF EACH TYPE OF ORGANIZATION, BUSINESS OPERATION AND MANAGEMENT; TRANSFERABILITY OF OWNERSHIP; FORMATION AND DISSOLUTION OF THE BUSINESS; AND THE TAX IMPLICATIONS FOR EACH TYPE OF ORGANIZATION. WITH A STRAIGHTFORWARD TREATMENT OF ALL PERTINENT TOPICS, DEBORAH E. BOUCHOUX EXPERTLY BALANCES SUBSTANTIVE DISCUSSION WITH PRACTICAL GUIDANCE FOR THE PARALEGAL. ENHANCED BY EXCELLENT PEDAGOGY, THE TEXT ENGAGES STUDENTS WITH THE MATERIAL AND ENSURES COMPREHENSION OF KEY TOPICS. NEW TO THE SEVENTH EDITION: ALL NEW CASE ILLUSTRATIONS AND END-OF-CHAPTER DISCUSSION AND NET WORTH QUESTIONS NEW AND UPDATED CHARTS. DISCUSSION OF THE CORPORATE TRANSPARENCY ACT OF 2021. DISCUSSIONS OF THE SHIFT AWAY FROM THE SHAREHOLDER PRIMACY DOCTRINE TO A NEW STANDARD FOR CORPORATE RESPONSIBILITY IN WHICH THE INTERESTS OF OTHER STAKEHOLDERS ARE CONSIDERED WHEN CORPORATIONS TAKE ACTION. EXAMINATION OF GREEN AND SOCIAL BONDS, BY WHICH CORPORATIONS FUND ECO-FRIENDLY PROJECTS OR RAISE FUNDS FOR SOCIAL PROJECTS SUCH AS AFFORDABLE HOUSING. AN ENTIRELY NEW SECTION IN CHAPTER TEN ON GOVERNANCE TRENDS, ESPECIALLY ESG ISSUES, SUCH AS IMPROVING DIVERSITY IN THE BOARDROOM AND PROPOSALS TO COMBAT CLIMATE CHANGE. THE EFFECT OF THE #MeToo AND BLACK LIVES MATTER MOVEMENTS ON BUSINESSES. THE SIGNIFICANCE OF THE COVID-19 PANDEMIC IN VARIOUS BUSINESS-RELATED ISSUES. PROFESSORS AND STUDENTS WILL BENEFIT FROM: THOUGHTFUL TEXT TAILORED TO A SHORTER COURSE. TIMELY COVERAGE OF NEW TRENDS AND TOPICS. EXCELLENT PEDAGOGY AND WELL-WRITTEN TEXT MAKE A DENSE TOPIC ACCESSIBLE. HELPFUL VISUAL AIDS AND CHARTS THAT ILLUSTRATE AND HIGHLIGHT IMPORTANT TOPICS. SAMPLE FORMS THAT APPEAR IN CONTEXT THROUGHOUT THE BOOK. DISCUSSION OF THE ROLE OF THE PARALEGAL IN EACH CHAPTER. TORT LAW. J. STANLEY EDWARDS 2014-12-15 ENGAGING AND EASY-TO-READ, TORT LAW, SIXTH EDITION TEACHES STUDENTS THE ACADEMIC AND PRACTICAL PRINCIPLES OF TORT LAW NEEDED FOR A SUCCESSFUL CAREER AS A PARALEGAL. USING CASES, HYPOTHETICAL SITUATIONS, AND INTERNET REFERENCES, STUDENTS BUILD SKILLS, APPLY CONCEPTS, AND STAY UP-TO-DATE ON EXCITING DEVELOPMENTS IN TORT LAW. PRACTICE POINTERS AND PRACTICAL Ponderables INTRODUCE STUDENTS TO SUCH SKILLS AS DRAFTING PLEADINGS, PREPARING MEDICAL AUTHORIZATION REQUESTS, DOCUMENTING DAMAGES, DRAFTING JURY INSTRUCTIONS, AND ASSEMBLING TRIAL EXHIBITS. IMPORTANT NOTICE: MEDIA CONTENT REFERENCED WITHIN THE PRODUCT DESCRIPTION OR THE PRODUCT TEXT MAY NOT BE AVAILABLE IN THE EBOOK VERSION.

CONCISE GUIDE TO PARALEGAL ETHICS THERESA A. CANNON 2018-09-14 CLEARLY WRITTEN, AND REPLETE WITH DESIGN ELEMENTS THAT FACILITATE STUDY AND REVIEW, THE CONCISE GUIDE TO PARALEGAL ETHICS PROVIDES SUCCINCT COVERAGE THAT FOCUSES ON THE PROFESSIONAL PARALEGAL. PERFECT FOR USE IN SHORTER COURSES, OR SUBSTANTIVE COURSES WITH AN ETHICS COMPONENT, THE FIFTH EDITION PROVIDES TIMELY AND THOROUGH COVERAGE OF ALL MAJOR LEGAL ETHICS TOPICS. NEW TO THE FIFTH EDITION: DISCUSSION OF HOW THE ETHICS OF TECHNOLOGY AFFECTS PARALEGALS IN MATTERS OF CONFIDENTIALITY AND PRIVILEGE, COMPETENCE, CONFLICTS OF INTEREST, AND ADVERTISING CHANGES IN LEGAL PRACTICE THAT ADD TO THE RESPONSIBILITIES OF PARALEGALS. REFRESHED REVIEW QUESTIONS, DISCUSSION QUESTIONS, HYPOTHETICALS, AND PROJECTS. PROFESSORS AND STUDENTS WILL BENEFIT FROM: CONSISTENT EMPHASIS ON HOW THE RULES OF ETHICS AFFECT PARALEGALS. AUTHENTIC WRITING IN A WELL-ORGANIZED FORMAT. HELPFUL OVERVIEWS IN EVERY CHAPTER. ITALICIZED KEY TERMS WITH CORRESPONDING DEFINITIONS IN THE MARGINS. REVIEW QUESTIONS, HYPOTHETICALS, DISCUSSION POINTS, AND PROJECTS. RELATED ETHICS CODES, CONCEPTUALLY LOCATED IN THE APPENDIX. TEACHING MATERIALS INCLUDE: INSTRUCTOR'S MANUAL WITH TEST BANK. POWERPOINT SLIDES.

THE EMPOWERED PARALEGAL ROBERT E. MONGUE 2009-01-01 EVERY DAY THOUSANDS OF PARALEGALS AND LEGAL ASSISTANTS LEAVE THEIR OFFICE FEELING FRUSTRATED, OVERWORKED AND UNDER UTILIZED. AS AN ATTORNEY AND PROFESSOR, AUTHOR ROBERT E. MONGUE, J.D. HEARS FROM PARALEGALS WHO, DESPITE THEIR EDUCATION AND PROFESSIONAL TRAINING, FEEL POORLY EQUIPPED TO MEET THE REAL CHALLENGES OF TODAY'S LAW OFFICE. TOO OFTEN PARALEGALS ARE TAUGHT LAW AND PROCEDURE BUT NOT HOW TO EFFECTIVELY MANAGE THEIR TIME, WORKLOADS AND CLIENTS. TOO OFTEN THEY FEEL INEFFECTIVE AND POWERLESS WHEN DEALING WITH ATTORNEYS, CLIENTS AND COURT PERSONNEL, INSIDE AND OUTSIDE THE OFFICE. OVER THIRTY YEARS AS A LITIGATOR EMPLOYING, TRAINING AND TEACHING PARALEGALS, DR. MONGUE GATHERED AND DEVELOPED CLEAR, CONCISE AND EASY-TO-USE TECHNIQUES TO TEACH PARALEGALS HOW TO BECOME A CRITICAL COMPONENT OF AN EFFECTIVE LEGAL TEAM. HE USED THESE TECHNIQUES IN HIS OWN LAW PRACTICE AND IN CLASSROOMS, SEMINARS AND WORKSHOPS. THESE TECHNIQUES ARE NOW TOGETHER IN A PRACTICAL GUIDE, ENTITLED THE EMPOWERED PARALEGAL. EMPLOYMENT FOR PARALEGALS AND LEGAL ASSISTANTS IS PROJECTED TO GROW MUCH FASTER THAN THE AVERAGE FOR ALL OCCUPATIONS THROUGH 2014. THOSE EMPOWERED WITH THE SKILLS AND CONFIDENCE REQUIRED TO BE TRUE PROFESSIONALS WILL DOMINATE THE FIELD. THE EMPOWERED PARALEGAL PROVIDES STEP-BY-STEP, EASY-TO-UNDERSTAND TECHNIQUES, WRITTEN IN A FRIENDLY, ACCESSIBLE AND SOMETIMES HUMOROUS WAY, FOR MANAGING TIME, DOCKET CALENDARS, FILES, CLIENTS AND LITIGATION. IN ADDITION TO THESE MANAGEMENT TECHNIQUES, THE EMPOWERED PARALEGAL PROVIDES SOUND GUIDANCE ON MANAGING THE WORK RELATIONSHIP WITH ATTORNEYS AND ON BEING A PROFESSIONAL. THE EMPOWERED PARALEGAL PROVIDES IMPORTANT PRACTICAL OFFICE STRATEGIES WHILE GIVING PARALEGALS THE EMPOWERMENT, RECOGNITION AND RESPECT THEY AND THEIR PROFESSION DESERVE. A USEFUL ADJUNCT TO ANY COURSE, ESPECIALLY "AN INTRODUCTION TO PARALEGALISM," THE EMPOWERED PARALEGAL IS DESIGNED FOR THE STUDENT IN AN INTERNSHIP SEMINAR, THE ESTABLISHED PARALEGAL, OR THOSE ENTERING THIS FAST-GROWING FIELD.

PARALEGAL TODAY: THE LEGAL TEAM AT WORK ROGER LeROY MILLER 2009-11-06 PARALEGAL TODAY: THE LEGAL TEAM AT WORK, FIFTH EDITION, MAKES THE PARALEGAL FIELD COME ALIVE FOR THE STUDENT. IT USES REAL-WORLD EXAMPLES, OFFERING PRACTICAL APPLICATION OF EACH CONCEPT DISCUSSED, AND FURTHER ENHANCES THIS FOCUS WITH HANDS-ON ACTIVITIES THROUGHOUT. THE TEXT GIVES THE STUDENT A THOROUGH INTRODUCTION TO NOT ONLY THE LEGAL SYSTEM IN GENERAL, BUT TO SPECIFIC AREAS OF THE LAW AND THE PARALEGAL'S INTEGRAL ROLE AS A MEMBER OF THE LEGAL TEAM. THE STUDENT GAINS A COMPREHENSIVE UNDERSTANDING OF THE LAWS IN OUR SOCIETY, THE IMPORTANCE OF ETHICAL AND PROFESSIONAL RESPONSIBILITY, AND THE SKILLS NEEDED TO THRIVE IN THIS ENVIRONMENT. TECHNOLOGY FEATURES, INCLUDING SPOTLIGHTS ON HOW TECHNOLOGY IS CHANGING LITIGATION, LEGAL RESEARCH, AND OVERALL OFFICE MANAGEMENT, CONVEY THE IMPORTANCE OF DEVELOPING STRONG SKILLS IN THIS AREA. FEATURED CONTRIBUTORS BRING A PERSONAL TOUCH TO THE MATERIAL - AS STUDENTS LEARN HOW PROFESSIONALS TRULY WORK IN EACH AREA OF THE LAW AND HOW EACH SKILL DIRECTLY TRANSLATES ON-THE-JOB. ETHICAL DILEMMAS CHALLENGE THE STUDENTS TO FURTHER UNDERSTAND THEIR PROFESSIONAL DUTIES AND CRITICAL THINKING QUESTIONS PROVIDE AN OPPORTUNITY TO SHARPEN THEIR PROFICIENCY. IN THIS WAY, PARALEGAL STUDENTS LEARN NOT ONLY ABOUT THE SUBSTANTIVE AREAS OF THE LAW, BUT HOW TO EXCEL AS A PROFESSIONAL IN EACH ONE. IMPORTANT NOTICE: MEDIA CONTENT REFERENCED WITHIN THE PRODUCT DESCRIPTION OR THE PRODUCT TEXT MAY NOT BE AVAILABLE IN THE EBOOK VERSION.

THE PARALEGAL'S GUIDE TO PROFESSIONAL RESPONSIBILITY ARTHUR GARWIN 2015-08

INTRODUCTION TO LAW FOR PARALEGALS KATHERINE A. CURRIER 2001

FAMILY LAW FOR PARALEGALS GEORGE REIT 2008-04-21 FAMILY LAW FOR PARALEGALS PROVIDES THE STUDENT WITH A PRACTICAL GUIDE TO FAMILY LAW, INCLUDING MATERIAL THAT ALLOWS THE STUDENT TO UNDERSTAND THE PARALEGAL'S ROLE IN THE FAMILY LAW FIRM. THE BOOK IS WRITTEN IN A MANNER THAT IS READILY ACCESSIBLE TO THE STUDENT AND USES A VARIETY OF HANDS-ON ASSIGNMENTS THAT PROVIDE THE STUDENT THE OPPORTUNITY TO APPLY THE KNOWLEDGE GAINED IN EACH CHAPTER TO REAL WORLD SITUATIONS. THE TEXT IS DIVIDED INTO TWO PARTS: PART I EMPHASIZES THE LEGAL CONCEPTS ASSOCIATED WITH FAMILY LAW. PART II INTRODUCES THE STUDENT TO THE LEGAL PROCEDURES ASSOCIATED WITH FAMILY LAW. THE PARALEGAL SUPERSITE SITE **CRIMINAL LAW AND PROCEDURE** DANIEL E. HALL 2014-01-29 **CRIMINAL LAW AND PROCEDURE**, 7TH EDITION OFFERS EXTENSIVE COVERAGE OF EVERY ASPECT OF THE LAW AND DETAILS THE DUTIES A PARALEGAL IS EXPECTED TO PERFORM WHEN WORKING WITHIN CRIMINAL LAW. HIGH-LEVEL, COMPREHENSIVE COVERAGE IS COMBINED WITH CUTTING-EDGE DEVELOPMENTS, FUNDAMENTAL CONCEPTS, AND EMERGING TRENDS, SUCH AS TERRORISM, TREASON, AND NATIONAL SECURITY CRIMES; CYBER STALKING; VIRTUAL CHILD PORNOGRAPHY; CORPORATE CRIME, RACIAL PROFILING, AND MORE. CASE EXCERPTS HELP YOU DEVELOP YOUR CASE ANALYSIS SKILLS, WHILE A VARIETY OF BUILT-IN LEARNING AIDS SHARPEN YOUR PROBLEM SOLVING AND ANALYTICAL SKILLS. IMPORTANT NOTICE: MEDIA CONTENT REFERENCED WITHIN THE PRODUCT DESCRIPTION OR THE PRODUCT TEXT MAY NOT BE AVAILABLE IN THE EBOOK VERSION.

OCCUPATIONAL OUTLOOK HANDBOOK UNITED STATES. BUREAU OF LABOR STATISTICS 1976

FAMILY LAW FOR PARALEGALS J. SHOSHANNA ERLICH 2013 THOUGHTFUL AND CAREFULLY-WRITTEN, FAMILY LAW FOR PARALEGALS PRESENTS THE NUTS-AND-BOLTS IN A RELEVANT HISTORICAL FRAMEWORK WITH EXPOSURE TO SOME OF THE MOST DYNAMIC ISSUES IN FAMILY LAW TODAY. THE COMPREHENSIVE COVERAGE BALANCES THE BASIC ISSUES OF MARRIAGE AND DIVORCE WITH CUTTING-EDGE CONCERNS SUCH AS NON-MARITAL FAMILIES, CHILD ABUSE AND NEGLECT, AND SAME-SEX MARRIAGE. HELPFUL REAL-LIFE EXAMPLES AND SAMPLE FORMS SHOW STUDENTS WHAT THEY WILL ENCOUNTER IN PRACTICE. USEFUL PEDAGOGY HELPS STUDENTS DEVELOP THEIR CRITICAL THINKING AND WRITING SKILLS, AND A RANGE OF ASSIGNMENTS IN EACH CHAPTER PROVIDES PRACTICE IN RESEARCH, ANALYSIS, MEMO-WRITING, AND ARGUMENTATION. FRESH NEW CASES ENLIVEN THE SIXTH EDITION. NEW MATERIAL FEATURES CHANGES IN THE LAW RELATING TO SAME-SEX MARRIAGE AS WELL AS TECHNOLOGICAL INNOVATIONS SUCH AS E-FILING FOR DIVORCE. A NEW DISCUSSION OF DIVORCE AND MILITARY FAMILIES IS PRESENTED, AND ISSUES RELATED TO INTERNATIONAL FAMILIES ARE EXPLORED. THE SIXTH EDITION COVERS ALL THE NEW RULINGS ON THE DEFENSE OF MARRIAGE ACT (DOMA). FEATURES: NUTS-AND-BOLTS OF FAMILY LAW IN RELEVANT HISTORICAL FRAMEWORK WITH EXPOSURE TO DYNAMIC, CONTEMPORARY ISSUES. COMPREHENSIVE COVERAGE. FUNDAMENTAL ISSUES OF MARRIAGE AND DIVORCE. CUTTING-EDGE CONCERNS: NON-MARITAL FAMILIES, CHILD ABUSE AND NEGLECT, AND SAME-SEX MARRIAGE. REAL-LIFE EXAMPLES AND SAMPLE FORMS. PREVIEW ACTUAL PRACTICE USEFUL. PEDAGOGY HELPS STUDENTS DEVELOP CRITICAL THINKING AND WRITING SKILLS. SUMMARIES KEY TERMS REVIEW AND DISCUSSION QUESTIONS RANGE OF ASSIGNMENTS FOR PRACTICE IN RESEARCH, ANALYSIS, MEMO WRITING, AND ARGUMENTATION. THOROUGHLY UPDATED, THE REVISED SIXTH EDITION PRESENTS: FRESH NEW CASES. CURRENT CHANGES IN THE LAWS RELATING TO SAME-SEX MARRIAGE. NEW COVERAGE OF TECHNOLOGICAL INNOVATIONS, SUCH AS E-FILING FOR DIVORCE. DISCUSSION OF DIVORCE AND MILITARY FAMILIES. LEGAL ISSUES RELATED TO INTERNATIONAL FAMILIES. NEW RULINGS ON THE DEFENSE OF MARRIAGE ACT (DOMA). **FAMILY LAW OFFICE MANAGEMENT** CYNTHIA TRAINA DONOS 2016-01-01 FOCUSING ON TECHNOLOGICAL ADVANCES THAT ARE CHANGING THE PRACTICE OF LAW, THIS PRACTICAL, HANDS-ON TEXT COVERS DAY-TO-DAY LAW OFFICE MANAGEMENT TOPICS, INCLUDING CLIENT RELATIONS AND COMMUNICATION SKILLS; LEGAL FEES, TIMEKEEPING, AND BILLING; CLIENT TRUST FUNDS AND LAW OFFICE ACCOUNTING; CALENDARING, DOCKET CONTROL, AND CASE MANAGEMENT; LEGAL MARKETING; AND FILE AND LAW LIBRARY MANAGEMENT. THE FOURTH EDITION IS ACCOMPANIED BY CLIO'S BOUTIQUE PLAN CLOUD-BASED SOFTWARE (WITH IN-DEPTH TUTORIALS) WHICH ALLOWED STUDENTS TO MASTER SKILLS IN TIME AND BILLING, ACCOUNTING CASE MANAGEMENT, AND DOCUMENT MANAGEMENT. OTHER HIGHLIGHTS OF THE NEW EDITION INCLUDE NEW ETHICS-RELATED CASE REVIEWS, UP-TO-DATE FORMS, CHARTS, AND CHECKLISTS THAT ILLUSTRATE IMPORTANT CONCEPTS RELATING TO PARALEGALS IN THE LAW OFFICE, AND HANDS-ON EXERCISES. IMPORTANT NOTICE: MEDIA CONTENT REFERENCED WITHIN THE PRODUCT DESCRIPTION OR THE PRODUCT TEXT MAY NOT BE AVAILABLE IN THE EBOOK VERSION.

PARALEGAL TODAY: THE ESSENTIALS ROGER LeROY MILLER 2016-02-05 DESIGNED FOR ANYONE CONSIDERING A CAREER AS A PARALEGAL, THE 7TH EDITION OF PARALEGAL TODAY: THE ESSENTIALS PROVIDES STUDENTS WITH A COMPREHENSIVE INTRODUCTION TO THE LEGAL SYSTEM THROUGH REAL-WORLD EXAMPLES, PRACTICAL APPLICATIONS, ETHICAL DILEMMAS, AND HANDS-ON ASSIGNMENTS. WITH THOROUGH COVERAGE OF THE BASIC, KEY AREAS OF PARALEGAL STUDIES, THIS TEXT ENSURES THAT STUDENTS DEVELOP A COMPREHENSIVE UNDERSTANDING OF THE LAWS IN OUR SOCIETY, THE IMPORTANCE OF ETHICAL AND PROFESSIONAL RESPONSIBILITY, AND THE SKILLS NEEDED TO THRIVE IN THE LEGAL ENVIRONMENT. THE TEXT INCLUDES INCREASED COVERAGE OF TECHNOLOGY IN THE WORKPLACE, INCLUDING CRITICAL TOPICS SUCH AS CONFIDENTIALITY ISSUES, E-MAIL POLICIES, TECHNOLOGY IN THE COURTROOM, AND THE USE OF SOCIAL MEDIA IN CRIME DETECTION AND ENFORCING DELINQUENT COURT JUDGMENTS. IMPORTANT NOTICE: MEDIA CONTENT REFERENCED WITHIN THE PRODUCT DESCRIPTION OR THE PRODUCT TEXT MAY NOT BE AVAILABLE IN THE EBOOK VERSION.

THE PARALEGAL PROFESSIONAL THOMAS F. GOLDMAN 2016-02-17 FOR COURSES IN PARALEGAL STUDIES. BUILD A STRONG FOUNDATION IN PARALEGAL STUDIES SINCE THE PUBLICATION OF THE FIRST EDITION OF THE PARALEGAL PROFESSIONAL , THE PARALEGAL PROFESSION PLAYS AN INCREASINGLY MORE IMPORTANT ROLE IN THE DELIVERY OF LEGAL SERVICES. THE PARALEGAL PROFESSIONAL PROVIDES STUDENTS WITH THE CONCEPTUAL KNOWLEDGE, ANALYTICAL SKILLS, AND FIRM UNDERSTANDING OF ETHICAL ISSUES THEY NEED TO SUCCEED AS PARALEGALS IN TODAY'S LEGAL ENVIRONMENT. THE BOOK IS SHAPED BY INSIGHTS OF REAL LEGAL PROFESSIONALS WITH WHOM PARALEGALS WORK TO OFFER RELEVANT INFORMATION FOR USE IN THE WORKPLACE. THE TEXT ILLUMINATES SPECIFIC TASKS AND ROLES PARALEGALS WILL PLAY IN THE WORKPLACE TO FULLY PREPARE THEM TO ENTER THE FIELD. THE FIFTH EDITION BUILDS A FOUNDATION OF KNOWLEDGE WHICH STUDENTS CAN AUGMENT AS THEY WORK TOWARDS A PROFESSION IN THE FIELD OF LAW.

LEGAL STUDIES CAPSTONE: ASSESSING YOUR UNDERGRADUATE EDUCATION NANCE KRISZENSKI 2011-01-10 LEGAL STUDIES CAPSTONE: ASSESSING YOUR UNDERGRADUATE EDUCATION PROVIDES AN OPPORTUNITY FOR STUDENTS TO REVIEW, ENHANCE AND DEMONSTRATE THEIR KNOWLEDGE AND PRACTICAL APPLICATION OF THE LAW. ACHIEVEMENT OF LEARNING

OBJECTIVES IS SHOWN THROUGH DEVELOPMENT OF A PORTFOLIO OF STUDENT WORK AND A SUCCESSFUL SCORE ON A COMPREHENSIVE EXAM. MEASURABLE LEARNING OBJECTIVES ARE DETAILED FOR EACH UNIT, WITH DISCUSSION QUESTIONS, PORTFOLIO ASSIGNMENTS AND EXAM QUESTIONS DESIGNED TO MEASURE THE ATTAINMENT OF EACH OUTCOME. JOB SEARCH, CONTINUING EDUCATION, ETHICAL OBLIGATIONS AND TECHNOLOGY SKILLS ARE ADDRESSED, AND STUDENTS ORGANIZE RELATED DOCUMENTATION TO PREPARE FOR POST-GRADUATION ENDEAVORS. THESE UNITS ARE FOLLOWED BY SUMMARIES OF CORE SUBSTANTIVE AND PROCEDURAL AREAS OF LAW, PROVIDING STUDENTS WITH A REVIEW OF PRIOR STUDIES AS WELL AS A GAP-FILLER FOR KEYS AREAS ESSENTIAL TO SUCCESS IN THE WORKPLACE, CONTINUING EDUCATION, OR CERTIFICATION AND EMPLOYMENT EXAMS. STUDENTS CAN EVALUATE THEIR KNOWLEDGE OF THE LAW THROUGH REVIEW OF QUESTIONS AND ANSWERS PROVIDED IN THE COMPREHENSIVE EXAM IN APPENDIX A. PORTFOLIO ASSIGNMENTS DISPLAY THEIR ABILITY TO DRAFT PLEADINGS, PREPARE CONTRACTS, COMPLETE FORMS AND REPORT RESEARCH RESULTS FOR REVIEW BY A PROSPECTIVE EMPLOYER OR AS REFERENCE FOR FUTURE ASSIGNMENTS. THE GLOSSARY AND OTHER RESOURCES LISTED IN APPENDIX B ASSIST IN FOSTERING SUCCESSFUL OUTCOMES IN BOTH PORTFOLIO DEVELOPMENT AND THE ASSESSMENT EXAM. IN ADDITION TO THE BENEFITS TO STUDENTS, THIS TEXT OFFERS GUIDANCE TO EDUCATIONAL PROGRAMS UNDERTAKING A MEANINGFUL ASSESSMENT OF LEARNING OUTCOMES. REVIEW OF STUDENT PORTFOLIOS AND SUCCESS RATES ON THE COMPREHENSIVE SUBSTANTIVE ASSESSMENT PRESENT STUDENT DATA TO BE UTILIZED IN CONTINUOUS CURRICULUM DEVELOPMENT. THE INSTRUCTOR'S RESOURCES INCLUDE A SAMPLE COURSE OUTLINE, EXIT EXAM AND PORTFOLIO GRADING RUBRIC. IMPORTANT NOTICE: MEDIA CONTENT REFERENCED WITHIN THE PRODUCT DESCRIPTION OR THE PRODUCT TEXT MAY NOT BE AVAILABLE IN THE EBOOK VERSION.

FUNDAMENTALS OF CALIFORNIA LITIGATION FOR PARALEGALS MARLENE A. MARGOWITZ 2007-06-22 THE NEW EDITION OF MARGOWITZ AND MAUEI'S FUNDAMENTALS OF CALIFORNIA LITIGATION FOR PARALEGALS GIVES STUDENTS A COMPLETE EXPLANATION OF CALIFORNIA SPECIFIC LITIGATION. CLEARLY WRITTEN WITH THE STUDENT IN MIND, THE TEXT MAKES THE MATERIAL ACCESSIBLE WHILE THE ACCOMPANYING WORKBOOK AND FORMS PUT THEORY INTO PRACTICE. THESE FEATURES MAKE THIS TEXT AN APPEALING CHOICE.* OFFERS A COMPLETE UNDERSTANDING OF THE LITIGATION PROCESS FROM THE TIME THE CLIENT WALKS INTO THE OFFICE THROUGH TRIAL AND POST-JUDGMENT, INCLUDING SETTLEMENTS AND ALTERNATIVE FORMS OF RESOLUTIONS.* BALANCED APPROACH NEITHER OVERSIMPPLIES THE LITIGATION PROCESS, NOR CLODES THE EDUCATIONAL COURSE WITH EXCESSIVE INFORMATION.* PEDAGOGICAL AIDS SUCH AS BOLD-FACED TERMS DEFINED IN GLOSSARIES; EXAMPLES; CHARTS AND CHECKLISTS; SAMPLE DOCUMENTS; CHAPTER OVERVIEWS AND SUMMARIES; AND REVIEW QUESTIONS ARE FEATURED THROUGHOUT THE TEXT.* TAILORED TO THE CALIFORNIA RULES WITH EACH CHAPTER REFERENCING THE SPECIFIC CALIFORNIA STATUTE WHERE MORE INFORMATION CAN BE FOUND, AND CALIFORNIA FORMS INCLUDED THROUGHOUT.* PROVIDES OPPORTUNITIES FOR THE INSTRUCTOR TO PICK AND CHOOSE WHICH AREAS TO EMPHASIZE.* A WORKBOOK ON CD ACCOMPANIES THE TEXT AND INCLUDES FIVE CASE SCENARIOS BASED ON CALIFORNIA LAW, ALONG WITH ASSOCIATED JUDICIAL COUNCIL FORMS TO BE USED AS PRACTICAL EXERCISES.* INSTRUCTOR'S MANUAL PROVIDES ANSWERS TO THE QUESTIONSPOSED IN THE WORKBOOK AND BOOK, AS WELL AS A TEST BANK OF QUESTIONS THAT INCLUDE TRUE-FALSE, SHORT ANSWER AND ESSAY QUESTIONS SO THAT THE INSTRUCTOR CAN CHOOSE THE TYPE OF TEST TO GIVE. PROJECTS FOR RESEARCH AND WRITING, SAMPLE FORMS, AND SUGGESTED COURSE OUTLINES ARE ALSO INCLUDED.CHANGES TO THE THIRD EDITION INCLUDE:* CHAPTERS ON MOTIONS AND DISCOVERY TOOLS HAVE BEEN BROKEN DOWN INTO SEPARATE SECTIONS SO THAT THEY ARE BOTH EASIER FOR THE STUDENT TO UNDERSTAND AND DIGEST, AND EASIER FOR THE INSTRUCTOR TO TEACH.* DEPOSITIONS, INTERROGATORIES, AND DOCUMENT PRODUCTION HAVE BEEN INCLUDED AND DEMURRERS, MOTIONS TO STRIKE, AND SUMMARY JUDGMENT HAVE BEEN BROKEN OUT INTO SEPARATE SECTIONS.* MORE INFORMATION INCLUDED ON LITIGATION MANAGEMENT SYSTEMS AND HOW TO USE SUCH SYSTEMS TO INDEX AND RETRIEVE DOCUMENTS IN LARGE CASES.* REFLECTS MOST RECENT CHANGES IN THE CALIFORNIA RULES.THIS STUDENT-FRIENDLY TEXT OFFERS A TEACHABLE APPROACH TO THE SUBJECT OF CALIFORNIA LITIGATION. THE CONTENT IS NEITHER OVERSIMPPLIFIED NOR SATURATED WITH EXCESS INFORMATION WHICH ALLOWS FOR A SMOOTH INTRODUCTION.FUNDAMENTALS OF CALIFORNIA LITIGATION FOR PARALEGALS, THIRD EDITION OFFERS A COMPLETE UNDERSTANDING OF THE LITIGATION PROCESS, ALLOWING STUDENTS TO WALKAWAY WITH A FIRM UNDERSTANDING OF THE COMPLETE PICTURE.

WEST'S PARALEGAL TODAY MARLENE A. MARGOWITZ 2000-06-01 FIVE REVISIONS FOR NEW PARALEGAL STUDENTS, WEST'S PARALEGAL TODAY: THE ESSENTIALS PROVIDES THE BALANCED COVERAGE TODAY'S INSTRUCTORS DESIRE WITHOUT THE COVERAGE OF SUBSTANTIVE LAW. THE THEORETICAL FOUNDATION IS BALANCED WITH PRACTICAL CAREER INFORMATION, SKILL BUILDING ACTIVITIES, AND THE VERY LATEST IN LEGAL TECHNOLOGY. ALL THIS IS PRESENTED IN FULL COLOR WITH THE CAREFULLY RESEARCHED PEDAGOGY SHOWN TO HELP THE LEARNING PROCESS FOR ALL KINDS OF STUDENTS. A FULL RANGE OF PARALEGAL TOPICS IS COVERED. NEW TO THIS EDITION IS THE EXPANSION OF ETHICS AND PARALEGAL REGULATION, COMPUTER-AIDED LEGAL RESEARCH AND FULLY UPDATED CAREER INFORMATION AND TRENDS IN THE PARALEGAL PROFESSION. UP TO THE MINUTE END OF CHAPTER EXERCISES AND ACTIVITIES HAVE BEEN STREAMLINED AND MADE MORE ACCESSIBLE TO BOTH INSTRUCTOR AND STUDENT. KEY WORDS: CIVIL AND CRIMINAL LAW. THE LEGAL RESEARCH AND WRITING HANDBOOK ANDREA B. YELIN 2018-02-13 WITH CLEAR EXPLANATIONS, EXAMPLES, AND VISUAL AIDS, THE LEGAL RESEARCH AND WRITING HANDBOOK, EIGHTH EDITION BY ANDREA YELIN AND HOPE VINER SAMBORN OFFERS COMPLETE COVERAGE OF A COMPLEX SUBJECT IN A STUDENT-FRIENDLY, ACCESSIBLE TEXT. IN THIS THOROUGHLY UPDATED NEW EDITION, THE AUTHORS CONTINUE TO KEEP PACE WITH LEGAL RESEARCH, CITATION, AND TECHNOLOGY IN TODAY'S LAW FIRMS. THIS PRACTICAL TEXT FOCUSES ON EFFICIENT RESEARCH PROCESSES AND TECHNIQUES FOR BOTH TRADITIONAL AND ELECTRONIC SOURCES, ALONG WITH STEP-BY-STEP INSTRUCTION THROUGH EACH STAGE OF THE LEGAL WRITING PROCESS, FROM PREWRITING STRATEGIES, TO REVISING. THE TEXT IS ENHANCED WITH EXAMPLES AND VISUAL AIDS, EXPERT WRITING AND PRACTICE TIPS, HANDS-ON EXERCISES, ETHICS ALERTS, UP-TO-DATE WEB RESOURCES, AND EASY-TO-NAVIGATE PAGE DESIGN. EXCELLENT EXERCISES ARE PROVIDED TO REINFORCE STUDENT LEARNING. KEY FEATURES: UPDATED AND EXPANDED COVERAGE OF ELECTRONIC RESOURCES REFLECTING HOW PARALEGALS DO RESEARCH TODAY. DETAILED DISCUSSION OF HOW TO USE LEGAL AUTHORITIES IN LEGAL COMMUNICATIONS AND HOW TO SYNTHESIZE THEM AND PRESENT THEM TO ATTORNEYS. EXAMPLES, EXHIBITS, PRACTICAL TIPS, UPDATED EXERCISES, AND WEB RESOURCES IN EVERY CHAPTER. EXPANDED DISCUSSION OF E-MAIL AND E-MEMOS IN-DEPTH COVERAGE OF THE IRAC METHOD, AS WELL AS HOW TO WRITE LEGAL MEMORANDA AND LEGAL CORRESPONDENCE. **REAL ESTATE AND PROPERTY LAW FOR PARALEGALS** NEAL R. BEVANS 2018-07-06 COMPLETE INTRODUCTION TO REAL ESTATE AND PROPERTY LAW, DESIGNED WITH THE PARALEGAL STUDENT IN MIND. THIS STRAIGHTFORWARD, STUDENT-FRIENDLY TEXT LAYS OUT THE BASIC FOUNDATIONS OF THE LAW, ACCOMPANIED BY REAL WORLD EXAMPLES. THE AUTHOR PROVIDES A SOLID FOUNDATION OF THE BASICS OF REAL ESTATE LAW, INCLUDING THE PRACTICALITIES OF DAILY LEGAL WORK. IN A BALANCED APPROACH, BEVANS COVERS ALL THE KEY TOPICS PARALEGALS NEED TO KNOW IN AN EASY-TO-READ AND ENGAGING STYLE THAT UTILIZES NUMEROUS EXAMPLES AND ILLUSTRATIONS BUT NEVER OVERWHELMS THE STUDENT. WELL-STRUCTURED PEDAGOGY REINFORCES THIS READABLE TEXT. EACH CHAPTER FEATURES A VARIETY OF EFFECTIVE LEARNING AIDS, INCLUDING FORMS, EDITED CASES, AND A WEALTH OF EXERCISES FOR MASTERING THE MATERIAL AND BUILDING PRACTICAL PARALEGAL SKILLS. THE REVISED FIFTH EDITION IS THOROUGHLY UPDATED WITH CHANGES IN THE LAW. KEY FEATURES: UPDATED PROCEDURES AND DOCUMENTATION FOR REAL ESTATE CLOSINGS. CURRENT FORMS THROUGHOUT THE TEXT. RECENT CASES THAT SIGNAL CHANGES IN THE LAW. FRESH COVERAGE OF TECHNOLOGY AS USED IN THE OFFICE, SUCH AS CLOUD COMPUTING, ADOBE ACROBAT AND PDFs, SPEECH RECOGNITION SOFTWARE, AND ELECTRONIC BILLING. **THE PARALEGAL PROFESSIONAL** THOMAS F. GOLDMAN 2010-01-04 FOR COURSES IN PARALEGAL (INTRODUCTION), LEGAL CONCEPTS FOR PARALEGALS. WRITTEN BY AN AWARD-WINNING AUTHOR TEAM, THE PARALEGAL PROFESSIONAL: ESSENTIALS VERSION, 3E PROVIDES A SOLID FOUNDATION IN CONCEPT KNOWLEDGE AND ANALYTICAL SKILLS. USING CHAPTER OPENING VIGNETTES, ETHICAL PERSPECTIVES, ADVICE FROM THE FIELD, AND CHAPTER EXERCISES, IT DEVELOPS REAL-WORLD SKILLS NEEDED TO BE SUCCESSFUL IN A PARALEGAL CAREER. THIS EDITION FEATURES NEW VIDEO CASE STUDIES AND PARALEGALS IN PRACTICE BOXES THAT BRING THE WORLD OF THE PARALEGAL CLOSER TO THE CLASSROOM. ITS CONTINUED EMPHASIS ON TECHNOLOGY AND ETHICS SHOWS WHAT IT MEANS TO BE A PROFESSIONAL IN THE FIELD.

VIRGINIA KOERSELMAN NEWMAN 2013-10-09 PREPARE FOR SUCCESS ON THE CERTIFIED PARALEGAL (CP) EXAMINATION WITH THE ONLY COMPREHENSIVE REVIEW MANUAL. PREPARED IN PARTNERSHIP WITH THE NATIONAL ASSOCIATION OF LEGAL ASSISTANTS (NALA). WHETHER YOU ARE AN EXPERIENCED PARALEGAL PROFESSIONAL OR NEW TO THE PROFESSION, CERTIFIED PARALEGAL REVIEW MANUAL: A PRACTICAL GUIDE TO CP EXAM PREPARATION, 4E OFFERS AN INDISPENSABLE RESOURCE FOR PREPARING TO TAKE THE CP EXAM ADMINISTERED BY NALA. NEW MATERIAL COVERS THE LATEST AREAS OF PARALEGAL PRACTICE AND TECHNOLOGY WHILE DETAILING THE MOST RECENT CHANGES IN THE CP EXAM. NEW EXAMPLES, EXTENSIVE OUTLINES, REALISTIC PRACTICE TESTS, AND HELPFUL EXAM TIPS PREPARE YOU FOR THE EXAM. AFTER AN UNMATCHED OVERVIEW OF TEST ESSENTIALS, THIS COMPLETE MANUAL DEDICATES FULL CHAPTERS TO EXAMINE SPECIFIC CONTENT AREAS OF THE TEST. YOU'LL FIND THE SKILLS AND BEST PRACTICES YOU NEED ACHIEVE YOUR BEST ON TODAY'S CP EXAM. IMPORTANT NOTICE: MEDIA CONTENT REFERENCED WITHIN THE PRODUCT DESCRIPTION OR THE PRODUCT TEXT MAY NOT BE AVAILABLE IN THE EBOOK VERSION.

HOW TO LAND YOUR FIRST PARALEGAL JOB ANDREA WAIGER 2008-01 THIS BOOK CAN HELP YOU DEVELOP THE EXTRA COMPETITIVE EDGE IT TAKES TO GET THE JOB YOU WANT AS A PARALEGAL. WHETHER YOU ARE A STUDENT CONTEMPLATING BEGINNING YOUR CAREER AS A PARALEGAL, CHANGING CAREERS, OR LOOKING TO MOVE AHEAD IN YOUR CURRENT JOB, THIS BOOK IS A PRACTICAL HANDBOOK DESIGNED TO BE USED AGAIN AND AGAIN. COMPLETELY UPDATED IN A NEW EDITION, THIS BOOK WILL PROVIDE YOU WITH THE TOOLS NEEDED TO GET IN THE DOOR WITH THE BEST POSSIBLE RESUME, GIVE A GREAT JOB INTERVIEW, AND SECURE THE JOB OFFER! THIS NEW EDITION FEATURES UPDATED WEB LISTINGS, BOOKLISTS, AND MORE INFORMATION ON INDIVIDUAL STATE CERTIFICATION. BY FOLLOWING THE JOB SEARCH TECHNIQUES Laid OUT IN THIS BOOK, YOU WILL BE REWARDED WITH A CAREER THAT IS SATISFYING AND STIMULATING.

FOUNDATIONS OF LEGAL RESEARCH AND WRITING CAROL M. BAST 2012-06-22 FOUNDATIONS OF LEGAL RESEARCH AND WRITING, FIFTH EDITION IS THE IDEAL RESOURCE FOR PARALEGALS. THE BOOK'S UP-TO-THE-MINUTE COVERAGE TACKLES THE EVER-EVOLVING AREAS OF COMPUTER-ASSISTED RESEARCH AND CIVIL LAW, IN ADDITION TO TRADITIONAL LEGAL RESEARCH, ANALYSIS, AND WRITING. EXTENSIVE RESEARCH CHAPTERS ADDRESS PRIMARY AND SECONDARY SOURCES, CITATING, LEXIS/NEXIS, THE INTERNET, AND MORE, WHILE WRITING SECTIONS CENTER ON DRAFTING CLIENT OPINION LETTERS, PLEADINGS, CONTRACTS, OFFICE MEMOS, MEMORANDA OF LAW, AND APPELLATE BRIEFS. EVERY CHAPTER GIVES YOU PRACTICE WRITING OPPORTUNITIES, AS WELL AS TRADITIONAL AND COMPUTER-ASSISTED RESEARCH ASSIGNMENTS TO HELP DEVELOP YOUR SKILLS. DETAILED CASE EXCERPTS, SAMPLES, TIPS, AND DISCUSSIONS FURTHER SUPPORT THE ASSIGNMENTS, AND ILLUSTRATE THE MANY PERLS OF INADEQUATE RESEARCH AND POOR LEGAL WRITING. READERS EVERYWHERE AGREE THAT FOUNDATIONS OF LEGAL RESEARCH AND WRITING, FIFTH EDITION DELIVERS THE CONCEPTS YOU NEED FOR SUCCESS IN THE MOST DEMANDING LAW FIRMS AND LEGAL DEPARTMENTS TODAY. IMPORTANT NOTICE: MEDIA CONTENT REFERENCED WITHIN THE PRODUCT DESCRIPTION OR THE PRODUCT TEXT MAY NOT BE AVAILABLE IN THE EBOOK VERSION.

PARALEGAL TODAY: THE LEGAL TEAM AT WORK ROGER LeROY MILLER 2021-03-03 PREPARE FOR SUCCESS IN YOUR CAREER AS A PARALEGAL WITH MILLER/MEINZINGER'S PARALEGAL TODAY: THE LEGAL TEAM AT WORK, BE. THIS COMPLETE RESOURCE INTRODUCES TODAY'S LEGAL SYSTEM AS YOU LEARN HOW CURRENT TECHNOLOGY AND SOCIAL MEDIA TOOLS ARE USED IN PRACTICE. REAL EXAMPLES, HANDS-ON PRACTICAL APPLICATIONS AND ETHICAL DILEMMAS HELP STRENGTHEN YOUR UNDERSTANDING OF LAWS IN CURRENT SOCIETY AND THE IMPORTANCE OF ETHICAL AND PROFESSIONAL RESPONSIBILITY. YOU REFINA THE SKILLS NEEDED TO THRIVE IN TODAY'S HELP LANDSCAPE. AN ENTIRE CHAPTER HIGHLIGHTS PARALEGAL CAREERS AND SALARIES TO PREPARE YOU FOR WORK CHOICES. IN ADDITION, YOU EXAMINE CURRENT ISSUES, SUCH AS LEGAL RESPONSES TO THE #MeToo MOVEMENT, LEGAL TRENDS IN PROTECTING WOMEN'S RIGHTS IN THE WORKPLACE, THE USE OF THE LATEST ONLINE LEGAL RESEARCH TOOLS AND TECHNICAL REQUIREMENTS IN TODAY'S COURTROOM. IN ADDITION, YOU LEARN HOW TO CONDUCT EFFECTIVE INTERVIEWS, WORK WITH WITNESSES AND ADDRESS TODAY'S DEVELOPMENTS IN FAMILY LAW. IMPORTANT NOTICE: MEDIA CONTENT REFERENCED WITHIN THE PRODUCT DESCRIPTION OR THE PRODUCT TEXT MAY NOT BE AVAILABLE IN THE EBOOK VERSION.

COMMONWEALTH CARIBBEAN TORT LAW GILBERT KODILINYE 2013-03-04 THIS WORK IS NOW WELL ESTABLISHED AS THE LEADING TEXT ON TORT LAW IN THE REGION, AND THIS THIRD EDITION INCORPORATES THE MOST RECENT DEVELOPMENTS IN LAW AND LEGAL THINKING.

INTELLECTUAL PROPERTY DEBORAH E. BOUCHOUX 2012 INTELLECTUAL PROPERTY: THE LAW OF TRADEMARKS, COPYRIGHTS, PATENTS, AND TRADE SECRETS, 4E. INTERNATIONAL. EDITION IS A THOROUGH GUIDE TO THE FOUR FIELDS OF INTELLECTUAL PROPERTY LAW: TRADEMARKS, COPYRIGHTS, PATENTS, AND TRADE SECRETS. THIS COMPREHENSIVE, YET READER-FRIENDLY TEXT HELPS ASPIRING AND PRACTICING PARALEGALS ALIKE MASTER THE COMPLEXITIES OF MODERN INTELLECTUAL PROPERTY LAW, INCLUDING TOPICS SUCH AS REGISTRATION PROCEDURES, DURATION OF RIGHTS, PROTECTION FROM INFRINGEMENT, CURRENT CONCERNS IN EACH FIELD, AND INTERNATIONAL TRENDS AND DEVELOPMENTS. NOW UPDATED IN A NEW FOURTH EDITION, THIS WIDE-RANGING TEXT FEATURES COVERAGE OF CUTTING-EDGE ISSUES SUCH AS TECHNOLOGICAL INNOVATIONS, INTELLECTUAL PROPERTY IN THE DIGITAL AGE, THE ROLE OF THE INTERNET, AND EVOLVING BUSINESS LAW. IN ADDITION TO AN IN-DEPTH OVERVIEW OF EACH FIELD, THE TEXT FEATURES ABUNDANT PRACTICAL MATERIAL, SUCH AS SAMPLE AGREEMENTS, FORMS, CHECKLISTS OF PARALEGAL TASKS, STATUTES, REALISTIC CASE STUDIES, EXCERPTS OF REAL CASES, AND INTERESTING TRIVIA TO CAPTURE STUDENTS' INTEREST AND PROVIDE VALUABLE INSIGHTS INTO REAL-WORLD PRACTICE. ADDITIONAL FEATURES USEFUL FOR PARALEGAL STUDENTS AND PROFESSIONALS INCLUDE REFERENCES TO INTELLECTUAL PROPERTY WEBSITES, QUESTIONS TO ENCOURAGE TARGETED INTERNET RESEARCH, CASE ILLUSTRATIONS, CASE STUDY AND ACTIVITIES, ROLE OF PARALEGAL ELEMENT, AND "ETHICS EDGE" BOXES THAT EXPLORE ETHICAL ISSUES RELATED TO CHAPTER CONTENT.

CLARENCE DARROW, THE JOURNEYMAN MIKE PAPANTONIO 1997 IF I HAVE BEEN CHARITABLE IN MY JUDGMENTS OF MY FELLOW MAN; IF I HAVE TRIED TO HELP HIM AS BEST I COULD; IF I HAVE DONE MY UTMOST TO TRULY UNDERSTAND HIM, I KNOW WHY I HAVE TAKEN THIS COURSE - I COULD NOT HELP IT. I COULD HAVE HAD NO COMFORT OR PEACE OF MIND IF I HAD ACTED ANY OTHER WAY. I HAVE BEEN INTERESTED IN THE STUDY OF MAN, AND THE MOTIVES THAT MOVE AND CONTROL HIS LIFE. I HAVE REJOICED WITH HIM, AND HAVE GRIEVED WITH HIM, I HAVE FOLLOWED MY INSTINCTS AND SOUGHT TO RESCUE THE SUFFERING WHEN I COULD. - CLARENCE SEWARD DARROW. THE BUDDHISTS HAVE A TERM THEY USE TO DESCRIBE THE PROCESS OF COMFORTABLY HESSING OUR CORE VALUES WITH THE WAY WE MAKE OUR LIVING. THEY REFER TO IT AS THE PROCESS OF FINDING A RIGHT LIVELIHOOD. THE VALUES THAT CLARENCE DARROW MESHED WITH HIS ROLE AS A LAWYER CAME FROM MANY SOURCES. HE WAS A PHILOSOPHER, SCIENTIST, SOCIOLOGIST, HISTORIAN, AND THEOLOGIAN. DARROW IN NO WAY RESEMBLED THE SINGLE-DIMENSIONAL LINEAR-THINKING ATTORNEY THAT SEEMS TO BE ALMOST CLICHÉ AND EPIDEMIC IN THE 90'S. HE WAS NOT THE ABBRIDGED VERSION OF A LAWYER. HIS ENDLESS EFFORT TO UNDERSTAND AND APPRECIATE THE WORLD OUTSIDE THE FOUR WALLS OF HIS LAW OFFICE CONTRIBUTED TO HIS LEGENDARY ABILITY AS AN ADVOCATE. MORE IMPORTANTLY, HIS EFFORT CONTRIBUTED TO HIS ARRIVING AT A RIGHT LIVELIHOOD.

AN INTRODUCTION TO THE