Paralegal Today 5th Edition

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The ABCs of Debt Stephen P. Parsons 2019-02-11 Using a hands-on approach, The ABCs of Debt: A Case Study Approach to Debtor/Creditor Relations and Bankruptcy Law, Fifth Edition bridges the difference between understanding bankruptcy concepts and applying them with confidence. Parsons begins with the premise that the specialized study of bankruptcy requires an adequate foundation in other aspects of debtor/creditor relations. This foundational knowledge is reinforced by realistic, current case studies that introduce, explain, and illustrate bankruptcy law and procedure. Students see how a bankruptcy case unfolds, from the moment a debtor makes contact with a lawyer until the case is closed. That chronological, step-by-step approach is used to study cases filed under Chapter 7, Chapter 13, and Chapter 11. This book aspires not just to teach students ‘about’ bankruptcy, but also to teach them how to ‘do’ bankruptcy. Broad coverage includes bankruptcy law, debt creation, secured transactions, the law of liens, and debt collection. New to the Fifth Edition: Updated to reflect significant court decisions regarding debt collection and bankruptcy including: Czyzewski v. Jevic Holding Corp. which struck down structured settlements regarding a Chapter 11 debtor that conflict with §507 priorities unless affected creditors consent Midland Funding, LLC v. Johnson, U.S. holding that filing of a time barred proof of claim does not amount to a false, deceptive, misleading, unfair, or unconscionable debt collection practice within the meaning of the Fair Debt Collection Practices Act Lamar, Archer & Cofrin, LLP. v. Appling, holding that a materially false statement in writing about a single asset can be a “statement respecting the debtor’s financial condition,” rendering debt related to the asset nondischargeable under §523(a)(2)(B) Epic Systems Corp. v. Lewis holding that private-sector non-union employers can use class action arbitration waiver provisions to bar employees from joining in a class action or collective arbitration to contest alleged wage and hour violation Updated references pertaining to the Consumer Financial Protection Bureau and the Department of Education (student loans), payday lending, and car loans Analysis of the causes of bankruptcy for those age 65 and older Demonstration bankruptcies moved to appendices for easy reference Revised case studies comply with the latest amendments to the official bankruptcy forms in effect at the time of publication including the important new Form B113, Chapter 13 Plan approved by the U.S. Judicial Conference in 2017. Professors and students will benefit from: Realistic Case Studies that add a strong skill-building component to any study of bankruptcy law Problem-Hypotheticals in which students apply concepts to realistic situations Learn-by-Doing exercises, examples, and illustrations A sequential organization of bankruptcy topics that mirrors practice Ethical Considerations that highlight relevant ethical or professional challenges presented by the topic under discussion Chapter summaries, review questions, and sample forms View from the Bench case excerpts, accompanied by Applying the Law exercises, that link doctrine to practice Engaging and informative text boxes Key Concepts at the start of each chapter Complete Case Files for both case studies—provided for students on the companion website at WKLegaledu.com/Parsons-Debt5 and referred to throughout the chapters that make up Part B To Learn More (TLM) activities for each chapter—available on the companion website—designed to challenge and enable the student to do further research on issues raised in the text or to consult additional resources for further learning 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. 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 memoranda. 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.

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 updates, 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 the legal environment. It uses, 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.

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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.

Criminal Law and Procedure Daniel E. Hall 2022 Examine the latest laws, updated regulations and current practices with CRIMINAL LAW AND PROCEDURE, 8E. This edition clearly presents every aspect of the law while also detailing the duties of a paralegal in criminal law. Comprehensive coverage and foundational concepts in both criminal law and criminal procedure blend with this edition's presentation of cutting-edge developments and emerging trends. Updated statistics present data through 2019, while new material addresses topics such as today's surveillance and interrogation techniques, riots and vandalism in 2020 and 2021, current search and seizure practices as well as new issues of race, gender, and the qualified immunity standard. Updated edited cases present both current and landmark decisions. In addition, numerous learning features address engaging topics ranging from ethics to self-defense. Specially developed exercises and problems help you further sharpen analytical skills and knowledge of criminal law and procedures.

Essentials of the Legal Environment Today 2015 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.

Civil Litigation Peggy Kerley 2014-02-26 Succeed in your role as a paralegal with CIVIL LITIGATION, Seventh Edition. Practical, easy-to-understand, and thoroughly up-to-date, this text will help you understand the details of today's litigation practice, covers the litigation process in a range of contexts, and demonstrates the relationship of litigation to other legal specialties. Each chapter includes exercises focusing on two cases, giving you the opportunity to work the cases from beginning to end, simulating an on-the-job experience. You'll also find sample documents (such as complaints, answers, interrogatories, and deposition summaries) that familiarize you with the documents you will encounter in the litigation law office. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Introduction to Law for Paralegals Katherine A. Currier 2015-01-28 Comprehensive, intelligent overview of all the key concepts covered in a typical introduction to law course. Divided into three parts, reflecting the topics addressed in an introductory course: Part I, Paralegals and the American Legal System; Part II, Finding and Analyzing the Law and Part III, Legal Ethics and Substantive Law. A critical thinking approach is used to introduce students to the study of law, encouraging students to interact with the materials through hypotheticals, examples, and well-designed questions. Key Features of the New Edition: Comprehensive coverage of key legal concepts Hypotheticals, questions, and exercises that engage students in critical thinking A logical three-part organization Student-friendly skill development for basic statutory and case analysis Ethics Alerts, marginal definitions, Internet references, and legal reasoning exercises Addendums on writing style, legal research, citation, the U.S. Constitution, and additional Net Notes. New edition includes many new Discussion Questions and Legal Reasoning Exercises Chapter Objectives and short hypotheticals to start each chapter added to this edition New coverage includes: the Boston Marathon bombing case, the Affordable Care Act, and trademark issues involving the Washington Redskins , e-filing and e-discovery, discussion of same-sex marriage and custody disputes over pre-embryos, and crimes of unauthorized access of computer data and warrantless searches of cell phones The Paralegal's Guide to Professional Responsibility Arthur Garwin 2015 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.
Concise Guide to Paralegal Ethics Therese 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 the paralegal profession are changing due to topics 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. Authoritative writing in a well-organized format. Helpful overviews in every chapter. Italicized key terms with corresponding definitions in the margins. New and refreshed exercises. Streamlined presentation, making the material even more accessible and teachable. Professors and students will benefit from:

- Thoughtful text tailored to a shorter course.
- Timely coverage of new trends and topics.
- Excellent pedagogy, including a CD packed with sample memos, forms, letters, and links to online resources.
- A focus on the goals and needs of paralegals.

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.

Concise Guide to Paralegal Ethics Therese 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 the paralegal profession are changing due to topics 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. Authoritative writing in a well-organized format. Helpful overviews in every chapter. Italicized key terms with corresponding definitions in the margins. New and refreshed exercises. Streamlined presentation, making the material even more accessible and teachable. Professors and students will benefit from:

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**Fundamentals of Business Organizations for Paralegals**

Deborah E. Bouchoux 2022-01-31 In its Seventh Edition, Fundamentals of Business Organizations for Paralegals by Deborah E. Bouchoux offers concise coverage of each 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 the impact of new laws, 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. 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.

**An Introduction to the American Legal System**

John M. Scheb II 2015 The Fourth Edition of An Introduction to the American Legal System provides both historical context and thoroughly up-to-date coverage of all aspects of American law and the legal system. Vivid examples, on-point case summaries, and hot-button issues make this text an obvious choice for paralegal, criminal justice, political science, or legal studies courses. Key New Features: Cases in Point that concisely illustrate how the law applies in the real world. Questions for discussion in every chapter that point to high-interest issues for debate. Discussions of recent U.S. Supreme Court decisions such as the Obamacare decisions, the Defense of Marriage Act decision, and key rulings on excess appointments and First Amendment Rights. Contemporary topical coverage, such as the national security legislation and whistleblowers. Updated discussions of justifiable use of force, intellectual property, abortion rights, capital punishment, and affirmative action. A well-crafted design that includes learning objectives and chapter outlines. A convenient Glossary of Legal Terms and The Constitution of the United States of America in the Appendices. Occupational Outlook Handbook United States. Bureau of Labor Statistics 1976

**Basic Legal Writing for Paralegals**

Hope Viner Samborn 2022-02-02 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 edition, making the material even more accessible and teachable. Updated website resources and 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 persuasive 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.

Security and Loss Prevention Philip P. Purpura 2007-10-01 Since the first edition of Security and Loss Prevention was published in 1983, much has changed in security and loss prevention considerations. In the past five years alone, security awareness and the need for added business continuity and preparedness considerations has been uniquely highlighted given events such as Katrina, 9/11, the formation of the Department of Homeland Security, and the increase in world terrorist events. This edition of Security and Loss Prevention is fully updated and encompasses the breadth and depth of the latest changes in implementing general loss prevention concepts and security programs within an organization. The book provides proven strategies to prevent and reduce incidents of loss due to legal issues, theft and other crimes, fire, accidental or intentional harm from employees, as well as the many ramifications of corporate mismanagement. The new edition contains a brand new terrorism chapter, along with coverage on background investigations, protection of sensitive information, internal threats, and considerations at select facilities (nuclear, DoD, government and federal). Author Philip Purpura once again demonstrates why students and professionals alike rely on this best-selling text as a timely, reliable resource. - Covers the latest professional security issues surrounding Homeland Security and risks presented by threats of terrorism. - Recommended reading for ASIS International's prestigious CPP Certification - Cases provide real-world applications.

Wills, Trusts, and Estate Administration Dennis R. Hower 2016-01-01 Succeed in your course and your paralegal career with MILLER’S TRUSTS, AND ESTATE ADMINISTRATION, 8th Edition. This easy-to-understand text introduces the basics of estate planning and bequeathing property to others through wills and trusts, along with the laws and procedures involved, including the Uniform Probate Code. Packed with engaging, highly visual content enhanced by detailed exhibits and a writing style free of confusing legalese, the 8th Edition provides up-to-date coverage of relevant laws, court procedures, cases, tax implications, ethical considerations, and the roles paralegals and other professionals play in the process. Throughout the text, user-friendly case summaries, state-specific examples, practical assignments, detailed documents, and real-life contemporary issues prepare you for success as a paralegal in this important area of law. 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 2021-03-08 Prepare for success in your career as a paralegal with Miller/Meinzinger’s PARALEGAL TODAY: THE LEGAL TEAM AT WORK, 8E. 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 refine the skills needed to thrive in today's legal 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.

West's Paralegal Today Roger LeRoy Miller 2008-09-09 The definitive briefer text 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, fully updated 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 Indigo Book Christopher Jon Sprigman 2016-05-02 This public domain book is an open and compatible implementation of the Uniform System of Citation.

Certified Paralegal Review Manual: A Practical Guide to CP Exam Preparation 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.

Practical Contract Law for Paralegals Laurel A. Vietzen 2016-07-08 Practical Contract Law for Paralegals: An Activities-Based Approach: Accessible, practical approach to environmental law, specifically designed for the paralegal student. Comprehensive coverage includes all the basics of the judicial concepts, policies, agencies and
institutions that shape environmental law A brief overview of legal research and how it applies to environmental law. Intuitive organization starts with the implementation and sources of Environmental Law and moves on to specific statutes. Emphasis on conducting due diligence in real estate transactions, a real-world concern of paralegals and a topic no other book addresses. Engaging hands-on assignments, exercises and website resources teach students how to research local laws and access vital information. Strong pedagogical features reinforce the material, including crossword puzzles, key terms, review questions, and practice exercises. Features employment opportunities and ethical issues Thoroughly updated, the revised Second Edition includes: New chapter on mining law. Thoroughly updated exercises and current legal forms, laws, and websites. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Legal Studies Capstone: Assessing Your Undergraduate Education Nance Kriscenski 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 chapter with 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 and demonstrate their understanding 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.

West's Paralegal Today Roger LeRoy Miller 2007-03 Provides an introduction to the legal system in general, and to specific roles paralegals play in legal practice. 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 allows 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 expanded coverage of the legal'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.

NALA Manual for Paralegals and Legal Assistants: A General Skills & Litigation Guide for Today's Professionals National Association of Legal Assistants 2014-02-07 Succeed on the job--and in your course--and prepare for the Certified Paralegal examination with the NALA Manual. More than 100 leading authorities with a wide range of experience in legal disciplines and management have contributed to this comprehensive manual since it was introduced in 1976. Covering all the skills required of paralegals today, the updated manual includes a collection of successful solutions to actual assignments accomplished by working paralegals nationwide. These proven techniques and procedures can be used as starting points from which you can make changes, adaptations, and modifications when you encounter similar situations on the job. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Essentials of Torts William P. Statsky 2011-05-24 A practical and relevant guide for the paralegal as well as for anyone preparing for a career in the field of law. Well-written, logical, and full of interesting and diverse pedagogical material, this text focuses on paralegal roles in tort litigation while providing students with a comprehensive overview of the law of torts and West's Parsons. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Practical Law Office Management Cynthia Traina Donnes 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 allows 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 expanded coverage of 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.

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 the basics pertaining to real estate 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 Basic Criminal Law Anniken Davenport 2005-01 KEY BENEFIT: This book places criminal law in its historical context and presents constitutional protections in a readable and engaging way. It sheds light on criminal law concepts and uses Dr. Mongue highlights 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 “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. 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. 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. Using Computers in the Law Office Matthew S. Cornick 2014-07-03 Focusing on how computers can make paralegals and legal professionals more productive on the job, this updated Seventh Edition of the #1 book on the market offers a comprehensive treatment of computer concepts, including coverage of both basic software programs like Word, Excel, and PowerPoint, to more advanced applications using AbacusLaw, CaseMap, Clio, DiscoverFY, HotDocs, Tabs3, TimeMap, and TrialDirector. Real-life examples, pertinent tutorials, ethical considerations, and up-to-date coverage of the most popular software used in all types of legal organizations help students develop key knowledge and skills. Each topic is presented in a clear and organized manner and includes examples of how the software is actually used on the job. The detailed Hands-on Exercises include Basic, Intermediate, and Advanced assignments to allow for a variety of skill levels. These extensive exercises allow students to apply their knowledge and practice using computers to complete realistic legal work. This edition reflects the ever-changing rules and decisions affecting the legal process (gathering evidence, managing files, filing with courts, working on electronic copyright issues, presenting exhibits, billing, etc.) and covers the most up-to-date technology available to help paralegals comply to new rules and better handle complex records and files. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Legal Research and Writing for Paralegals Deborah E. Bouchoux 2013 A clear, well-organized text for the introductory legal research and writing course, designed specifically for paralegal students.