

## Paralegal Today 5th Edition

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**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 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
**Basic Bankruptcy Law for Paralegals, Abridged** David L. Buchbinder 2017-02-24 Basic Bankruptcy Law for Paralegals, Abridged Edition evolved from a need to develop a nuts-and-bolts description of the bankruptcy system written in a manner that could be easily understood by nonlawyers. The primary intent has been to design this text as a basic primer for legal assistants or paralegal students to help them grasp the practical aspects of representing debtors or creditors within the bankruptcy system. To meet this challenge, the authors have explained practice and theory together in as concise a format as possible. This Abridged Edition focuses primarily upon consumer bankruptcy since the vast majority of bankruptcy cases are filed as consumer Chapter 7 or Chapter 13 cases.

**Fundamentals of Law Office Management** Pamela Everett-Nollkamper 2013-03-01 FUNDAMENTALS OF LAW OFFICE MANAGEMENT, Fifth Edition delivers the skills and knowledge you need to keep a law office running smoothly. In addition to an overview of the legal industry and the many roles paralegals play, the book takes an in-depth look at how legal environments differ from other businesses, including the ethical issues you may face. Discussions on law-specific office functions, such as managing the client funds account, timekeeping, docketing, and maintaining a law library help you understand the scope of a legal practice, while chapters on technology, client relations, and billing reveal the business side. Practical and skills-focused, FUNDAMENTALS OF LAW OFFICE MANAGEMENT, Fifth Edition provides ample, in-text learning features, such as key words, ethics alerts, side bars, tech tips, and the latest Web references, along with supplemental, online tools for hands-on practice. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Tort Law for Paralegals** Neal R. Bevans 2015-07-28 Here is broad coverage of all the key topics in tort law that paralegals need to know, written in an engaging style with plenty of examples and illustrations. With an understanding of how law firms function in the real world, students develop practical skills—assessing cases for settlement value, investigating claims, billing hours, evaluating insurance policies, and more. One hypothetical case runs through Tort Law for Paralegals, providing a coherent framework for illustrating a multitude of topics. Forms and court documents relevant to this case are included in the appendix. A well-developed pedagogy features chapter objectives; “Issue at a Glance” boxes that summarize important legal concepts; marginal definitions; a wealth of figures, tables, and diagrams; Key Terms, Review Questions, and “Applying What You Have Learned” exercises; case excerpts; and features that prepare students for their jobs such as “Skills You Need in the Real World”, “Life of a Paralegal”, and a list of Web sites for gathering more information. Ethical issues are highlighted, with a separate section on ethics at the end of each chapter.

**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

**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.

**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.

**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.

*Family Law for Paralegals* J. Shoshanna Ehrlich 2019-09-13 The Eighth Edition of Family Law for Paralegals continues to provide complete coverage of traditional family law topics with historical context and dynamic cutting-edge issues—such as non-marital families, child abuse and neglect, and same-sex marriage. J. Shoshanna Ehrlich’s balanced approach prepares students to handle the work of a paralegal through examples, assignments, and sample forms that mirror legal practice. New to the Eighth Edition: Meticulously updated with new cases and developments in the law throughout the book, including new material on: Marriage (Ch. 1) includes new sections on: The retroactive application of Obergefell v. Hodges to backdate marriages of same-sex couple to when they would have married had it been allowed The debate over whether merchants can refuse to provide wedding-related services and goods to same-sex couples based on religious objections Whether the marriage consent age should be raised to protect minors from being forced into marriage against their will. Domestic Violence (Ch. 3) now covers: The use of electronic monitoring in domestic violence cases The possibility of allowing minors who are being forced into marriage to obtain civil orders of protection. Employer-initiated restraining orders Children coverage expanded to include: In Chapter 5, new sections on the appointment of attorneys to represent children in contested custody disputes and considerations of parental disability in best interest determinations In Chapter 11, new section on same-sex couples and the establishment of legal parenthood In Chapter 12, consideration of the emergence of medical child abuse and forced marriage as new categories of harm; expanded definitions of abuse and neglect, including medical child abuse and forced child marriage; and new section on “legal orphans” and the reinstatement of parental rights. Economic Issues updated with: New section in Chapter 6 on the due process rights of low-income parents in civil contempt cases for non-payment of child support. Chapter 7 expanded to include the backlash against “permanent” spousal support awards and the tax treatment of spousal support payments. Coverage of virtual assets in Chapter 8 Professors and students will benefit from: Helpful real-life examples and sample forms Clear pedagogy—including summaries, key terms, and review and discussion questions—helps students better understand the material and develop their critical thinking and writing skills. Included cases edited for analysis at the end of each chapter. Classroom-tested, successful text that is authoritative and well-structured. A variety of assignments for practicing lawyering skills, such as research, analysis, memo writing, and argumentation Up-to-date coverage of all the key topics in family law.

*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.

**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.

*Introduction to Paralegalism: Perspectives, Problems and Skills* William P. Statsky 2015-03-26 Master the hands-on skills you'll need to succeed in a modern law office with INTRODUCTION TO PARALEGALISM, 8e. Ten critical skills are covered in the book: identifying legal issues, breaking rules into elements,applying rules to facts interviewing clients, investigating facts, digesting discovery documents, providing litigation assistance, researching the law, drafting documents, and representing clients at administrative agencies where authorized by law.Packed with real-life insights and real-world examples,the text helps you understand the ethical guidelines that lawyers and paralegals must follow and covers the efforts underway to regulate the profession in legislatures, courts, bar associations, and paralegal associations. 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 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 Authoritative 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 Relevant ethics codes, conveniently located in the Appendix Teaching materials include: Instructor’s Manual with Test Bank PowerPoint slides

**The Paralegal’s Guide to Professional Responsibility** Arthur Garwin 2015-08

**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
**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.

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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 andParalegals 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.

**Evidence for Paralegals** Joelyn D. Marlowe 2015-08-17 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.

*Introduction to Law* Jaap Hage 2017-08-07 This book is exceptional in the sense that it provides an introduction to law in general rather than the law of one specific jurisdiction, and it presents a unique way of looking at legal education. It is crucial for lawyers to be aware of the different ways in which societal problems can be solved and to be able to discuss the advantages and disadvantages of different legal solutions. In this respect, being a lawyer involves being able to reason like a lawyer, even more than having detailed knowledge of particular sets of rules. Introduction to Law reflects this view by focusing on the functions of rules and on ways of arguing the relative qualities of alternative legal solutions. Where “positive” law is discussed, the emphasis is on the legal questions that must be addressed by a field of law and on the different solutions which have been adopted by, for instance, the common law and civil law tradition. The law of specific jurisdictions is discussed to illustrate possible answers to questions such as when the existence of a valid contract is assumed.

*Basic Criminal Law* Anniken U. Davenport 2011-01-04 Basic Criminal Law, Third Edition offers a comprehensive, well-organized approach to understanding key legal concepts and to developing the real-world skills students will as paralegals or in other criminal justice roles. Thoroughly updated for the latest trends, it guides students through the history of criminal law, the crimes themselves, and specific legal procedures. To promote interest, it presents crimes first and then procedures, and highlights current events and case law throughout. This edition’s new features include: completely revamped end-of-chapter material, including a comprehensive Building Your Professional Skills section; a new chapter on sex crimes; more coverage of evidence, technology, and appeals; more charts and diagrams; new state-specific examples, and updated case studies throughout.

**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.

*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 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.

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.

**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 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.

*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, charts, citations, statutes, realistic case studies, excerpts of real cases, and interesting trivia to capture students’ interest and provide valuable insights into real-world paralegal 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.

*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 Appendices 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 **Ethics and Professional Responsibility for Paralegals** Therese A. Cannon 2008-01-01 \* LOISLAW Packaged with 4 months free access to Loislaw’s online legal research database. \* BLACKBOARD Available in Blackboard online course format. \* COMPANION WEBSITE www.aspenlawschool.com/cannon\_ethics5 (Contact your Aspen Representative for more information about these resources.) Ethics and Professional Responsibility for Paralegals provides complete coverage of legal ethics tailored To the needs of the practicing paralegal. Now in its fifth edition, Therese Cannon’s authoritative and highly successful textbook continues to provide paralegal students with invaluable insights into the ethical principles they will face in practice. Among the attributes that make this text so effective: comprehensive coverage of all the major areas of legal ethics, placing special emphasis on how the rules affect paralegals authoritative presentation combined with clear and readable text and effective pedagogy . Each chapter begins with an overview, followed by well-written text in a well-organized format. Key terms are introduced in italics. Review questions reinforce the material. discussion questions, hypotheticals, research and other outside assignments provide depth and practice in applying the rules each chapter includes landmark cases on paralegals and other cases that demonstrate how the principles and rules are applied useful appendices provide the text of paralegal association ethics codes that are referenced throughout the book the book is easily adaptable to courses of different lengths and can be used in other paralegal courses for supplementary ethics coverage across the curriculum teaching package includes an Instructor’s Manual with Test Bank and PowerPoint slides the Fifth Edition has been enhanced with: new rules and cases, including changes in ABA Model Rules and new cases on supervision, UPL, confidentiality, conflicts, competence and litigation new assignments and research projectsmore hypotheticals suitable for use in class discussions or as assignments added to discussion questions expanded Instructor’s Manual that includes a Test Bank Web site that has links to state-specific ethics rules, ethics opinions and guidelines Written by the highly respected legal educator, Therese Cannon, there is no text comparable to Ethics and Professional Responsibility for Paralegals for teaching professional responsibility to paralegal students.

**Basic Administrative Law for Paralegals** Anne Adams 2009-06-16 This clear and up-to-date introduction to Administrative Law, written specifically for the paralegal, is a straightforward text that explains how administrative agencies are created, how they are structured, and how they function. Classroom tested through three editions, Basic Administrative Law for Paralegals, Fourth Edition, offers not only a grounding in the basics of Administrative Law but practical advice for employment opportunities for paralegals in the field. This text is available in ebook format from the VitalSource Store. To download and use the ebook, you will need the free VitalSource Bookshelf software. DOWNLOAD NOW Among the features that make this text such a reliable resource: thorough topical coverageand—from how administrative agencies are created to agency discretion, rules and regulations, clientsand’ rights, investigations, informal and formal proceedings, and judicial review numerous visual aids and learning toolsand—such as charts and figures, examples, chapter summaries, key terms, and review questions end-of-chapter exercises and resourcesand—including crossword puzzles, fill-in-the-blank exercises, and lists of useful websites an electronic workbook on CD bound into the bookand—providing ample opportunity for practice a chapter dedicated to paralegal skills and careersand—delving into career opportunities for paralegals in both the private and public sectors New to the Fourth Edition: the electronic workbook has been thoroughly updated and offers research exercises and guidance for accessing laws, rules, and agencies online the and“Paralegal Practiceand” boxes contain new topics, including retirement and immigration law updated forms This current, affordable text, directed exclusively at the paralegal, is an excellent choice for teaching your students the fundamentals of Administrative Law as well as providing them with a realistic, practical look at career opportunities.

**Fortcoming Books** Rose Arny 2003

*Basic Legal Writing for Paralegals* Hope Viner Samborn 2016-01-31 Samborn and Yelin offer a modern, readable approach to effective legal writing with the fifth edition of Basic Legal Writing for Paralegals. The authors provide comprehensive coverage in an accessible format tailored to the needs of paralegal students. The practical approach emphasizes the role of the paralegal and how different types of legal writing are used in practice. The text begins with an overview of the legal system that provides clear context for the different types of writing covered in the text. Then, the authors give step-by-step instruction on the writing process, leading students through each stage of legal writing, from prewriting strategies to revising. The comprehensive coverage includes the IRAC method, how to synthesize cases and authorities, legal memoranda, persuasive writing, in-house and objective client documents, and letters, and the citation coverage has been updated to the 20th edition of the Bluebook and the 5th edition of the ALWD Guide to Legal Citation.

**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/reviseed 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.

**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.

**Business Organizations for Paralegals, Fifth Edition** Deborah E. Bouchoux 2009-07-15 This complete overview of Business Organizations, written specifically for paralegal students, provides a basic and thorough understanding of the various types of business organizations in a format that will not overwhelm students. Comprehensive, yet accessible, Business Organizations for Paralegals, Fifth Edition, provides students with the practical knowledge they will need. Paralegal students and instructors have relied on this text for over a decade because of these attributes: Clear presentation designed for the paralegal student, with chapters that include an

introduction, a complete discussion of the topic, a section devoted to the tasks performed by paralegals, guides to both conventional and Internet resources, discussion questions, and a summary of key features Each form of business organization discussed thoroughly, including the nature of the entity, its advantages and disadvantages, the relative ease with which it may be formed, its dissolution, and tax consequences More in-depth treatment of limited liability partnerships and limited liability companies than other texts An entire chapter devoted to securities regulation Useful exhibits and charts that highlight important topics and sample forms that are integrated with the textual discussion throughout the book Web resources included in each chapter, with references to websites on forming businesses, directions to various forms, and web addresses for each state's Secretary of State Key terms defined in the margins for easy reference, practice tips in each chapter that provide pragmatic information for paralegals, lists of relevant websites and of tasks commonly performed by paralegals Internet questions requiring students to access websites with which they will be expected to be familiar on the job A complete ancillary package, including an instructor's manual with a test bank and PowerPoint slides True to form, the Fifth Edition is cutting-edge in its coverage: Each chapter includes all new discussion questions, Internet questions, and case illustrations New topics include a discussion of the Revised Uniform Limited Liability Company Act in Chapter 6 and Shelf LLCs and Series LLCs Chapter 11 discusses new trends in corporate governance, such as the move toward electing boards of directors by majority rather than plurality vote, the move toward eliminating staggered or classified boards of directors, new SEC rules and regulations, and the availability of proxy materials on the Internet Coverage of the 2008 financial crisis

**West's Paralegal Today** Roger LeRoy Miller 2006-06-30 West's Paralegal Today: The Legal Team at Work, fourth 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. Paralegal Profiles and Featured Guests 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.

**West's Paralegal Today** Roger LeRoy Miller 2000 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 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

**An Introduction to the American Legal System** John M. Scheb II 2015-03-18 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 recess 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

*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 proven book helps you grasp 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.

**Personal Injury and the Law of Torts for Paralegals** Emily Lynch Morissette 2008-10-13 Personal Injury And The Law of Torts for Paralegals is a highly teachable new textbook that balances substantive and practical coverage to prepare students to work as personal injury paralegals. Emphasizing medical information specifically related to personal injury law, Emily Lynch Morissette provides consistently clear writing, examples drawn from experience, and myriad teaching devices to convey a working understanding of the role of the paralegal in personal injury cases. Providing both foundational information on torts And The skill development needed to work as a personal injury paralegal, this text features : complete coverage of the AAFPE's Model Tort Law syllabus logically organized substantive topics that begin with an introduction To The concept of torts and move through each element of negligence, followed by medical malpractice as a type of negligence, intentional torts, and Worker's Compensation. practice-based topics that examine how to discover medical records, tort discovery, and litigation an Introduction to Medicine in the Appendix an emphasis on medical information specifically related to personal injury – such as how to obtain and understand medical records a wealth of clear and accessible examples fact-based exercises using real-life scenarios consistent and hard-working pedagogy, including: Chapter Objectives marginal definitions tables and figures case summaries ethics topics Chapter Summaries review questions Web links detailed Instructor's Manual that includes sample syllabi, answers to all review questions and exercises, and a Test Bank Take a look at the new Torts book for paralegals that offers complete coverage of substantive torts topics while underscoring the specific skills critical to the work of a personal injury paralegal: Personal Injury And The Law of Torts for Paralegals by Emily Lynch Morissette.

**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, 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.

*Legal Research and Writing* William P. Statsky 1993 This paralegal-specific introduction has extensive writing and computerized legal research sections, as well as a Student Workbook and software program supplement designed for "hands-on" experience. The book is organized and designed to be easy to read and use with many charts, illustrations, checklists and flowcharts to reinforce concepts.