

Paralegal Professional The Essentials The 5th Edition

The California Paralegal Workbook Family Law for Paralegals The Essentials of Real Estate Law Tort Law Paralegal Professional Fundamentals of Business Organizations for Paralegals The Professional Paralegal Contract Law for Paralegals Interviewing and Investigating Essentials of Business and Online Commerce Law Interviewing and Investigating Immigration Law for Paralegals Management Information Systems Essentials of Paralegalism Using Computers in the Law Office The Paralegal Professional Adobe Premiere Pro Classroom in a Book (2020 release) Paralegal Career For Dummies Introduction to Paralegalism: Perspectives, Problems and Skills Network Security Essentials Civil Law and Litigation for Paralegals Lessons from the Top Paralegal Experts Personal Injury and the Law of Torts for Paralegals Oran's Dictionary of the Law Paralegal Certificate Course Workbook Paralegal Today: The Essentials eDiscovery for the Legal Professional Introduction to Law The Essentials of Florida Real Estate Law The Paralegal Professional Essentials Criminal Law and Procedure for the Paralegal California Family Law for Paralegals Paralegal Today: The Legal Team at Work West's Paralegal Today The Paralegal Professional Family Law Ethics and Professional Responsibility for Paralegals Medical Emergencies Essentials of Contract Law Concise Guide to Paralegal Ethics

The California Paralegal Workbook

LESSONS from the Top Paralegal Experts: The 15 Most Successful Paralegals and What You Can Learn From Them is a unique and much needed reference as there is nothing else like it for paralegal students and professionals on the market. It not only covers success stories about paralegal professionals but also shares their insights on how they do their work. The primary goal of the book is to help students learn hands-on techniques directly from paralegal leaders in the field. These top paralegal experts share the secrets that have helped them become the best of the best in their profession. The top fifteen paralegal experts helped to expand the paralegal profession and improve the efficiency of performing paralegal duties including creativity, leadership, expertise in their specialty, technical skills, knowledge, mentoring, and organization. The paralegal experts practice in various specialties and the premise of this book is that students and professionals can learn most effectively from the experiences of others. There is a definite need to provide paralegal students with further instructions to help them become more productive and efficient.

Family Law for Paralegals

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.

The Essentials of Real Estate Law

Tort Law

Now newly updated and expanded, the Second Edition of this popular book provides a concise, realistic, hands-on guide to the fascinating and rewarding practice of criminal law. CRIMINAL LAW AND PROCEDURE FOR THE PARALEGAL offers a highly practical introduction to the field, exploring essential legal principles and their applications through a series of real-world cases, including prosecution,

defense, and appellate processes. Drawing on his extensive experience as a criminal defense attorney, an assistant district attorney, and a college instructor, the author brings the world of prosecutors, defense attorneys, and paralegals to life with a uniquely engaging, reader-friendly style ideal for today's learners. The book also addresses relevant Supreme Court decisions and their ramifications and offers insights from actual paralegals and examples from real cases. This trusted text is an ideal resource to prepare you for success in the dynamic, high-demand field of criminal law. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Paralegal Professional

Offering consistent coverage of both substantive and procedural law, this fully revised edition of Slossberg's hands-on book features new cases, new case files, updated forms, and new material related to the recent real estate recession. Slossberg includes hypothetical and sample cases exploring a variety of scenarios that will help students understand real estate law and practice paralegal skills. Numerous checklists and worksheets used in today's law offices are included to help the reader prepare for a paralegal career. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Fundamentals of Business Organizations for Paralegals

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. For courses in Paralegal Studies. Build a strong foundation in Paralegal Studies Since the publication of the First Edition of *The Paralegal Professional : The Essentials* , the paralegal profession plays an increasingly more important role in the delivery of legal services. *The Paralegal Professional : The Essentials* 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.

The Professional Paralegal

Interviewing and Investigating: Essential Skills for the Paralegal, Second Edition, teaches students the key skills they need in an accessible, appealing format. Students will grasp the connection between law and fact as they learn effective

fact analysis and develop good communication skills.

Contract Law for Paralegals

Now in its Sixth Edition, *Fundamentals of Business Organizations for Paralegals* offers basic coverage of every form of business organization in the United States. With a straightforward treatment of all pertinent topics, Deborah E. Bouchoux expertly balances substantive discussion with practical guidance for the paralegal. New to the Sixth Edition: Discussion of 2017 Tax Cuts and Jobs Act and how it affects all pass-through entities and corporations New case summaries illustrating core principles in each chapter, including a case illustration of *In re Trulia, Inc. Stockholder Litigation*, the 2016 Delaware case relating to judicial scrutiny of settlements that provide no financial recovery to shareholders who challenge mergers Discussion of the change in the U.S. system from a worldwide tax system to a modified territorial system Discussion of new trends in corporate law, including inversions (reincorporating a U.S. company in a foreign country to obtain a lower tax rate), mechanisms to deter inversions, and the use of cryptocurrencies such as bitcoin in initial coin offerings Review of new trends in corporate governance and trends in shareholder proposals New and updated sample forms Professors and students will benefit from: Thorough yet concise treatment of business organizations, offering a readable overview of each business entity in the United States. For each type of business organization, the text addresses: The nature of

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the business The advantages and disadvantages of each type of organization
Business operation and management Transferability of ownership Formation and
dissolution of the business Tax implications for each type of organization Up-to-
date coverage of new trends and topics Helpful visual aids and charts that
illustrate and highlight important topics Sample forms that appear in context
throughout the book Internet resources, including a list of relevant websites in
each chapter, that direct the reader to additional information, forms, and
agreements online Key Terms that are defined in the margins for quick reference
Discussion of the role of the paralegal in each chapter, including a list of tasks
commonly performed in relation to each topic Discussion Questions that engage
students in the classroom and ensure that students understand the material
covered. Net Worth research questions teach students to locate information by
accessing commonly used business-related Internet sites. Practice Tips in each
chapter that provide professional advice for paralegals A complete glossary that
provides an easy reference for terminology Teaching materials include: An
Instructor's Manual with Test Bank. The Test Bank includes questions for each
chapter and sample exams. PowerPoint Slides

Interviewing and Investigating

Updated for the latest knowledge and practice standards, **MEDICAL EMERGENCIES:
ESSENTIALS FOR THE DENTAL PROFESSIONAL, 2/e** thoroughly discusses the

essential elements of 30 different medical emergencies dental professionals may encounter, including etiology, signs, symptoms and treatment. It presents case scenarios and resolutions designed to promote critical thinking and problem solving; demonstrates the importance medical histories and vital signs in preventing emergencies; and guides students in developing appropriate medical emergency kits. Case Scenarios and Case Resolutions promote critical thinking skills Critical thinking is in the previous sentence, and easy-to-follow Treatment Flow Charts walk students visually through emergency procedures. Easy-to-use (Easy to follow was in the sentence before tables present the Signs & Symptoms of each emergency, and an At-A-Glance table summarizes the essentials of all emergencies. Student practice tests are now offered online, and extensive instructor support materials are available, including PowerPoint presentations for each chapter.

Essentials of Business and Online Commerce Law

For courses in contract law for paralegals. A hands-on guide to contract development Contract Law for Paralegals introduces future paralegals to all facets of contract preparation, including ethical, practical, and professional issues. Updated for current case law, the text combines a strong foundation in essential principles with actionable insight into researching, creating, and interpreting contracts. Along the way, students practice drafting contracts for equipment, real

estate, and business sales, while completing critical thinking assignments involving attorney briefings and legal cases. The 3rd edition includes new and revised contract examples, contract law cases, and exercises that build skills, provide drafting practice, and generate samples for a paralegal portfolio.

Interviewing and Investigating

Immigration Law for Paralegals is an indispensable and practical guide on U.S. immigration, citizenship and visa procedures for instructing and training students or anyone interested in a career as an immigration paralegal or legal assistant. This fourth edition updates and expands the third, including coverage of Provisional Unlawful Presence Waiver and DACA (Deferred Action for Childhood Arrivals). Contents of Immigration Law for Paralegals include: interviewing, gathering information, case management and document preparation techniques; analysis of temporary and permanent employment visas; analysis of family-based petitions, political asylum and naturalization; as well as samples of completed applications, a glossary of terms and useful appendices. Each visa category is set forth in a clear and concise manner, with real-life and hypothetical situations at the end of each chapter, allowing students to visualize actual problems and issues that arise when processing a case. Further, in responding to the hypothetical situations, students will look to the United States immigration statutes, rules and regulations and precedent and administrative policies to resolve issues. Additionally, each

section contains a completed sample application, definition of legal terms, and exercises modeled after tasks paralegals may encounter on the job, including the preparation of relative petitions (Form I-130) and the adjustment of a status package (Forms I-485, G-325A, I-131, I-765, I-864A, and G-28). In keeping with the concise format of each chapter, excerpts from Federal, AAO, and BIA decisions will be cited or footnoted where relevant. The Glossary and Appendices include Immigration Law resources; USCIS Local, Regional and Service Center addresses; questions and answers for the naturalization exam; blank USCIS forms; Credential Evaluation sample request forms and a list of agencies; sample USCIS color photograph specifications, sample medical form (I-688); and IRS Individual Tax ID Number Request (SS-4). The fourth edition includes a CD with fillable PDF forms.

Immigration Law for Paralegals

For courses in Paralegal (Introduction), Legal Concepts for ParalegalsThe Paralegal Professional Essentials, 2nd edition is a brief version of The Paralegal Professional, 2e. The essentials version contains the first 11 chapters of the full version text. There are nine additional chapters of substantive law in the full version. Written by an award-winning author team, The Paralegal Professional 2e builds a solid foundation in substantive and procedural legal knowledge while developing the real-world skills students will need throughout their course of study. A proven learning system incorporates chapter opening vignettes, margin definitions, notes

on ethical issues, advice from the field features, and a wealth of new end of chapter exercises case materials that will help students build critical thinking and procedural skills throughout the course. In response to instructor feedback the 2nd edition has been reorganized into three parts. Part 1 introduces students to the paralegal profession and includes complete chapters on ethics and on technology in the law office. Part 2 covers paralegal skills and procedures. which includes 35 scenario-based video clips dealing with getting-a-job, ethics, and paralegal practice situations that allow you to bring the real-world into the classroom.

Management Information Systems

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.

Essentials of Paralegalism

ESSENTIALS OF PARALEGALISM, FIFTH EDITION, introduces the beginning paralegal student to this still relatively new legal career. It presents the main regulatory and employment issues in the field, as well as strategies for finding a job. The author provides students with the basic skills they will need to succeed in the field including interviewing, investigation and analysis at an introductory level. Concrete examples from the working lives of on-the-job paralegals help the students get a feel for what they can expect in the work setting. 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

Interviewing and Investigating: Essential Skills for the Legal Professional, 6E reflects a thorough and practical approach, for a strong foundation in interviewing and investigating, as well as in the civil, criminal, and non-litigation contexts in which they are used. This comprehensive text uses realistic case scenarios, practical exercises, illustrations, and examples to teach the essential skills of interviewing and investigating, helping students to master rather than memorize the skills. Led by an experienced practitioner and author, readers will make connections between law and fact, engage in critical analysis, and develop specific communication skills that are indispensable in practice. Key Features: Summaries of newly decided cases involving attorney-client privilege and the use of social media to communicate. References to the Federal Rules of Civil Procedure in Chapters 3 and 4 revised to reflect December 2015 amendments, including: FRCP 26(c)(1)(B): cost shifting in connection with a motion for protective order during discovery FRCP 37(e): national standard for imposition of sanctions for spoliation of ESI FRCP 16(b)(3):judicial input on certain e-discovery issues at the outset of a case. References to Federal Rules of Evidence 801(d)(1)(B) and 803(6)(7)(8) updated and new examples added. New section on the confrontation clause. All websites updated and new sites added. Discussions of e-discovery updated to reflect the latest developments in online social networking and technology. In updated case studies, social media plays a significant role in the characters' lives—sometimes to their detriment. Expansion of the treatment of public records and the explanation of what state public records acts cover and how to access

them. Refreshed instructor's manual providing a sample syllabus, suggested approaches to using the various pedagogical features in the text, instructions and evaluation form for persons roleplaying as witnesses, and a complete test bank with answers.

The Paralegal Professional

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.

Adobe Premiere Pro Classroom in a Book (2020 release)

Written by an award-winning author team, "The Paralegal Professional: Essentials" provides a solid introduction to the paralegal profession. Students gain procedural

legal knowledge in the real-world skills they need to succeed. The fully up-to-date and extensive coverage of law office technology, legal and business ethics, international perspectives, and diversity prepares students for today's work environment. CAREER GUIDANCE + THE LAW This critical combination includes Numerous examples of both "Brief and Full Cases" Integrated coverage of "Diversity" "Ethics" guidelines for action Legal applications for "Technology" tools in the law office PROFESSIONALISM FOR EVERY KIND OF LEARNER Concepts are presented in a manner appealing to both new and returning students. The presentation of both "Legal" and "Business Ethics" demonstrates the connection between two worlds. "Ethics Questions" in every chapter provide the opportunity to strengthen reasoning. "Contemporary Perspective" boxes include "Articles, Interviews," and "Essays" about the critical issues that impact careers. Appendices offer guidelines for "Case Briefing" and for "Ethical Obligations." BRIEF COURSE Every feature of the book is designed for a briefer course of study. Marginal references to related "Websites" "Checklists" for Career Guidance and for Procedures Internal guide on "Latin Terms" The entire program is backed by digital and print "course supplements" that support distance learning and lifelong skills. These include a complete "Online Course" and a time-limited version of "LexBrief" legal briefing software and the "Lexiverse Legal Dictionary."

Paralegal Career For Dummies

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With complete coverage of the ethical principles that inform the role of the paralegal, *Ethics and Professional Responsibility for Paralegals, Eighth Edition* is ideal for use as either a primary course book, or a supplementary text. An authoritative presentation combined with clear and readable pedagogy enriches all levels of inquiry into the ethics of legal practice. Key Benefits: Comprehensive coverage of the professional responsibilities of paralegals, illuminated with chapter overviews, key terms, and a student-friendly organization. Discussion questions with hypotheticals and review questions in each chapter. Landmark cases, many involving paralegals, that demonstrate how the principles and rules of ethics are applied. Updated ethics opinions, with a focus on technology and social media, supported by new hypotheticals. Expanded coverage of how technology is affecting various aspects of ethics and practice, including confidentiality and privilege, competence, conflicts of interest and advertising. Many new cases including: *State Bar v. Lang* (unauthorized practice of law), *Committee v. JPMorgan Chase* (competence), *Lola v. Skadden* (professionalism), *Pension Committee v. Banc of America Securities* (advocacy), and *McDermott v. Superior Court* (confidentiality).

Introduction to Paralegalism: Perspectives, Problems and Skills

Civil Law and Litigation for Paralegals is a comprehensive text designed specifically for paralegal civil litigation courses. Author Neal Bevans not only teaches the

basics of civil litigation, but also gives students the opportunity to learn skills they will use in practice. 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. The text provides students with an in-depth analysis of a wide variety of civil cases, beginning with laying out the basic foundation of the American legal system. It proceeds through the investigation and implementation of a civil case, and follows the case through to appeal. The text balances the theoretical underpinnings of the law with the practical examples and hands-on experience that all students need to completely understand the topic. The helpful pedagogy throughout the book and a comprehensive teaching package make class preparation as easy as possible.

Features: Clear introduction to the fundamentals of civil litigation for paralegal students. Provides students with an in-depth analysis of a wide variety of civil cases, laying out the basic foundation of the American legal system, proceeding through the investigation and implementation of a civil case, and following the case through to appeal. Designed to help prepare students for the practical world of divorces, car wreck cases, and medical malpractice claims that they will see every day in civil practice. Each chapter presents students with examples of the important role that paralegals play in every stage of civil litigation, from client intake to bringing an appeal. Understandable writing style with strong pedagogy, resulting in a teachable and accessible text. Each chapter includes Practice Pointers, Search Suggestions, Tech Topics, and Legal Legwork boxes, along with

case excerpts, forms, and ethics. Helpful pedagogy includes Chapter Objectives that focus learning and review, Boldfaced key terms and marginal definitions for convenient reference, Review questions at the end of each chapter, and references to web sites that facilitate legal research

Network Security Essentials

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 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.

Civil Law and Litigation for Paralegals

Network Security Essentials, Third Edition is a thorough, up-to-date introduction to the deterrence, prevention, detection, and correction of security violations involving information delivery across networks and the Internet.

Lessons from the Top Paralegal Experts

PROFESSIONAL PARALEGAL, THE: A GUIDE TO FINDING A JOB AND CAREER SUCCESS covers more than just how to land a job, it shows how to prepare for and build a paralegal career. Taking a practical approach, it explains the dynamics of working in the legal environment, identifies the purpose and payoff to continual professional development, and offers strategies for working collaboratively with attorneys and others drawn into a case. Each chapter integrates ethics tips, checklists for success and end-of-chapter questions. Covering a full range of career issues, it offers advice on how to land your first paralegal job, develop marketable

workplace habits and establish yourself in the paralegal profession.

Personal Injury and the Law of Torts for Paralegals

This newly redesigned edition of Family Law: The Essentials, 2E, provides accurate, concise coverage of family law with an emphasis on practical paralegal skills and technique. The text presents all the standard topics that must be covered in a family law course, but does so in a briefer format than the comprehensive Family Law by the same author. It is ideal for use in shorter courses or for courses that supplement a text with state-specific material.

Oran's Dictionary of the Law

This is a great paralegal workbook that will teach California paralegals the essential skills that they need to be successful. This workbook contains fifteen chapters that cover paralegal skills & codes, a step by step process of how to write business letters, a chapter that explains the California and the federal court system, citing cases & statutes correctly using the different styles of citations, the use of the California Rules of Court, court holdings, jurisdiction & venue, legal resources including primary and secondary authorities, the IRAC method of case summarization, legal research and computerized research using the Lexis system,

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the use of *ibid.* & *id.*, drafting the legal memorandum, a contracts chapter with actual contracts to explain their use, an explanation of discovery methods and a step by step process of drafting a complaint that includes the Rules of Court re: pleadings. There is a Glossary of Terms and an Appendix that includes a mythical client scenario, a complete deposition, a sample complaint, four examples of deposition summaries and a Judicial Council form for a Contract complaint. All chapters include educational exercises to give the paralegal actual experience drafting the documents discussed. A mythical client scenario provides the information to complete all of the educational exercises. This workbook is California specific and completion of the exercises will prepare paralegals for the many and varied jobs that paralegals perform in a law firm. An absolutely great teaching tool that every paralegal should work through!

Paralegal Certificate Course Workbook

The Essentials of Florida Real Estate was written for the paralegal student, the real estate professional, and anyone who is interested in Florida's property laws. Students and instructors of Florida real estate will appreciate the wealth of information covered in a user-friendly format. The book highlights the statutory laws of Florida, giving either the statutory cite, or the inclusion of more important or complex Florida laws. It also includes important summarized Florida cases, relevant to the topic discussed. The author, with 20 years experience as a real

estate professional, attorney, and law professor, combines both theoretical and practical applications of Florida property law, with real life examples given when complex issues are presented. Each chapter contains a chapter outline, chapter objectives, a chapter summary, review questions for discussion, and key terms — all to facilitate the mastery of this complex subject. The Essentials of Florida Real Estate Law has been written so it can be used as a complete semester text in and of itself, a research tool, or as a supplement highlighting Florida property law.

Paralegal Today: The Essentials

Personal Injury and the Law of Torts for Paralegals, Fifth Edition, balances complete coverage of substantive torts topics with essential paralegal skills. Emily Lynch Morissette provides consistently clear writing and realistic examples that convey a working understanding of the role of the paralegal in tort cases. Teaching basic torts and skill development, the text features a logical organization, introducing substantive topics with an overview of the concepts then moving through each element of negligence, followed by medical malpractice as a type of negligence, intentional torts, and workers' compensation. New to the Fifth Edition: New examples throughout the text Additional exercises in every chapter New section in introductory chapter on how torts relates to other areas of the law Expanded coverage of emerging topics, such as Role of insurance companies in medical damages Caps on punitive damages *Kim v. Toyota Motor Corp.* (2018) and its

effect on the risk-benefit test Professors and students will benefit from: A wealth of clear and accessible examples Fact-based exercises that use real-life scenarios Integrated treatment of ethics Practice-based topics on medical record discovery, tort discovery, and litigation A consistent emphasis on medical information related to personal injury, such as how to obtain and understand medical records, including an introduction to medicine in the appendix. Helpful pedagogy, including chapter objectives, marginal definitions, visual aids, case summaries, chapter summaries, and review questions

eDiscovery for the Legal Professional

Introduction to Law

An ideal guide for the paralegal student, *ESSENTIALS OF CONTRACT LAW*, Second Edition presents the law of contracts in an understandable and organized manner. The book's effective road map approach to contracts helps students learn about contract formation, determining the applicable law, unenforceable contracts and breach of contract. In this edition, the author also separately addresses the impact of Article 2 of the UCC, federal preemption, and the UN's Convention on the International Sale of Goods (CISG). Cutting through excess verbiage and outdated

doctrine, the book develops each rule of law by presenting theory, illustrating it with an example, and providing a problem to give readers hands-on practice. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Essentials of Florida Real Estate Law

Family Law for Paralegals, 7E is a comprehensive text for family law, offering complete coverage of the basics of family law, combined with historical context and insight into topics of current interest. This thoughtful and carefully written textbook offers the nuts-and-bolts of the law, framed in historical context and include exposure to some of the most dynamic issues in family law today. The text's comprehensive coverage includes basic coverage of the issues of marriage and divorce, as well as cutting-edge issues such as non-marital families, child abuse and neglect, child support and custody, and same-sex marriage. Features: Detailed treatment of Supreme Court decision in Obergefell v. Hodges striking down bans on marriages between same-sex partners on federal constitutional grounds Added discussion about emerging recognition of domestic violence as a human rights violation Discussion of expanded protections under the Violence Against Women Reauthorization Act of 2013 for both Native American women who are abused by non-Native perpetrators and same-sex victims of abuse Expanded section on interstate child support cases, with new material on international

support actions under a recent Hague Convention Expanded section on post-majority child support focused on enlarging parental obligations to correspond to the new reality of today's young adults An added section about some of the continuing ambiguities/complexities of interstate child custody cases under the Parental Kidnapping Prevention Act A new section on the Deployed Parents Custody and Visitation Act A new section on e-mediation A new section on the Indian Child Welfare Act that is intended to reverse historical disregard for tribal relations of Native Peoples

The Paralegal Professional Essentials

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.

Criminal Law and Procedure for the Paralegal

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.

California Family Law for Paralegals

This book gives the reader the core of each legal idea and helps them understand the American legal system as well as how to approach research tasks. It precisely explains contracts, laws, court decisions, and lawyers. It also includes a section on computerized legal research and overhauled sections on bankruptcy, intellectual property, litigation support, national security and other rapidly changing subject areas.

Paralegal Today: The Legal Team at Work

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.

West's Paralegal Today

Focused squarely on the California Family Code, California Family Law for Paralegals integrates statutory law and judicial interpretation into a cohesive general discussion of all aspects of the state's family law. Its practical, straightforward approach is designed to teach the basics to paralegal students, and powerful pedagogy makes it stand apart from most books on California Law. Chapter Overviews and Summaries, exercises, Key Terms, and a glossary combine with examples of all the key Judicial Council forms used in the practice of family law in California. Comprehensive coverage explores all the key topics and developments in this constantly evolving area of the law. Thoroughly updated, the revised Sixth Edition reflects important changes in the law, with new cases and statutes, including status of California State Supreme Court ruling on same-sex marriage. As a result, all forms have been completely updated. A new discussion advises how technology can make family law practice more effective. Hallmark features of California Family Law for Paralegals: Focused on the California Family Code integrates statutory law and judicial interpretation cohesive discussion of all aspects of family law Practical, straightforward approach designed to teach the

basics Includes examples of all key Judicial Council forms used in California family law Powerful pedagogy surpasses most books on California law Chapter Overviews Chapter Summaries exercises Key Terms glossary Comprehensive coverage of all key topics and developments Thoroughly updated, the revised Sixth Edition: Reflects changes in the law new cases and statutes status of California State Supreme Court ruling on same-sex marriage Forms completely updated. New discussion of technology to make family law practice more effective

The Paralegal Professional

Apply important legal concepts and skills you need to succeed Get educated, land a job, and start making money now! Want a new career as a paralegal but don't know where to start? Relax! Paralegal Career For Dummies is the practical, hands-on guide to all the basics -- from getting certified to landing a job and getting ahead. Inside, you'll find all the tools you need to succeed, including a CD packed with sample memos, forms, letters, and more! Discover how to * Secure your ideal paralegal position * Pick the right area of the law for you * Prepare documents for litigation * Conduct legal research * Manage a typical law office Sample resumes, letters, forms, legal documents, and links to online legal resources. Please see the CD-ROM appendix for details and complete system requirements.

Family Law

Essentials of Business Law, 1e takes a balanced approach and covers both the Contracts and the Regulatory material that is crucial for Business Law professions. It is light on Contracts, making it more appropriate for those who want a briefer, less expensive book that still covers all the topics. KEY TOPICS: Business decisions; online commerce & Internet law; business ethics; international law; contemporary environment and non internet-related legal issues; and landmark cases which highlight the most important cases and statutes that have shaped the law in the United States. MARKET: For those currently practicing in legal and/or business environments.

Ethics and Professional Responsibility for Paralegals

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

Medical Emergencies

Designed for today's student, eDiscovery for the Legal Professional introduces the basics of electronic discovery. In the current, fast-paced legal environment, legal professionals need to understand how technology influences the practice of law, how to communicate this information to their clients, and the most cost-effective discovery tools available. This text offers comprehensive and timely coverage, including historical development of the eDiscovery field, substantive legal precedent and case studies, procedural changes based on recent revisions to the Federal Rules of Civil Procedure, practical application of eDiscovery tools and resources, discussion of changing technology definitions, usage and trends, and ethical considerations for the legal professional when managing electronic discovery and data. Professors and students will benefit from: Accessible text that

explains technical eDiscovery concepts in layman terms. Up-to-date discussion of current Federal Rules of Civil Procedure covering eDiscovery. Effective pedagogy with Examples and Exercises in every chapter, excerpts from cases and the Federal Rules, helpful lists and summaries, and Key Points that highlight essential concepts and practical applications. Key topics covered include: Impact of Electronically Stored Information (ESI) on discovery, Data Management, Case Management, Spoliation, and Ethical Considerations such as competence, confidentiality, and informed consent. A comprehensive glossary that helps students with new and unfamiliar vocabulary

Essentials of Contract Law

Creative professionals seeking the fastest, easiest, most comprehensive way to learn Adobe Premiere Pro choose Adobe Premiere Pro Classroom in a Book (2020 release) from Adobe Press. The 17 project-based lessons in this book show students step-by-step the key techniques for working in Premiere Pro. Students learn skills to take a project from beginning to end, including the basics on things like organizing media, using audio, creating transitions, producing titles, and adding effects. Once they have the basics down, they'll learn how to take their projects further by sweetening and mixing audio, compositing layered footage, adjusting color, customizing motion graphics, exporting files, and much more. The companion DVD (also available as an online download) includes lesson files so

students can work step-by-step along with the book. All buyers of the book also get full access to the Web Edition: a Web-based version of the complete eBook enhanced with video and multiple-choice quizzes.

Concise Guide to Paralegal Ethics

This complete introduction to law places emphasis on ethics and international issues, showing readers how to engage in ethical, analytical reasoning with every topic from legal fundamentals to areas of substantive law. The features of this book encourage readers to apply critical thinking, organizational and summation skills, and legal research tools to solve specific legal problems. The American court system, criminal law and ethics, contracts and E-Commerce, family law, real and personal property, agency, employment, and equal opportunity law, intellectual property and internet law, and administrative law, consumer, investor, and environmental protection. For paralegals, legal assistants, lawyers, and all legal professionals.

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