

Basic Contract Law For Paralegals Sixth Edition

Basic Legal Writing for Paralegals West's Paralegal Today Domestic Relations Law for Paralegals Introduction to Paralegalism Introduction to Law Concise Guide to Paralegal Ethics Fundamentals of Litigation for Paralegals Annual Report for the Financial Year ... Interviewing and Investigation for Paralegals ABA Approval Fundamentals of Litigation for Paralegals Family Law Of Counsel 700 Bowker's Law Books and Serials in Print Federal Attorney Fee Awards Reporter Legal Research for Paralegals Annual Report Bringing the Bar to Justice The Public Interest Employer Directory Litigation News Hope Viner Samborn Roger LeRoy Miller Colleen M. Olson William P. Statsky Joanne Banker Hames Therese A. Cannon Marlene A. Maerowitz Community Law Centre (University of Natal) Ann M. Dobmeyer Therese A. Cannon Thomas A. Mauet William P. Statsky Edward H. Hein Legal and Human Rights Centre (Tanzania) Sharon Tisher

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basic legal writing for paralegals sixth edition teaches students the skills they need to effectively work with cases legal authorities documents and professional correspondence samborn and yelin guide students through the writing process using the objective memo as a teaching tool at every stage of a well defined writing process the authors provide lucid explanations visual aids and plenty of examples with practice exercises throughout the book students can develop the skills that will become indispensable to their careers as paralegals new to the sixth edition new and refreshed exercises streamlined presentation making the material even more accessible and teachable updated website resources revised and updated chapter on case briefing and analysis expanded coverage of email and e memos professors and students will benefit from thorough and readable coverage of case briefs legal memoranda correspondence and persuasive writing a practical approach that emphasizes the role of the paralegal and how different types of legal writing are used in practice step by step instruction that guides students through every stage of the writing process from pre writing planning to drafting and revising an overview of the legal system that shows how different forms of legal writing are used in different contexts synthesizing and presenting legal authorities how to use the irac method of legal analysis examples exhibits writing tips exercises ethics alerts practice pointers and web resources additional student resources in its appendices on citation rules and writing strategies

a brief paperback version of west s paralegal today a full color introduction to the field of paralegalism stressing skills ethics teamwork and professionalism the essentials condenses some coverage ethics adr litigation research and writing and deletes some chapters corporate law criminal law administrative law for use in shorter courses

for courses in introduction to law introduction to american law and introduction to paralegalism this book provides students with an interesting introduction to law presented in an effective skill building format it explains the basics of the u s legal system focusing first on organization and operation then introducing students to the major areas of law practice and the legal principles that apply throughout the text legal concepts are defined and explored in a clear concise manner with numerous hypothetical case examples to demonstrate the application of theory varied exercises help students develop strong legal vocabulary and analytic skills

resource added for the paralegal program 101101

a proven success in hundreds of classrooms nationwide maerowitz and mauet's introduction to litigation features greater flexibility than the other leading texts it covers every step of the litigation process in depth from the moment the client walks in the door to final settlements yet never burdens students with needless details and digressions the writing is friendly and intelligent with a unique ability to clarify the reasoning behind legal procedures the pedagogy is expertly crafted for paralegal courses especially the case materials they include examples and documents in the text itself along with a complete litigation file in the appendix and six separate case scenarios in the accompanying electronic workbook the quality and variety of the case materials allow you to teach as you wish rather than locking you into a single case or running scenario one of the most successful litigation texts ever a complete introduction to the litigation process covering the basic rules of litigation investigation case strategies and planning pretrial steps from pleadings to discovery settlements trial preparation judgments and alternative resolutions an ideal balance of clarity and depth with a brisk pace yet sufficient detail for substantive courses and subsequent use as an academic or professional reference highly effective learning features including examples charts checklists overviews review questions and sample documents without the cluttered pedagogy found in some texts a litigation file appendix providing case materials for each stage of litigation from pleadings to settlements designed for flexible use with chapter topics as needed electronic workbook with cases includes new self study aids and case materials including six different case scenarios for assignments exercises and classroom case studies now thoroughly updated for your 2003 courses the most current coverage available with the latest rules procedures examples and references including recent amendments to the federal rules of civil procedures new electronic and web resources with expanded information on computer and online tools for research case preparation and every stage of the litigation process

with a distinctly student friendly voice this new text provides a succinct overview of the interviewing and investigation process focusing on the key issues paralegals need to know in practice the practical approach of the book uses realistic case scenarios to show interviewing and investigation skills in context and draws from criminal as well as civil cases the helpful pedagogy of the book includes key terms practice tips review exercises in depth chapter exercises glossary and bibliography users will also find charts and exhibits throughout the book supplying them with the tools to help structure their interviews and investigations in practice coverage of using the internet to help in investigation extensive appendices which provide a variety of resources to help in the investigation and interviewing process including a sample case investigation file sample client letters selective excerpts from the federal rules of civil procedures and the federal rules of evidence the text is divided into three major sections overview of litigation process including rules of procedure evidence and ethics discussed in the context of the interviewing and investigating process basics of interviewing including how to ask questions how to listen to determine whether questions are answered how to diffuse the angry or hostile person and how appearance and tone can influence the interview and how

to interview children and those from different cultures as well as how to preserve information gathered through interviews investigation process including how to plan and organize an investigation and complete sources for finding people and finding information

enlivened with color and numerous visual aids tom mauet and marlene maerowitz s highly successful text for litigation features comprehensive material in a very teachable format in three coherent parts investigating and planning the litigation pretrial litigation and settlement trial and post trial trial expert thomas mauet an paralegal educator marlene maerowitz clearly and thoroughly explain the steps paralegals must follow to assist lawyers in civil lawsuits from initial fact gathering through post judgment proceeding including the latest changes in the federal rules of civil procedure the authors discuss and demonstrate the full range of litigation skills from drafting litigation documents motion pleadings discovery request and collecting data to interviewing clients and taking witness statements in addition to the new attractive design fundamentals of litigation for paralegals second edition features chapters on provisional remedies appeals and alternative dispute resolution numerous visual aids chart forms exhibits and more to enhance student understanding key terms highlighted throughout the text and further explained in a comprehensive glossary chapter objectives and summaries that preview and review important points review questions to test understanding of the main concepts a litigation file which follows and illustrates the complete litigation process including forms complaints etc for one sample casethis invaluable teaching tool not only helps students master the concepts of the litigation process but also serves as a handy reference in practice an updated workbook and instructor s guide complete this superb package filled with questions and brief writing assignments the workbook gives students an opportunity to research statutes and become familiar with pertinent forms the instructor s guide provides guidance on using the text and workbook

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