

Employment Law For The Paralegal

Paralegal Practice and Procedure
Litigation and Trial Practice for the Legal Assistant
Essentials of Intellectual Property for the Paralegal
Introduction to Paralegalism
Family Law for the Paralegal
The Paralegal's Guide to Administrative Law
Paralegal Practice & Procedure Fourth Edition
The Paralegal's Introduction to Business Organizations
Paralegal Practice and Procedure
Paralegal Guide to Qualified Pension Plans Under ERISA
West's Paralegal Today
Wills, Trusts, and Estate Administration for Paralegals
A Curriculum for Community Paralegal Workers
Criminal Law and Procedure for the Paralegal: A Systems Approach
Everything You Need to Know about Being a Legal Assistant
Concise Guide to Paralegal Ethics
Paralegal Practice & Procedure Fourth Edition
Introduction to Paralegalism: Perspectives, Problems, and Skills
Manual for the Lawyer's Assistant
Criminal Law and Procedure for the Paralegal
Deborah E. Larbalestrier Roderick D. Blanchard Christian R. Andersen William P. Statsky Mary E. Wilson William D. Haders Deborah E. Larbalestrier Lynn T. Slossberg Deborah E. Larbalestrier Garrison Lee Roger LeRoy Miller Mark Alan Stewart James W. H. McCord Chere B. Estrin Therese A. Cannon Deborah E. Larbalestrier William P. Statsky Edward C. Carter

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this book helps readers search and value intellectual property assets across the globe it covers patents trademarks and copyrights in detail including how to search for all three and the legalization and authentication of documents it walks readers step by step through sample searches of selected dialog databases for patent trademark and copyright information patent basics the u s patent application the international patent trademark basics the u s trademark application the international trademark application copyright basics the copyright application international copyright protection overview of other intellectual property areas legalization and authentication of documents patent trademark and copyright searching for paralegals

previous ed has sub title concepts and applications

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slossberg s outstanding text and accompanying student workbook takes students out of the classroom and into the real world of business written with the entry level paralegal in mind this book gives students an unmatched guide to the paralegal s function tin the day to day representation of business clients to help students truly grasp the material presented most chapters include a section called client stimulations showing a paralegal in a law office environment performing each required task students will find an excellent discussion of the substantive law and procedural tasks involved in the formation and maintenance of each

business entity each chapter begins with clearly defined chapter objectives setting both the tone and agenda and ends with chapter summaries review questions and lists of key terms moreover checklists and worksheets are included for each business entity the text includes coverage of limited liability companies and limited liability partnerships the latest business entities a full 8 chapters are dedicated to corporate law covering such topics as formation financial structure meetings shareholders rights and liabilities corporate changes and more there is a chapter on trademark registration which includes application filing and trademark protection student workbook the student workbook places the student in a fictional law office working as a paralegal for a corporate attorney emphasizing hands on experience it helps build proficiencies in document drafting and file maintenance that accurately reflect law office experience by performing typical paralegal tasks in the receptive environment of the classroom students receive helpful feedback and the reassurance that they will leave this course with the requisite knowledge to do the job demanded of them section i organizational matters focuses on the creation and organization of a state specific resource binder in which the student will adapt checklists to meet state requirements as well as compile relevant state statutes frequently used telephone listing filing fee information and state specific forms section ii client matters focuses on the drafting of documents for hypothetical clients

no marketing blurb

this complete guide helps any paralegal involved with tax qualified pension plans become more conversant with the concepts embodied in erisa guiding you in becoming more proficient in applying erisa s technical requirements to everyday tasks the book helps the new erisa practitioner get organized take the initiative think independently and perform many of the standard tasks required to service clients tax qualified plans for experienced erisa practitioners the book s content offers a fresh approach to organizing the usual tasks suggests ways to improve habitual methods and fills the occasional minor gaps in knowledge that erisa practitioners have inevitably have even when working in well known territory also included is an ibm compatible disk with forms for all types of pension health and welfare plans

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

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this text prepares paralegals in the principles of criminal law as well as in the practice skills needed daily in the law office presented in a clear logical outline format criminal law and procedure for the paralegal a systems approach third includes effective learning features such as charts checklists forms documents legal terminology helpful web sites and numerous illustrative case examples a systems folder is also included to help build an impressive practice system of topically arranged forms legal principles rules checklists and other materials this comprehensive text blends theory with practice and incorporates insights into the fascinating world of crime and criminals and the legal professionals who work within the justice system the systems approach used continues to be one of the most popular features of this text and the clear concise yet thorough presentation of concepts and skills leads to the development of a more thoughtful and accurate paralegal professional important notice media content referenced within the product description or the product text may not be available in the ebook version

an easy to follow guide for the professional wanting to change careers or improve their existing skills by seeing what other legal assistants do

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