

Nala Manual For Paralegals And Legal Assistants

NALA Manual for Paralegals and Legal Assistants Ethics and Professional Responsibility for Paralegals Introduction to Law for Paralegals Introduction to Law for Paralegals Handbook for Paralegals Interviewing and Investigation for Paralegals Occupational Outlook Handbook Law Office Management for Paralegals Wills, Trusts, and Estate Administration for Paralegals Basic Bankruptcy Law for Paralegals Occupational Outlook Handbook Bankruptcy Law for Paralegals Computer Exercises for Paralegals in WordPerfect, Lotus 1-2-3, DBASE, LEXIS, and WESTLAW Legal Interviewing for Paralegals Business Organizations for Paralegals Foundations of Law for Paralegals Legal Logic: A Guide for Paralegals and Law Students Occupational Outlook Handbook Effective Interviewing for Paralegals Occupational Outlook Handbook, 2009 National Association of Legal Assistants Therese A. Cannon Katherine A. Currier Neal R. Bevans Ann M. Dobmeyer United States. Bureau of Labor Statistics Jonathan S. Lynton Mark Alan Stewart David L. Buchbinder Pamela Kohlman Webster Kristen L. Battaile William P. Statsky Deborah E. Bouchoux Ransford Comstock Pyle Ron Villanova Us Dept of Labor Fred Edmund Jandt U.S. Department of Labor

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the nala manual for paralegals and legal assistants a general skills litigation guide for today s professionals fourth edition previously titled the nala manual for legal assistants is designed to serve as a quick reference guide for working legal assistants to be used by schools as a textbook for intro courses and reference material and to assist legal assistants preparing to take the certified legal assistant examination it is a collection of proven techniques and procedures used by paralegals nationwide the techniques described are examples of successful solutions to actual assignments accomplished by working legal assistants they may be used as starting points from which changes adaptations and modifications may be made by legal assistants in similar situations

ethics and professional responsibility for paralegals provides complete coverage of legal ethics tailored to the needs of the practicing paralegal

now there is an introductory text for paralegals that covers the theory as well as the practical aspects of everyday legal practice introduction to law for paralegals presents a succinct and revealing examination of what paralegals do in legal practice and how they do it instructors will appreciate the skillful presentation of this exciting new text iquest the first half of the book captures student attention by addressing practical applications such as legal research trials and appellate issues the second half explores substantive legal issues ranging from personal injury and contracts to intellectual property iquest the clear engaging writing highlights the positive aspects of the legal profession and communicates the author iquest s enthusiasm for the legal field iquest the text emphasizes practical skill acquisition in conjunction with substantive legal issues iquest excellent end of chapter activities such as chapter summaries review questions discussion questions web references ethics discussions suggestions for further reading sample documents and iquest personality quizzes iquest that help students determine which area of the law is most appropriate for them that hold student interest iquest shorter length and appropriate level of material make the text ideal for associate iquest s level paralegal courses iquest strong ancillary package includes an instructor iquest s manual with sample syllabi for courses of different lengths additional questions and practice exercises and suggestions for designing online courses a comprehensive test bank also available on cd and powerpoint slides introduction to law for paralegals is uniquely reader friendly iquest the author defines key terms and phrases on the spot iquest inset boxes explore important concepts iquest special chapter features such as iquest skills you need in the real world iquest and iquest issues at a glance iquest encapsulate important topics iquest numerous examples figures tables and hypotheticals reinforce understanding and appeal to different student learning styles

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

reflects the latest employment projections p 4 of cover

describes 250 occupations which cover approximately 107 million jobs

presents complete current overview of bankruptcy law from a very practical perspective numerous sample forms and pleadings show students exactly what they will see and do as paralegals sample projects within the book ask students to apply the text material in addition to a more streamlined organization based on reviews and suggestions the second edition includes changes in bankruptcy rules and code through 1994 appendices include bankruptcy code and rules

the substance of this book is derived from lectures presented to working paralegals as the first in a series of foundation courses intended to supplement their prior education and experience and to enhance their capacity to more competently handle tasks normally handled by lawyers the course and this book is a condensed version of a full semester course in aristotelian logic tailored to the needs of people engaged in the analysis of legal issues either as employee or as student there are several primary objectives the first is not to

create logicians but to foster the students awareness of their own reasoning processes by discussing the importance of words their definitions uses and relationships and to provide tools for testing whether conclusions are valid or invalid using formal logical analysis the second broader objective is to provide a foundation for further study and use of the principles of effective communication and interpretation of communication another more specific objective is to show the use of the tools of logic in a legal context particularly the formal analysis of case law about the author the author has practiced law since 1967 during his tenure as counsel with a major financial services corporation he was responsible for its law department s paralegals and paralegal development program those duties led him to develop the three foundation courses that are now available in book and digital form legal logic legal promise and legal method

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