

The Florida Paralegal Resource Guide

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business organizations for paralegals carefully guides students through each form of business enterprise complementing the presentation with simple and practical tips on forming and maintaining businesses author of the highly successful legal research and writing for paralegals and a respected paralegal educator deborah e bouchoux not only provides students with a detailed overview of the subject area but also give them a

firm understanding of its terms and concepts business organizations for paralegals clearly explains the tasks required of paralegals in services involving formation tax planning combination dissolution and other business activities the advantages and disadvantages of each form of organization including limited liability companies how business is conducted with terms and concepts defined as they arise in context principles of employee compensation and employment agreements business ethics and other special topics in business law and much more for each of the five major types of organization the book includes a section on the paralegal's role sample forms with tips for preparing documents resource guides and discussion questions that challenge students to apply concepts to fact patterns appendices include statutes from which business organization concepts are derived secretary of state listings for all 50 states samples of bylaws a consent in lieu of meeting form and a shareholder buy sell agreement a comprehensive glossary helps explain new terms and concepts to students

this book lists a variety of legal resources for the senior consumer car owner crime victim client and others

because of the variety of information required in the law office we felt the need to compile information from business law and office management into one useful reference source thus this manual contains information and resources that both students and on the job law office employees can use

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

shows lawyers how to manage their practices in a more business like manner it explains how to determine both personal and law firm goals

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