

The Litigation Paralegal Systems Approach

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takes a task oriented competency based approach throughout walking students through each state of pre trial preparation and trial students draft documents based on a hypothetical law suit and can build an optional detailed systems manual containing forms documents and checklists thoroughly updated throughout to reflect the most recent changes in federal rules of civil procedure on service of process and discovery

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

this on line component is meant to complement the textbook activities discussions and any instructor lectures classroom or on line

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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

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