

# Certified Paralegal Exam Study Guide

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Introduction to paralegal studies utilizes a storytelling approach that provides a context in which students can assimilate and organize new concepts the student is taken from the introduction to the client to the final collection of the judgment in the chronology that would normally occur in litigation the text explores practical considerations such as docketing timelines office politics setting up and organizing files timekeeping and asset assessment strategic decisions are also explored as they arise naturally in the discovery process motion practice trial and judgment collection the text contains a number of entertaining forums in which to practice legal terminology and integrate legal concepts such as a trip to the movies which provides questions related to popular law related movies

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Essentials of Paralegalism is an introduction to this emerging legal field. It covers primary employment and regulatory issues including job search strategies. The material teaches the basic skills paralegals will need when working in the field including interviewing, investigation and analysis at an introductory level. The more on the net feature provides addresses for sites that relate to the theme for each chapter and analysis problems throughout promote analytical thinking skills needed on the job. Concrete examples from paralegal professionals' experience in the work setting give readers an insider's view of this profession.

If you are studying to become a paralegal, you appreciate having everything you need to know in a concise, comprehensive package. This study guide is concept-driven and streamlined to help you get better results through more effective study time.

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the rules regulations and responsibilities guiding the ethical behavior of paralegal professionals are discussed in this valuable reference material focuses on practical relevant issues facing paralegals in the 90 s you get extensive coverage of malpractice insurance limited licensing conflict of interest confidentiality and more and statsky covers both the nala codes and guidelines and the nfa affirmation of responsibility

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