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a completely updated and revised desk reference for paralegal professionals paralegals are the backbone of the legal business the paralegal s handbook is a guide to the responsibilities and tasks a paralegal may be asked to undertake in this comprehensive guide to the profession expert authors anita haworth and leslie cox explain everything paralegals need to know to handle the job with accuracy and confidence from ethics issues to a detailed analysis of all the tasks encountered in the various legal specialties the paralegal s handbook provides invaluable advice and expertise to paralegal professionals haworth and cox are experienced

paralegals and provide explanations and details on the various areas of practice paralegals may choose including family law probate corporate law intellectual property real estate and personal injury law they cover everything from handling everyday tasks to reviewing facsimiles of legal documents this second edition is fully updated and revised with a new section on ediscovery

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

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

a comprehensive introduction to the field with a real world practical emphasis which also makes it a valuable on the job reference this is the market leader and has been updated and enhanced to include a new full color insert outlining key steps to success as a paralegal the text is packed with real life insights and information on working as a paralegal each chapter contains the following helpful features chapter outline assignments examples checklists chapter summary and key terms revisions include a new internet appendix updated ethical codes and expanded supplement package this text can be customized to fit the instructor's needs

resource added for the paralegal program 101101

this completely updated definitive text on legal ethics and professional responsibility for legal assistants provides timely coverage of all ethical principles from the perspective of the practicing paralegal the book includes specific rules from the aba model code and model rules on which state codes are based references to the relevant aba guidelines for the utilization of legal assistant services and ethical canons of the two major paralegal associations some features of special interest the hallmarks that have made this book so successful have been retained extremely clear explanatory text accompanied by excellent examples each chapter includes

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