

# Employment Law For The Paralegal

The Paralegal's Handbook  
Litigation and Trial Practice for the Legal Assistant  
Paralegal Practice and Procedure  
The Paralegal's Guide to Administrative Law  
Essentials of Intellectual Property for the Paralegal  
The Paralegal's Introduction to Business Organizations  
Family Law for the Paralegal  
Wills, Trusts, and Estate Administration for Paralegals  
Paralegal Guide to Qualified Pension Plans Under ERISA  
Introduction to Paralegalism  
Everything You Need to Know about Being a Legal Assistant  
Litigation and Trial Practice for the Legal Paraprofessional  
Paralegal Practice & Procedure Fourth Edition  
Introduction to Paralegalism: Perspectives, Problems, and Skills  
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Ethics in a Brave New World  
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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

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this complete guide helps any paralegal involved with tax qualified pension plans become more conversant with the concepts embodied in erisa guiding you in becoming more proficient in applying erisa s technical requirements to everyday tasks the book helps the new erisa practitioner get organized take the initiative think independently and perform many of the standard tasks required to service clients tax qualified plans for experienced erisa practitioners the book s content offers a fresh approach to organizing the usual tasks suggests ways to improve habitual methods and fills the occasional minor gaps in knowledge that erisa practitioners have inevitably have even when working in well known territory also included is an ibm compatible disk with forms for all types of pension health and welfare plans

an easy to follow guide for the professional wanting to change careers or improve their existing skills by seeing what other legal assistants do

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