

Nala Manual For Paralegals And Legal Assistants

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Therese A. Cannon Deborah E. Larbalestrier Ron Villanova Scott A. Hatch Kenneth Edlin Arthur
G. Greene William P. Statsky Neal R. Bevans Deborah E. Larbalestrier Linda Spagnola Linda L.
Edwards C. Ransford Pyle

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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

the definitive briefer text for new paralegal students west s paralegal today the essentials provides the balanced coverage today s instructors desire without the coverage of substantive law the theoretical foundation is balanced with practical career information skill building activities and the very latest in legal technology all this is presented in full color with the carefully researched pedagogy shown to help the learning process for all kinds of students a full range of paralegal topics is covered new to this edition is the expansion of ethics and paralegal regulation computer aided legal research and fully updated career information and trends in the paralegal profession up to the minute end of chapter exercises and activities have been streamlined and made more accessible to both instructor and student key words civil and criminal law

no one can know all the law but one can learn to use it distilling many years of law school and practice this guide for legal professionals teaches how lawyers lawyer that is analyze interpret and apply laws

a paralegal is a lawyer s right hand although paralegals cannot represent clients in court paralegals do much of the same important legal work that lawyers do much of this work involves reading and writing researching case histories drafting subpoenas analyzing court testimonies or writing wills there are also opportunities to interact with a wide range of people paralegals are often the first point of contact for clients they also interview witnesses attend court cases communicate with police officers and judges and negotiate with other law offices some people may consider the detail oriented work mundane but most paralegals find the world of the law exciting it is loaded with opportunity with a wide variety of legal areas to choose from lawyers specialize in fields such as criminal environmental family medical corporate and international law paralegals are needed in all of these same areas whatever your interests are there is surely a

career path to match getting started in this career is relatively easy although paralegals are involved in much of the legal process they do not hold a law degree some paralegals have no more than a high school diploma the majority however have an associate degree bachelor s degree or a certificate in paralegal studies there are many programs available across the country that offer paralegal training that can help you fulfill the education requirements where you want to pursue your career the pay for paralegals is good especially when one takes into account the modest education required the average yearly income is around 50 000 although salaries can jump to as high as 75 000 with experience or when working for a large firm in a metropolitan area this is a great time to pursue a career as a paralegal the job outlook is exceptional with employment growing by as much as 30 percent if you want to build a career in the legal field but do not want to invest the time and money to become a lawyer consider paralegal work the pay is good the jobs are plentiful and you can get started in a short period of time

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

no marketing blurb

this book describes not rules of law but rules about law the tools that lawyers use to lawyer a law school education is more one of learning about the law than learning the law no one person can know all the law but most can learn the tools that lawyers and judges use to analyze interpret and apply a law any law knowledge of the rules about law distinguishes the way a lawyer approaches a problem from the way a layman would approach that problem a law student or paralegal needs a foundation of knowledge about the legal method the tools that are used regardless of what area of law is involved the object of this work is to show how judges and lawyers well judge and lawyer more specifically it covers the intrinsic and extrinsic guides to statutory construction the guides for analysis and use of case law and the intrinsic and extrinsic guides to contract interpretation its primary purpose is to explain the fundamental method of analysis of any legal issue by discussing the tools for extracting meaning from legal texts about the author the author practiced law for over 35 years during his tenure as counsel with a major financial services corporation he was responsible for its law department s paralegals and paralegal development program those duties led him to develop the three foundation courses that are now available in book and digital form legal logic legal method and legal promise

apply important legal concepts and skills you need to succeed get educated land a job and start making money now want a new career as a paralegal but don't know where to start relax paralegal career for dummies is the practical hands on guide to all the basics from getting certified to landing a job and getting ahead inside you'll find all the tools you need to succeed including a cd packed with sample memos forms letters and more discover how to secure your ideal paralegal position pick the right area of the law for you prepare documents for litigation conduct legal research manage a typical law office sample resumes letters forms legal documents and links to online legal resources please see the cd rom appendix for details and complete system requirements

law isn't just about lawyers paralegals and legal assistants are the behind the scenes heroes who prepare cases manage documents and research laws this guide opens the door to a structured impactful career in legal services perfect for detail oriented thinkers paralegals and legal assistants are the behind the scenes heroes of the legal system drafting documents researching case law and helping attorneys build strong cases it's a respected career that often requires far less time and cost than law school this mini guide shows you how to get started quickly and confidently including finding certificate programs associate degrees and internships even better we open the door to local community foundations that offer direct funding and scholarship help for legal studies this means you can start strong get certified and build your future without falling into the debt trap worksheets and contact templates make it all possible

this book provides advice on how to hire and use top notch paralegals to achieve success in providing clients with quality service

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

now there is an introductory text for paralegals that covers the theory as well as the practical

aspects of everyday legal practice introduction to law for paralegals presents a succinct and revealing examination of what paralegals do in legal practice and how they do it instructors will appreciate the skillful presentation of this exciting new text iquest the first half of the book captures student attention by addressing practical applications such as legal research trials and appellate issues the second half explores substantive legal issues ranging from personal injury and contracts to intellectual property iquest the clear engaging writing highlights the positive aspects of the legal profession and communicates the author's enthusiasm for the legal field iquest the text emphasizes practical skill acquisition in conjunction with substantive legal issues iquest excellent end of chapter activities such as chapter summaries review questions discussion questions web references ethics discussions suggestions for further reading sample documents and iquest personality quizzes iquest that help students determine which area of the law is most appropriate for them that hold student interest iquest shorter length and appropriate level of material make the text ideal for associate's level paralegal courses iquest strong ancillary package includes an instructor's manual with sample syllabi for courses of different lengths additional questions and practice exercises and suggestions for designing online courses a comprehensive test bank also available on cd and powerpoint slides introduction to law for paralegals is uniquely reader friendly iquest the author defines key terms and phrases on the spot iquest inset boxes explore important concepts iquest special chapter features such as iquest skills you need in the real world iquest and iquest issues at a glance iquest encapsulate important topics iquest numerous examples figures tables and hypotheticals reinforce understanding and appeal to different student learning styles

the completely revised and updated fourth edition of the most trusted paralegal desk references on the market now fully revised and expanded the bestselling desk reference for paralegals at any level each chapter has been completely updated to include the latest step by step instructions for every aspect of a paralegal's job with new procedures checklists and resources throughout topics covered include paralegal ethics training programs court systems and court procedures federal court practice and procedures pretrial practice and procedure legal research tools electronic trial preparation procedures in addition to the general resources that will be of value to every paralegal this guide also includes detailed information on practice and procedures for working in specialty law firms

the applied practical approach of contracts legal principles practical applications for paralegals will engage your students in the learning process with a clear accessible writing style stimulate your discussions with fun motivating and current exercises this text introduces the key concepts in the legal field of contracts in a fresh light while presenting the topics in a straightforward and comprehensive manner the paralegal supersite site

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