

Lessons From The Top Paralegal Experts

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LESSONS from the Top Paralegal Experts: The 15 Most Successful Paralegals and What You Can Learn From Them is a unique and much needed reference as there is nothing else like it for paralegal students and professionals on the market. It not only covers success stories about paralegal professionals but also shares their insights on how they do their work. The primary goal of the book is to help students learn hands-on techniques directly from paralegal leaders in the field. These top paralegal experts share the secrets that have helped them become the best of the best in their profession. The top fifteen paralegal experts helped to expand the paralegal profession and improve the efficiency of performing paralegal duties including creativity, leadership, expertise in their specialty, technical skills, knowledge, mentoring, and organization. The paralegal experts practice in various specialties and the premise of this book is that students and professionals can learn most effectively from the experiences of others. There is a definite need to provide paralegal students with further instructions to help them become more productive and efficient.

PROFESSIONAL PARALEGAL, THE: A GUIDE TO FINDING A JOB AND CAREER SUCCESS covers more than just how to land a job, it shows how to prepare for and build a paralegal career. Taking a practical approach, it explains the dynamics of working in the legal environment, identifies the purpose and payoff to continual professional development, and offers strategies for working collaboratively with attorneys and others drawn into a case. Each chapter integrates ethics tips, checklists for success and end-of-chapter questions. Covering a full range of career issues, it offers advice on how to land your first paralegal job, develop marketable workplace habits and establish yourself in the paralegal profession.

Clearly written, and replete with design elements that facilitate study and review, the *Concise Guide to Paralegal Ethics* provides succinct coverage that focuses on the professional paralegal. Perfect for use in shorter courses, or substantive courses with an ethics component, the Fifth Edition provides timely and thorough coverage of all major legal ethics topics. New to the Fifth Edition: Discussion of how the ethics of technology affects paralegals in matters of confidentiality and privilege, competence, conflicts of interest, and advertising Changes in legal practice that add to the responsibilities of paralegals Refreshed review questions, discussion questions, hypotheticals, and projects Professors and students will benefit from: Consistent emphasis on how the rules of ethics affect paralegals Authoritative writing in a well-organized format Helpful overviews in every chapter Italicized key terms with corresponding definitions in the margins Review questions, hypotheticals, discussion points, and projects Relevant ethics codes, conveniently located in the Appendix Teaching materials include: Instructor's Manual with Test Bank PowerPoint slides

CRIMINAL LAW AND PROCEDURE FOR THE PARALEGAL: A SYSTEMS APPROACH, 4th Edition equips readers with a solid understanding of the principles of criminal law as well as the skills for daily practice in a law office. Thorough yet succinct, the student-friendly text presents material in a clear, logical, outline format. It also provides many opportunities for students to apply both critical thinking and law-office practice skills. The text enriches learning by providing insights into crime, punishment, criminal justice standards for prosecution, defense, and the court, and the competing policies behind the law and judicial decisions. The unique systems folder approach enables students to build an impressive practice system of topically arranged forms, legal principles, rules, checklists, and other materials. The text delivers an excellent blend of theory with practice--giving students a strong foundation to build on. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Now newly updated and expanded, the Second Edition of this popular book provides a concise, realistic, hands-on guide to the fascinating and rewarding practice of criminal law. *CRIMINAL LAW AND PROCEDURE FOR THE PARALEGAL* offers a highly practical introduction to the field, exploring essential legal principles and their applications through a series of real-world cases, including prosecution, defense, and appellate processes. Drawing on his extensive experience as a criminal defense attorney, an assistant district attorney, and a college instructor, the author brings the world of prosecutors, defense attorneys, and paralegals to life with a uniquely engaging, reader-friendly style ideal for today's learners. The book also addresses relevant Supreme Court decisions and their ramifications and offers insights from actual paralegals and examples from real cases. This trusted text is an ideal resource to prepare you for success in the dynamic, high-demand field of criminal law. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Clearly written textbook that helps students understand how evidentiary principles are applied in real-life situations. Text focuses on the practical applications of the Federal rules of Evidence and how the rules relate to paralegal practice. Features: Covers a full range of topics, including gathering evidence, interviewing witnesses, and researching. Written from a real-life perspective, showing how actual practice works in local, state, and federal court. Pedagogy in text developed for paralegal students, and includes short case summaries, readable examples, marginal definitions of terms, marginal cross-references to the Rules of Evidence, review questions, and hypotheticals. Short, concise presentation is ideal for paralegal courses. Updated with changes to the Federal Rules of Evidence. Updated with new cases. New hypotheticals and discussion questions added.

LEGAL STUDIES CAPSTONE: ASSESSING YOUR UNDERGRADUATE EDUCATION provides an opportunity for students to review,

enhance and demonstrate their knowledge and practical application of the law. Achievement of learning objectives is shown through development of a portfolio of student work and a successful score on a comprehensive exam. Measurable learning objectives are detailed for each unit, with discussion questions, portfolio assignments and exam questions designed to measure the attainment of each outcome. Job search, continuing education, ethical obligations and technology skills are addressed, and students organize related documentation to prepare for post-graduation endeavors. These units are followed by summaries of core substantive and procedural areas of law, providing students with a review of prior studies as well as a gap-filler for key areas essential to success in the workplace, continuing education, or certification and employment exams. Students can evaluate their knowledge of the law through review of questions and answers provided in the comprehensive exam in Appendix A. Portfolio assignments display their ability to draft pleadings, prepare contracts, complete forms and report research results for review by a prospective employer or as reference for future assignments. The Glossary and Other Resources listed in Appendix B assist in fostering successful outcomes in both portfolio development and the assessment exam. In addition to the benefits to students, this text offers guidance to educational programs undertaking a meaningful assessment of learning outcomes. Review of student portfolios and success rates on the comprehensive substantive assessment present student data to be utilized in continuous curriculum development. The Instructor's Resources include a sample course outline, exit exam and portfolio grading rubric. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Elder Law for Paralegals prepares students to assume a productive

Comprehensive, intelligent overview of all the key concepts covered in a typical introduction to law course. Divided into three parts, reflecting the topics addressed in an introductory course: Part I, Paralegals and the American Legal System; Part II, Finding and Analyzing the Law and Part III, Legal Ethics and Substantive Law. A critical thinking approach is used to introduce students to the study of law, encouraging students to interact with the materials through hypotheticals, examples, and well-designed questions. Key Features of the New Edition:

Comprehensive coverage of key legal concepts Hypotheticals, questions, and exercises that engage students in critical thinking A logical three-part organization Student-friendly skill development for basic statutory and case analysis Ethics Alerts, marginal definitions, Internet references, and legal reasoning exercises Appendices on writing style , legal research, citation, the U.S. Constitution, and additional Net Notes New edition includes many new Discussion Questions and Legal Reasoning Exercises Chapter Objectives and short hypotheticals to start each chapter added to this edition New coverage includes: the Boston Marathon bombing case, the Affordable Care Act, and trademark issues involving the Washington Redskins , e-filing and e-discovery, discussion of same-sex marriage and custody disputes over pre-embryos, and crimes of unauthorized access of computer data and warrantless searches of cell phones

Focusing on how computers can make paralegals and legal professionals more productive on the job, this updated Seventh Edition of the #1 book on the market offers comprehensive treatment of computer concepts, including coverage of both basic software programs like Word, Excel, and PowerPoint, to more advanced applications using AbacusLaw, CaseMap, Clio, DiscoverFY, HotDocs, Tabs3, TimeMap, and TrialDirector. Real-life examples, pertinent tutorials, ethical considerations, and up-to-date coverage of the most popular software used in all types of legal organizations help students develop key knowledge and skills. Each topic is presented in a clear and organized manner and includes examples of how the software is actually used on the job. The detailed Hands-on Exercises include Basic, Intermediate, and Advanced assignments to allow for a variety of skill levels. These extensive exercises allow students to apply their knowledge and practice using computers to complete realistic legal work. This edition reflects the ever-changing rules and decisions affecting the legal process (gathering evidence, managing files, filing with courts, working on electronic copyright issues, presenting exhibits, billing, etc.) and covers the most up-to-date technology available to help paralegals comply to new rules and better handle complex records and files. 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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