

Certified Paralegal Exam Study Guide

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i ntroduction 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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like the exam itself this comprehensive manual is known in the field for high standards of paralegal professionalism and excellence this latest edition is an invaluable resource for those preparing to take the certified legal assistant cla certified paralegal cp examination administered by the national association of legal assistants the manual first describes the cla cp exam in detail so that readers are well prepared for the essential elements of the test including aspects of grading retake policy eligibility requirements preparation for the exam group study and taking the examination it then delves into specific content areas of the test including legal terminology communications administrative law and bankruptcy law this third edition thoroughly covers each section of the exam with extensive outlines examples facts and charts for review sample tests study tips and overall best practices are provided to fully prepare test takers on their way to success important notice media content referenced within the product description or the product text may not be available in the ebook version

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

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 nfpa affirmation of responsibility

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