

Introduction To Paralegal Studies A Critical Thinking Approach Aspen Paralegal

The Legal Research and Writing Handbook Introduction to Law for Paralegals Interviewing and Investigation for Paralegals Fundamentals of California Litigation for Paralegals Introduction to Law for Paralegals Index to Legal Periodicals & Books California Family Law for Paralegals Introduction to Paralegal Studies Basic Administrative Law for Paralegals Basic Contract Law for Paralegals The Legal Research and Writing Handbook Workbook to Accompany: The Legal Research and Writing Handbook Paralegal Practice and Procedure The Cumulative Book Index Bowker's Law Books and Serials in Print The Legal Research and Writing Workbook Family Law for Paralegals Practical Contract Law for Paralegals Legal Looseleaves in Print Legal Research and Writing for Paralegals *Andrea B. Yelin Katherine A. Currier Ann M. Dobmeyer Marlene A. Maerowitz Currier Marshall W. Waller Katherine A. Currier Anne Adams Jeffrey A. Helewitz Andrea B. Yelin Andrea B. Yelin Deborah E. Larbalestrier Andrea B. Yelin J. Shoshanna Ehrlich Laurel A. Vietzen Arlene L. Eis Deborah E. Bouchoux*

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the legal research and writing handbook a basic approach for paralegals ninth edition

balancing practice and theory introduction to law for paralegals a critical thinking approach offers a well rounded introduction to law and the american legal system currier eimermann and campbell s thoughtfully revised seventh edition offers comprehensive coverage combined with interesting topics timely cases and effective pedagogy through hypotheticals examples and well designed questions the authors engage students in the process of critical thinking and analysis new to the seventh edition updated with changes in the law new netnotes and exercises and additional discussion questions and legal reasoning exercises new case excerpts on trademark issues and the constitutionality of the disparagement clause ch 13 same sex marriage paternity and custody disputes ch 15 inducement to commit suicide ch 16 and cell phone privacy ch 17 revised chapter on ethics including revisions to the aba rules of professional conduct a discussion and comparison of rules of conduct and ethical rules the addition of notary public law and a new ethics alert regarding client confidentiality discussion of defamation in the era of digital media and the communication decency act of 1996 contemporary torts in the digital age and reference to the metoo movement in chapter 11 on torts new co author marisa campbell brings her extensive experience in the paralegal field to the book professors and

students will benefit from clear and effective organization the text is 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 that introduces students to the study of law encouraging them to interact with the materials through discussion questions and legal reasoning exercises text that is readable without talking down to students the structure of chapters ensures that students understand and learn the material comprehensive coverage of key legal concepts effective and thoughtful pedagogy throughout with chapter objectives ethics alerts marginal definitions internet references and review questions helpful appendices including fundamentals of good writing and basics of citation form

with a distinctly student friendly voice this new text provides a succinct overview of the interviewing and investigation process focusing on the key issues paralegals need to know in practice the practical approach of the book uses realistic case scenarios to show interviewing and investigation skills in context and draws from criminal as well as civil cases the helpful pedagogy of the book includes key terms practice tips review exercises in depth chapter exercises glossary and bibliography users will also find charts and exhibits throughout the book supplying them with the tools to help structure their interviews and investigations in practice coverage of using the internet to help in investigation extensive appendices which provide a variety of resources to help in the investigation and interviewing process including a sample case investigation file sample client letters selective excerpts from the federal rules of civil procedures and the federal rules of evidence the text is divided into three major sections overview of litigation process including rules of procedure evidence and ethics discussed in the context of the interviewing and investigating process basics of interviewing including how to ask questions how to listen to determine whether questions are answered how to diffuse the angry or hostile person and how appearance and tone can influence the interview and how to interview children and those from different cultures as well as how to preserve information gathered through interviews investigation process including how to plan and organize an investigation and complete sources for finding people and finding information

the new edition of maerowitz and mauet's fundamentals of californialitigation for paralegals gives students a complete explanation ofcalifornia specific litigation clearly written with the student in mind thetext makes the material accessible while the accompanying workbook and formsput theory into practice these features make this text an appealing choice offers a complete understanding of the litigation process fromthe time the client walks into the office through trial and post judgment including settlements and alternative forms of resolutions balanced approach neither oversimplifies the litigationprocess nor clouds the educational course with excessive information pedagogical aids such as bold faced terms defined in theglossary examples charts and checklists sample documents chapter overviewsand summaries and review questions are featured throughout the text tailored to the california rules with each chapter referencingthe specific california statute where more information can be found and california forms included throughout provides opportunities for the instructor to pick and choose whichareas to emphasize a workbook on cd accompanies the text and includes five casescenarios based on california law along with associated judicial council formsto be used as practical exercises instructor's manual provides answers to the questionsposed in the workbook and book as well as a test bank of questions thatinclude true false short answer and essay questions so that theinstructor can choose the type of test to give projects for research andwriting sample forms and suggested course outlines are also includedchanges to the third edition include chapters on motions and discovery tools have been broken down intoseparate sections so that they are both easier for the student to understandand digest and easier for the instructor to teach depositions interrogatories and document productionhave been included and demurrers motions to strike and summaryjudgment have been broken out into separate sections more information included on litigation management systems andhow to use such systems to index and retrieve documents in large cases reflects most

recent changes in the california rulesthis student friendly text offers a teachable approach to the subject ofcalifornia litigation the content is neither oversimplified nor saturatedwith excess information which allows for a smooth introduction fundamentals of california litigation for paralegals third edition offersa complete understanding of the litigation process allowing students to walkaway with a firm understanding of the complete picture

california family law for paralegals is the only textbook for paralegals that focuses specifically on california family law in its fifth edition this straightforward textbook continues to provide california paralegal students with a practical framework for examining the full range of family law issues under california law among the characteristics that make this text the perfect choice for teaching california family law a practical straightforward approach designed to teach the basics to paralegal students a focus on the california family code integrating statutory law and judicial interpretation into a cohesive general discussion of family law and its various aspects examples of all the key judicial council forms used in the practice of family law in california unlike other california specific books this book was written specifically as a teaching tool and offers a format that helps students learn including chapter overviews and summaries exercises key terms and a glossary updated and completely current the fifth edition includes revision of the text to reflect changes in the law with new cases and statutes completely updated forms advice on how technology can make family law practice more effective completely updated instructor s manual a new streamlined organization with shorter more teachable chapters the only text of its kind california family law for paralegals offers comprehensive coverage in a readily accessible format of all the key topics and developments in this ever evolving area of the law

comprehensive intelligent overview of all the key concepts covered in a typical introduction to paralegal studies course introduction to paralegal studies sixth edition combines an introduction to law and legal concepts with practical information about what paralegals actually do in the legal system a critical thinking approach used to introduce students to the study of law encouraging them to interact with the materials through hypotheticals examples and well designed questions the text is divided into four parts reflecting the topics addressed in an introductory course part i paralegals and the american legal system part ii substance of the law part iii legal analysis and research part iv paralegals and the work world

this versatile paperback is the only complete and up to date introduction to administrative law written exclusively for paralegal students adams provides sufficient depth for a thorough professional understanding of administrative law together with examples exercises and other pedagogical features geared to the needs of the career paralegal this new edition introduces a highly flexible structure updated content and a wide variety of new exercises the only current administrative law text focusing on the paralegal s career needs thorough topic coverage beginning with an explanation of how administrative agencies are created and structured then processing through such essential topics as agency discretion rules and regulations client s rights investigations informal and formal proceedings and judicial review extensive pedagogy for the paralegal student including chapter summaries key terms and review questions charts and figures illustrating key topics examples of administrative legal work advanced study topics following each chapter and an extensive selection of exercises a focus on paralegal skills and careers covering professional skills such as researching and case preparation in each chapter along with final chapter on career opportunities for paralegals in both the private adn public sector agencies this edition features a more flexible organization allowing easy adaptation to either one hour sessions or longer in depth courses plus more advanced study topics at the end of each chapter for optional assignments a variety of ingenious new exercises for both classroom and homework assignments including crosswords fill ins diagram problems and three types of research exercises requiring use of the text the library and the web new website listings in each chapter allowing students to instantly access laws and regulations click into research sources and explore administrative agencies in action

the book facilitates effective teaching and learning through a quick simple and straightforward introduction to all the basics of contracts law specifically designed for paralegal students comprehensive coverage of key topics as well as a chapter on drafting simple contracts clearly written text and lively examples that help students understand the law well crafted pedagogy chapter overviews highlighted examples key terms review questions sample clauses for analysis edited cases chapter summaries and exercises at the end of each chapter an ideal length for shorter coursestext is totally up to date new section on ucc 2a covering leases of personal property all new case summaries for the new millennium all cases have been decided since 2000 additional new cases in the supplemental cases appendix completely updated appendix of sample contracts with additional samples in the instructor s manual

yelin and samborn offer solid mastery of legal research and writing in one course through their thoroughly tested handbook this text coaches students through every step of the research and writing process with extra attention to the crucial writing skills students often lack this edition incorporates examples expert writing tips and updated online research tools bringing students proficiency right up to the level of today s most advanced law offices fine tuned and polished through extensive student and instructor feedback yelin and samborn s handbook will be one the most useful books your paralegal students will ever own the paralegal s definitive guide to professional level research and writing complete coverage of research tools and strategies shows students how to locate and develop case materials in an efficient research process using both traditional and new electronic sources step by step instruction on the writing process coaches students through each stage of legal writing from prewriting strategies to revising covering the irac method legal memoranda letters and more extensive reference features and pedagogy support the entire research and writing process with examples exhibits exercises practice tips and ethics alerts plus detailed subheads for quick access to topics this new 2003 edition now offers the latest electronic resources and techniques including complete instruction on rapid research using lexis westlaw and loislaw and more updated and revised coverage now features a streamlined section on secondary sources plus many new exhibits examples writing tips and practice exercises an updated citation appendix covers both the bluebook and the alwd citation manual a new skills based student workbook available with the text gives students extensive practice in professional level research and writing now with new online sources and exercises

the nuts and bolts of the law while also providing a relevant historical framework and exposure to some of the most dynamic issues in family law today iquest

the activities based approach of practical contract law for paralegals builds valuable contract management skills numerous assignments that mirror the work of an actual paralegal teach students to read draft and implement contracts as well as to research and apply local law ideal for both the classroom and online courses this book combines contracts and applied legal research for paralegals accessible explanations of doctrine and principles prepare students to tackle assignments based on state specific laws and procedures features new and updated examples and assignments throughout the text new career corner features that connect material in the text to developing a successful career as a paralegal straightforward overviews of basic contract law a consistent emphasis on state specific law and procedures internet research assignments that exemplify legal research performed by paralegals case discussion assignments that extend case analysis beyond the classroom discussion of ethics integrated throughout the text a flexible organization that adapts to a variety of course credits teaching goals and media formats specially designed learning objectives that clearly outline each chapter s main goals a convenient glossary of terms for quick reference a companion website with a number of handy interactive elements new self tests that allow students to monitor their progress

the text retains the features that earned it such widespread use clear well organized text for the introductory legal research and writing course designed specifically for paralegal students comprehensive

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