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Practical Contract Law for Paralegals

An Activities-Based Approach

Aspen Publishing 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

Practical Contract Law for Paralegals

An Activities-Based Approach

Aspen Publishing Practical Contract Law for Paralegals: An Activities-Based Approach is a comprehensive, practical introduction to environmental law written exclusively for paralegal students. The concise, well-written text focuses on a broad understanding of the sources of environmental law and offers students numerous practical exercises as well as concrete methods for researching the law. It also includes methods for conducting due diligence in real estate transactions, a real-world concern of paralegals and a topic ignored by other textbooks. The Second Edition offers thoroughly updated exercises, websites, government forms and laws, and includes a new chapter on mining law. Features of Practical Contract Law for Paralegals: An Activities-Based Approach: Accessible, practical approach to environmental law, specifically designed for the paralegal student. Comprehensive coverage includes the basics of the judicial concepts, policies, agencies and institutions that shape environmental law A brief overview of legal research and how it applies to environmental law. Intuitive organization starts with the implementation and sources of Environmental Law and moves on to specific statutes. Emphasis on conducting due diligence in real estate transactions, a real-world concern of paralegals and a topic no other book addresses. Engaging hands-on assignments, exercises and website resources teach students how to research local laws and access vital information. Strong pedagogical features reinforce the material, including crossword puzzles, key terms, review questions, and practice exercises. Features employment opportunities and ethical issues Thoroughly updated, the revised Second Edition includes: New chapter on mining law. Thoroughly updated exercises, government forms, laws, and websites.

Model Rules of Professional Conduct

American Bar Association The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

Fundamentals of Business Organizations for Paralegals

Aspen Publishing Now in its Seventh Edition, Fundamentals of Business Organizations for Paralegals by Deborah E. Bouchoux offers concise coverage of every form of business organization in the United States. In a readable and concise format, Fundamentals of Business Organizations for Paralegals discusses the nature of each form of business; the advantages and disadvantages of each type of organization, business operation and management; transferability of ownership; formation and dissolution of the business; and the tax implications for each type of organization. With a straightforward treatment of all pertinent topics, Deborah E. Bouchoux expertly balances substantive discussion with practical guidance for the paralegal. Enhanced by excellent pedagogy, the text engages students with the material and ensures comprehension of key topics. New to the Seventh Edition: All new case illustrations and end-of-chapter discussion and Net Worth questions New and updated charts Discussion of the Corporate Transparency Act of 2021 Discussions of the shift away from the shareholder primacy doctrine to a new standard for corporate responsibility in which the interests of other stakeholders are considered when corporations take action Examination of green and social bonds, by which corporations fund eco-friendly projects or raise funds for social projects such as affordable housing An entirely new section in Chapter Ten on governance trends, especially ESG issues, such as improving diversity in the boardroom and proposals to combat climate change The effect of the #MeToo and Black Lives Matter movements on businesses The significance of the COVID-19 pandemic in various business-related issues Professors and students will benefit from: Thoughtful text tailored to a shorter course Timely coverage of new trends and topics Excellent pedagogy and well-written text make a dense topic accessible Helpful visual aids and charts that illustrate and highlight important topics Sample forms that appear in context throughout the book Discussion of the role of the paralegal in each chapter

Contract Law for Paralegals

Traditional and E-Contracts

Prentice Hall For courses in contract law for paralegals. A hands-on guide to contract development Contract Law for Paralegals introduces future paralegals to all facets of contract preparation, including ethical, practical, and professional issues. Updated for current case law, the text combines a strong foundation in essential principles with actionable insight into researching, creating, and interpreting contracts. Along the way, students practice drafting contracts for equipment, real estate, and business sales, while completing critical thinking assignments involving attorney briefings and legal cases. The 3rd edition includes new and revised contract examples, contract law cases, and exercises that build skills, provide drafting practice, and generate samples for a paralegal portfolio.

Torts and Personal Injury Law for the Paralegal

Developing Workplace Skills

Pearson Higher Ed This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Written by a trial lawyer who has had 37 years of practical experience in torts and personal injury law and moving beyond traditional torts textbooks, Tort and Personal Injury Law for the Paralegal covers the topics that help win and lose cases. In addition to the traditional black letter law of torts, the book offers unique chapters on medical and insurance issues-preparing paralegals for the real tasks they are likely to face in today's workplace. This revolutionary book is filled with authentic legal, medical and insurance documents that allow students to learn how documents are constructed and where to find critical information. End-of-chapter assignments and instructor materials simulate a supervising attorney's work requests and help students build skills and create samples for prospective employers.

West's Paralegal Today

The Legal Team at Work

Delmar Pub West's Paralegal Today: The Legal Team at Work, fourth edition, makes the paralegal field come alive for the student. It uses real-world examples, offering practical application of each concept discussed, and further enhances this focus with hands-on activities throughout. The text gives the student a thorough introduction to not only the legal system in general, but to specific areas of the law and the paralegal's integral role as a member of the legal team. The student gains a comprehensive understanding of the laws in our society, the importance of ethical and professional responsibility, and the skills needed to thrive in this environment. Technology features, including spotlights on how technology is changing litigation, legal research, and overall office management, convey the importance of developing strong skills in this area. Paralegal Profiles and Featured Guests bring a personal touch to the material - as students learn how professionals truly work in each area of the law and how each skill directly translates on-the-job. Ethical dilemmas challenge the students to further understand their professional duties and critical thinking questions provide an opportunity to sharpen their proficiency. In this way, paralegal students learn not only about the substantive areas of the law, but how to excel as a professional in each one.

eDiscovery for the Legal Professional

Aspen Publishing Designed for today's student, eDiscovery for the Legal Professional introduces the basics of electronic discovery. In the current, fast-paced legal environment, legal professionals need to understand how technology influences the practice of law, how to communicate this information to their clients, and the most cost-effective discovery tools available. This text offers comprehensive and timely coverage, including historical development of the eDiscovery field, substantive legal precedent and case studies, procedural changes based on recent revisions to the Federal Rules of Civil Procedure, practical application of eDiscovery tools and resources, discussion of changing technology definitions, usage and trends, and ethical considerations for the legal professional when managing electronic discovery and data. Professors and students will benefit from: Accessible text that explains technical eDiscovery concepts in layman terms. Up-to-date discussion of current Federal Rules of Civil Procedure covering eDiscovery. Effective pedagogy with Examples and Exercises in every chapter, excerpts from cases and the Federal Rules, helpful lists and summaries, and Key Points that highlight essential concepts and practical applications. Key topics covered include: Impact of Electronically Stored Information (ESI) on discovery, Data Management, Case Management, Spoliation, and Ethical Considerations such as competence, confidentiality, and informed consent. A comprehensive glossary that helps students with new and unfamiliar vocabulary

Occupational Outlook Handbook

Introduction to Law for Paralegals

Aspen Pub 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 authoriquest;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 quizzesiquest; 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 Associateiquest;s level paralegal courses iquest; strong ancillary package includes an Instructoriquest;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 Worldiquest; and iquest;Issues at a Glanceiquest; encapsulate important topics iquest; numerous examples, figures, tables, and hypotheticals reinforce understanding and appeal to different student learning styles

Legal Ethics

Cengage Learning Taking a practical, hands-on approach, Kauffman/Rybicki's LEGAL ETHICS, 4th edition, equips you with a solid grasp of the ethical rules that apply in the legal setting. Comprehensive yet easy to understand, this engaging book provides a thorough and substantive analysis of the major principles that affect how the practice of law is regulated. Packed with real-world examples of lawyer and non-lawyer instances of misconduct, current and classic case law, discussions of famous (and infamous) people and up-to-date stats on the paralegal job market and compensation, this straightforward book brings chapter concepts to life as it demonstrates how courts interpret and apply ethical rules to lawyers and their non-lawyer employees. It's an excellent resource for first-year college students, career-changers and adult learners. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Fundamentals of California Litigation for Paralegals

Wolters Kluwer The new edition of Maerowitz and Mauet's Fundamentals of California Litigation for Paralegals gives students a complete explanation of California specific litigation. Clearly written with the student in mind, the text makes the material accessible while the accompanying workbook and forms put theory into practice. These features make this text an appealing choice: * offers a complete understanding of the litigation process from the time the client walks into the office through trial and post-judgment, including settlements and alternative forms of resolutions * balanced approach neither oversimplifies the litigation process, nor clouds the educational course with excessive information * pedagogical aids such as bold-faced terms defined in the glossary; examples; charts and checklists; sample documents; chapter overviews and summaries; and review questions are featured throughout the text * tailored to the California rules with each chapter referencing the specific California statute where more information can be found, and California forms included throughout * provides opportunities for the instructor to pick and choose which areas to emphasize * a workbook on CD accompanies the text and includes five case scenarios based on California law along with associated Judicial Council forms to be used as practical exercises * Instructor's Manual provides answers to the questions posed in the workbook and book, as well as a test bank of questions that include true-false, short answer and essay questions so that the instructor can choose the type of test to give. Projects for research and writing, sample forms, and suggested course outlines are also included. Changes to the Third Edition include: * chapters on motions and discovery tools have been broken down into separate sections so that they are both easier for the student to understand and digest, and easier for the instructor to teach * depositions, interrogatories, and document production have been included and demurrers, motions to strike, and summary judgment have been broken out into separate sections * more information included on litigation management systems and how to use such systems to index and retrieve documents in large cases * reflects most recent changes in the California rules This student-friendly text offers a teachable approach to the subject of California litigation. The content is neither oversimplified nor saturated with excess information which allows for a smooth introduction. Fundamentals of California Litigation for Paralegals, Third Edition offers a complete understanding of the litigation process, allowing students to walk away with a firm understanding of the complete picture.

Practical Law Office Management

Cengage Learning Focusing on technological advances that are changing the practice of law, this practical, hands-on text covers day-to-day law office management topics, including client relations and communication skills; legal fees, timekeeping, and billing; client trust funds and law office accounting; calendaring, docket control, and case management; legal marketing; and file and law library management. The Fourth Edition is accompanied by Clio's Boutique Plan cloud-based software (with in-depth tutorials) which allows students to master skills in time and billing, accounting case management, and document management. Other highlights of the new edition include new ethics-related case reviews, up-to-date forms, charts, and checklists that illustrate important concepts relating to paralegals in the law office, and hands-on exercises. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Outlines and Highlights for Contract Law for Paralegals

Traditional and E-Contracts by Kathleen Reed, Henry Cheeseman, ISBN

Academic Internet Pub Incorporated Never HIGHLIGHT a Book Again! Virtually all of the testable terms, concepts, persons, places, and events from the textbook are included. Cram101 Just the FACTS101 studyguides give all of the outlines, highlights, notes, and quizzes for your textbook with optional online comprehensive practice tests. Only Cram101 is Textbook Specific. Accompanys: 9780132358194 .

Essentials of Contract Law

Cengage Learning An ideal guide for the paralegal student, **ESSENTIALS OF CONTRACT LAW**, Second Edition presents the law of contracts in an understandable and organized manner. The book's effective road map approach to contracts helps students learn about contract formation, determining the applicable law, unenforceable contracts and breach of contract. In this edition, the author also separately addresses the impact of Article 2 of the UCC, federal preemption, and the UN's Convention on the International Sale of Goods (CISG). Cutting through excess verbiage and outdated doctrine, the book develops each rule of law by presenting theory, illustrating it with an example, and providing a problem to give readers hands-on practice. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A Practical Guide to Commercial Real Estate Transactions

From Contract to Closing

American Bar Association For proven guidance and techniques for handling a commercial real estate deal, this practical guide will help you negotiate and close the deal. The authors cover each step of a real estate transaction in the order in which it generally arises, and offers pertinent advice, practice comments, and sample forms throughout. Because much of the real estate lawyer's practice revolves around transactional documents, the book's chapters emphasize the drafting, negotiation, and revision needed to get a deal closed. Written by a law professor and two real estate practitioners, this book offers a useful combination of text overview and practice pointers. It helps lawyers with less experience navigate through the maze of steps involved in a real estate transaction. At the same time, it serves as a valuable reference for more seasoned attorneys as well as those whose practice is concentrated in other areas of the law. Downloadable forms are available online.

Essentials of Practical Real Estate Law

Cengage Learning Master the essentials of real estate law and develop a strong understanding of the role of the real estate paralegal with this concise, yet comprehensive text. Taking a case-based approach, **ESSENTIALS OF PRACTICAL REAL ESTATE LAW**, 6e details the transactional aspects of the law needed to assist attorneys with closing real estate purchases, sales, and mortgage loans secured by real estate. Case summaries throughout give you a chance to practice your analytical skills and see how concepts are applied in practice. In addition, each chapter includes practical assignments and a self-study examination, along with numerous forms and checklists, to ensure that you are well prepared to work as a professional in real estate. Offering up-to-date coverage of technology and the impact of the recent recession, this resource reflects the latest laws and regulations of the industry. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Introduction to Contracts

Prentice Hall Using short, easy-to-read chapter, this introduction to contracts focuses on the procedural as well as substantive aspects of contract law and the Uniform Commercial Code. It teaches essential elements of a contract and gives examples for analysis of a Stock Purchase Agreement, Property Agreement Between Spouses, Employment Agreement, and Sample Residential Lease. Foundation of the Contract. Elements of Formation. Problems of Formation. Discharge of the Contract. Remedies When the Contract Is Not Honored. Formation of the Sales Agreement. Discharge of the Sales Agreement. Remedies under the Sales Agreement. UCC Financing Statements. Reviewing a Contract. Contract Language. Commercial Paper. For Paralegals.

Clarence Darrow, the Journeyman

Lessons for the Modern Lawyer

Seville Square Books If I have been charitable in my judgments of my fellow man; if I have tried to help him as best I could; if I have done my utmost to truly understand him, I know why I have taken this course - I could not help it. I could have had no comfort or peace of mind if I had acted any other way. I have been interested in the study of man, and the motives that move and control his life. I have rejoiced with him, and have grieved with him, I have followed my instincts and sought to rescue the suffering when I could. - Clarence Seward Darrow. The Buddhists have a term they use to describe the process of comfortably meshing our core values with the way we make our living. They refer to it as the process of finding a right livelihood. The values that Clarence Darrow meshed with his role as a lawyer came from many sources. He was a philosopher, scientist, sociologist, historian, and theologian. Darrow in no way resembled the single-dimensional linear-thinking attorney that seems to be almost cliché and epidemic in the 90s. He was not the abridged version of a lawyer. His endless effort to understand and appreciate the world outside the four walls of his law office contributed to his legendary ability as an advocate. More importantly, his effort contributed to his arriving at a right livelihood.

Introduction to Law for Paralegals

A Critical Thinking Approach

Aspen Publishing 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 Web 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

The Paralegal's Guide to Professional Responsibility

Psychology for Lawyers

Understanding the Human Factors in Negotiation, Litigation, and Decision Making

American Bar Association The primary goal of this book is to expose lawyers and law students to some of the key insights offered by the field of psychology and to illustrate the ways in which understanding these insights can improve the practice of law.

Basic Wills, Trusts, and Estates for Paralegals

Aspen Publishers The Second Edition of **BASIC WILLS, TRUSTS, AND ESTATES FOR PARALEGALS** offers an up-to-date and accessible introduction To The essential legal principles of estate practice. By following four fictional families and their real-life concerns, The text puts basic issues in context and prepares students for their future professional challenges. This clear and direct text concentrates on what paralegal students need to know: simple and straightforward introduction to all the basics of wills, trusts, and estates law comprehensive coverage of key topics, including a review of the sources of property law specific drafting guidance for wills and trusts step-by-step review of how the entire federal estate tax return is to be completed appendix of useful forms Careful crafted for classroom effectiveness: well-crafted pedagogy includes chapter overviews, highlighted examples, key terms, review questions, edited cases, and chapter summaries lively examples capture student interest, and clearly-written text holds it manageable length makes the book ideal for shorter courses Updated features of the Second Edition: text reflects changes in the law including new judicial opinions new forms new exercises in each chapter

The Construction Project Phases, People, Terms, Paperwork, Processes

American Bar Association

Pretrial

Aspen Publishers In **Pretrial, Sixth Edition**, renowned trial expert Tom Mauet guides students through the planning and process leading up to a civil trial. Accessible and succinct, with abundant examples, sample case files, and cutting-edge coverage, this text unlocks the mysteries of pretrial planning in a way that students will enjoy in the classroom and employ in practice.

Ethics for Paralegals

Aspen Publishing Introducing students to the basic tenets of legal ethics, this text explores the regulations affecting the paralegal's relationships with clients and ethical requirements that legal professionals follow within the justice system. The book closely aligns to the NALA and NFPA codes of responsibility, providing side-by-side comparison of their similarities and differences that offers students opportunities for critical analysis. Key Benefits: Close correlation with NALA and NFPA codes of professional responsibility. Ethics applications that address the evolving legal landscape and technology. Review questions, scenarios for in-class discussion, and Reel to Real features (discussions of media's portrayal of attorneys in ethical dilemmas) engage students and provide opportunities to practice skills. Research This feature that help strengthen students' research skills by providing suggestions for more in-depth study of key issues.

Paralegal Today: The Legal Team at Work

Cengage Learning Prepare for success in your career as a paralegal with Miller/Meinzinger's **PARALEGAL TODAY: THE LEGAL TEAM AT WORK, 8E**. This complete resource introduces today's legal system as you learn how current technology and social media tools are used in practice. Real examples, hands-on practical applications and ethical dilemmas help strengthen your understanding of laws in current society and the importance of ethical and professional responsibility. You refine the skills needed to thrive in today's legal landscape. An entire chapter highlights paralegal careers and salaries to prepare you for work choices. In addition, you examine current issues, such as legal responses to the #MeToo movement, legal trends in protecting women's rights in the workplace, the use of the latest online legal research tools and technical requirements in today's courtroom. In addition, you learn how to conduct effective interviews, work with witnesses and address today's developments in family law. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Contract Law For Dummies

John Wiley & Sons Take the mumbo jumbo out of contract law and ace your contracts course Contract law deals with the promises and agreements that law will enforce. Understanding contract law is vital for all aspiring lawyers and paralegals, and contracts courses are foundational courses within all law schools. Contract Law For Dummies tracks to a typical contracts course and assists you in understanding the foundational legal rules controlling voluntary agreements people enter into while conducting their personal and business affairs. Suitable as a supplement to introductory and advanced courses in contract law, Contract Law For Dummies gives you plain-English explanations of confusing terminology and aids in the reading and analysis of cases and statutes. Contract Law For Dummies gives you coverage of everything you need to know to score your highest in a typical contracts course. You'll get coverage of contract formation; contract defenses; contract theory and legality; agreement, consideration, restitution, and promissory estoppel; fraud and remedies; performance and breach; electronic contracts and signatures; and much more. Tracks to a typical contracts course Plain-English explanations demystify intimidating information Clear, practical information helps you interpret and understand cases and statutes If you're enrolled in a contracts course or work in a profession that requires you to be up-to-speed on the subject, Contract Law For Dummies has you covered.

Practical Real Estate Law

Cengage Learning Gain a solid understanding of the role of today's real estate paralegal and the intricacies of real estate law and transactions using **PRACTICAL REAL ESTATE LAW, 7th edition**. This comprehensive resource provides students with clear explanations to help you understand the complexities of real estate law. The book's case-based approach explains legal principles using practical applications and the most current examples. Updates throughout this edition clarify the latest rulings and industry regulations, while case summaries illustrate how legal principles operate in today's world. New case problems and assignments offer practice in reading and analyzing case material. Meaningful discussions, checklists and well-illustrated forms guide students through all areas of modern real estate practice with an emphasis on important ethical concerns. Students develop a solid understanding of transactional real estate--from real estate contracts and brokerage relationships to surveys, title insurance, taxation and real estate finance as they relate to both residential and commercial processes. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Legal Studies Capstone: Assessing Your Undergraduate Education

Cengage Learning **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 keys 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.

Ethics and Professional Responsibility for Paralegals

Aspen Publishing With complete coverage of the ethical principles that inform the role of the paralegal, **Ethics and Professional Responsibility for Paralegals, Eighth Edition** is ideal for use as either a primary course book, or a supplementary text. An authoritative presentation combined with clear and readable pedagogy enriches all levels of inquiry into the ethics of legal practice. Key Benefits: Comprehensive coverage of the professional responsibilities of paralegals, illuminated with chapter overviews, key terms, and a student-friendly organization. Discussion questions with hypotheticals and review questions in each chapter. Landmark cases, many involving paralegals, that demonstrate how the principles and rules of ethics are applied. Updated ethics opinions, with a focus on technology and social media, supported by new hypotheticals. Expanded coverage of how technology is affecting various aspects of ethics and practice, including confidentiality and privilege, competence, conflicts of interest and advertising. Many new cases including: *State Bar v. Lang* (unauthorized practice of law), *Committee v. JPMorgan Chase* (competence), *Lola v. Skadden* (professionalism), *Pension Committee v. Banc of America Securities* (advocacy), and *McDermott v. Superior Court* (confidentiality).

Paralegal Career For Dummies

John Wiley & Sons 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 and the Legal System

An Introduction to Law and Legal Studies in the United States

Aspen Publishing Designed to teach the basics needed to prepare students for any role in the legal system, *Law and the Legal System* engages students through the use of examples and practical applications of legal principles. Whether they are interested in pursuing legal careers as lawyers or paralegals, or political science careers, or criminal justice interests, students are provided a basic understanding of the law and how to find it. Mock trial experiences are encouraged, and each chapter involves the student in exercises that review understanding of legal terms and concepts. Six cases in an appendix illustrate basic concepts, and hypothetical cases showcase the inner workings of the judicial system in both criminal and civil cases. Internet sources, key terms, case excerpts, research assignments, review exercises and discussion questions help students reinforce the key concepts in each chapter, and suggested activities engage students in discovery projects. Thoroughly updated, the revised Third Edition expands coverage with new chapters on Legal Research and Writing, Tort Law, Contract Law, Family Law, Employment Law, and Equal Protection Law. Careful updating of information throughout the book includes refreshed Internet references to the text. Hallmark features of *An Introduction to Law and Legal Studies in the United States*: Solid overview of the system of law and government Readability, accessibility Provides the basics for any role in the legal system lawyer or paralegal career political science or criminal justice work Practical applications to engage students with legal principles mock trial experiences encouraged chapter exercises review legal terms and concepts activities engage students in discovery projects Five part structure, comprehensive coverage Basic Legal Concepts Substantive Civil Law Civil Law Procedure Criminal Law Procedure Administrative Due Process Six cases illustrate major basic concepts Explains difficult legal concepts in a reader-friendly format Hypothetical cases reveal workings of judicial system in both criminal and civil cases Differentiates civil, criminal, and administrative due process Discusses history as well as contemporary state of law and current controversies Pedagogically rich Internet sources key terms case excerpts research assignments review exercises discussion questions Thoroughly updated, the revised Third Edition presents: New chapters Legal Research and Writing Tort Law Contract Law Family Law Employment Law Equal Protection Law Updated Internet references New material, brought completely up-to-date

Basic Labor and Employment Law for Paralegals

Wolters Kluwer Specifically designed and written for paralegal students, *Basic Labor and Employment Law for Paralegals* covers all of the essential elements of its subject in depth. With a logical three-part organization, and supported by dynamic pedagogy, you will find this concise paperback highly teachable and an asset to your students' classroom experience. *Basic Labor and Employment Law for Paralegals* features : complete coverage of basic Labor and Employment Law in the United States , developed for paralegal students manageable three-part organization : Part I. Introduction to Labor and Employment Law traces the historical development of labor and employment law in America and explores the nature of the employment relationship Part II. Labor-Management Relations in the Union Setting looks at how American labor law regulates labor-management relations, methods of selecting collective bargaining representatives, unfair labor practices by employers and unions, economic weapons in labor disputes, And The formation and administration of labor contracts Part III. Employment Discrimination treats various forms of employment discrimination in American law And The methods and procedures for pursuing employment discrimination claims dynamic pedagogy in every chapter, including: marginal definitions fact scenarios that illustrate the concepts covered in the text, accompanied by fact-analysis questions discussion questions and exercises that give students practice applying new concepts case excerpts that encourage case analysis a detailed Instructor's Manual that includes the following elements in each chapter: additional fact scenarios, case excerpts, and readings quiz and exam questions more discussion questions and exercises suggested writing assignments If you expect timely, thorough coverage and complete teaching support, you'll want to take note of *Basic Labor and Employment Law for Paralegals*, specifically for your paralegal students.

Basic Real Estate and Property Law for Paralegals

Aspen Publishing Insightful and clear, *Basic Real Estate and Property Law for Paralegals* by Jeffrey Helewitz skillfully combines theory and practice in the study of Real Estate and Property Law. This approachable textbook is a basic introduction to real estate law that lays out the foundations of the law in a readable, helpful format. A thorough yet manageable introduction with examples that clarify the paralegal's role, *Basic Real Estate and Property Law for Paralegals* covers estates in land and future interests; titles; land use; conveyancing; closing procedures; condos, co-ops, and commercial property; and landlord-tenant law. In addition, the book concludes with a chapter that applies the principles of real estate title to personal property and explains the differences. New to the Seventh Edition: The impact of the Covid pandemic on: compromise agreements authorized by the bankruptcy court evictions based on nonpayment of rent caused by financial hardship due to the virus landlord-tenant law New cases and issues provide fresh perspectives on: The partitioning of realty owned by multiple persons The Rule Against Perpetuities The effect of waste on property value The unauthorized practice of law associated with real estate closings Professors and students will benefit from: Helpful chapter pedagogy, including key terms, practical tips, ethical points, and chapter summaries, reinforces the discussions in the book. Edited cases in each chapter give students practice reading and analyzing case decisions. Legal forms in each chapter provide examples and practice documents on a topic-by-topic basis. Clear examples help students understand the material. Final chapter on personal property introduces students to essential concepts of tangible and intangible property. Extensive practice and review features with end-of-chapter review points, exercises, activities, and analytical situational analyses.

Practical Environmental Law

Aspen Publishers *Practical Environmental Law* is a comprehensive, practical introduction to environmental law written exclusively for paralegal students. The concise, well-written text focuses on a broad understanding of the sources of environmental law and offers students numerous practical exercises as well as concrete methods for researching the law. It also includes methods for conducting due diligence in real estate transactions, a real-world concern of paralegals and a topic ignored by other textbooks. The Second Edition offers thoroughly updated exercises, websites, government forms and laws, and includes a new chapter on mining law. Features: Accessible, practical approach to environmental law, specifically designed for the paralegal student. Comprehensive coverage includes the basics of the judicial concepts, policies, agencies and institutions that shape environmental law. A brief overview of legal research and how it applies to environmental law. Intuitive organization starts with the implementation and sources of Environmental Law and moves on to specific statutes. Emphasis on conducting due diligence in real estate transactions, a real-world concern of paralegals and a topic no other book addresses. Engaging hands-on assignments, exercises and website resources teach students how to research local laws and access vital information. Strong pedagogical features reinforce the material, including crossword puzzles, key terms, review questions, and practice exercises. Features employment opportunities and ethical issues. Thoroughly updated, the revised Second Edition includes: New chapter on mining law

Community Paralegals and the Pursuit of Justice

Cambridge University Press The United Nations estimates that four billion people worldwide live outside the protection of the law. These people can be driven from their land, intimidated by violence, and excluded from society. This book is about community paralegals - sometimes called barefoot lawyers - who demystify law and empower people to advocate for themselves. These paralegals date back to 1950s South Africa and are active today in many countries, but their role has largely been ignored by researchers. *Community Paralegals and the Pursuit of Justice* is the first book on the subject. Focusing on paralegal movements in six countries, Vivek Maru, Varun Gauri, and their coauthors have collected rich, vivid stories of paralegals helping people to take on injustice, from domestic violence to unlawful mining to denial of wages. From these stories emerges evidence of what works and how. The insights in the book will be of immense value in the global fight for universal justice. This title is also available as Open Access.

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Introduction to Law for Paralegals

A Critical Thinking Approach