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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.

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Real Estate Law Review Manual

Civil Law and Litigation for Paralegals is a comprehensive text designed specifically for paralegal civil litigation courses. Author Neal Bevans not only teaches the basics of civil litigation, but also gives students the opportunity to learn skills they will use in practice. In a balanced approach, Bevans covers all the key topics paralegals need to know in an easy-to-read and engaging style that utilizes numerous examples and illustrations but never overwhelms the student. The text provides students with an in-depth analysis of a wide variety of civil cases, beginning with laying out the basic foundation of the American legal system. It proceeds through the investigation and implementation of a civil case, and follows the case through to appeal. The text balances the theoretical underpinnings of the law with the practical examples and hands-on experience that all students need to completely understand the topic. The helpful pedagogy throughout the book and a comprehensive teaching package make class preparation as easy as possible. Features: Clear introduction to the fundamentals of civil litigation for paralegal students. Provides students with an in-depth analysis of a wide variety of civil cases,
laying out the basic foundation of the American legal system, proceeding through the investigation and implementation of a civil case, and following the case through to appeal. Designed to help prepare students for the practical world of divorces, car wreck cases, and medical malpractice claims that they will see every day in civil practice. Each chapter presents students with examples of the important role that paralegals play in every stage of civil litigation, from client intake to bringing an appeal. Understandable writing style with strong pedagogy, resulting in a teachable and accessible text. Each chapter includes Practice Pointers, Search Suggestions, Tech Topics, and Legal Legwork boxes, along with case excerpts, forms, and ethics. Helpful pedagogy includes Chapter Objectives that focus learning and review, Boldfaced key terms and marginal definitions for convenient reference, Review questions at the end of each chapter, and references to web sites that facilitate legal research.

The Litigation Paralegal: A Systems Approach Cambridge University Press
Introduction to Paralegalism: Perspectives, Problems and Skills Cengage Learning
Essential for anyone who works with technology in the field, E-DISCOVERY is a hands-on, how-to training guide that provides students with comprehensive coverage of the technology used in e-discovery in civil and criminal cases. From discovery identification to collection, processing, review, production, and trial presentation, this practical text covers everything your students need to know about e-discovery, including the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, and Federal Rules of Evidence. Throughout the text, students will have the opportunity to work with e-discovery tools such as Discovery Attender, computer forensics tools such as AccessData's Forensics ToolKit, as well as popular processing and review platforms such as iConect, Concordance, and iPro. An interactive courtroom tutorial and use of Trial Director are included to complete the litigation cycle. Multiple tools are discussed for each phase, giving your students a good selection of potential resources for each task. Finally, real-life examples are woven throughout the text, revealing little talked-about potential pitfalls, as well as best practice and cost management suggestions.
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CP Study Guide and Mock Examination Delmar Pub
***Includes Practice Test Questions*** CLA/CP Exam Secrets helps you ace the Certified Legal Assistant & Certified Paralegal Exam without weeks and months of endless studying. Our comprehensive CLA/CP Exam Secrets study guide is written by our exam experts, who painstakingly researched every topic and concept that you need to know to ace your test. Our original research reveals specific weaknesses that you can exploit to increase your exam score more than you've ever imagined. CLA/CP Exam Secrets includes: The 5 Secret Keys to CLA/CP Exam Success: Time is Your Greatest Enemy, Guessing is Not Guesswork, Practice Smarter, Not Harder, Prepare, Don't Procrastinate, Test Yourself; A comprehensive General Strategy review including: Make Predictions, Answer the Question, Benchmark, Valid Information, Avoid Fact Traps, Milk the Question, The Trap of Familiarity, Eliminate Answers, Tough Questions, Brainstorm, Read Carefully, Face Value, Prefixes, Hedge Phrases, Switchback Words, New Information, Time Management, Contextual Clues, Don't Panic, Pace Yourself, Answer Selection, Check Your Work, Beware of Directly Quoted Answers, Slang, Extreme Statements, Answer Choice Families; A comprehensive Content review including: Colloquialisms, Apostrophe, Preposition, English Grammar, Coordinating Conjunctions, Dangling Participle, Misplaced Modifier, Business Letters, Nonverbal Communication, E-Mail Etiquette, Legal Writing, General Denial, Legal Assistant, Client's Right to Diligence, Confidentiality, Lawyer's Ethical Responsibilities, Filing Frivolous Lawsuits, Practicing While Unauthorized, Champerty, Chinese Wall, Paralegal, Analytical Ability, Deductive Reasoning, Factual Gaps, External Deadlines, De Novo, Case Reporter, National Reporter System, Corpus Juris Secundum, Restatements Of Law, American Digest System, TARP Method, Interviewer, Confabulation, Contradictory Statement, Internal Verification, Legal Realism, Sociological Jurisprudence, Equitable Remedy, Administrative Procedure Act, and much more...

Paralegal Study Guide 2020-2021 Cengage Learning PACE Secrets helps you ace the Paralegal Advanced Competency Exam, without weeks and months of endless studying. Our comprehensive PACE Secrets study guide is written by our exam experts, who painstakingly researched every topic and concept that you need to know...
to ace your test. Our original research reveals specific weaknesses that you can exploit to increase your exam score more than you've ever imagined. PACE Secrets includes: The 5 Secret Keys to PACE Success: Time is Your Greatest Enemy, Guessing is Not Guesswork, Practice Smarter, Not Harder, Prepare, Don't Procrastinate, Test Yourself; A comprehensive General Strategy review including: Make Predictions, Answer the Question, Benchmark, Valid Information, Avoid Fact Traps, Milk the Question, The Trap of Familiarity, Eliminate Answers, Tough Questions, Brainstorm, Read Carefully, Face Value, Prefixes, Hedge Phrases, Switchback Words, New Information, Time Management, Contextual Clues, Don't Panic, Pace Yourself, Answer Selection, Check Your Work, Beware of Directly Quoted Answers, Slang, Extreme Statements, Answer Choice Families; A comprehensive content review including: Conflicts of Interest, The Tickler System, Docket Control, Interviewing Prospective Clients, Steps in Legal Analysis, Expert Witnesses, Sole Proprietorship, Partnership, Case Management, Types of Legal Documents, Client Legal Matters, Types of Discovery, Types of Legal Authorities, Communication Skills, Docket Control System, Administration, Basic Steps of Legal Writing, Principles of Applying Past Laws, Briefs, Effective Filing Systems, Proper Use of Language, Basic Responsibilities, Physician-Patient Privilege, Attorney Work Product, Authorizations and Releases, Billing Systems, Managing Workflow, Professionalism, Closing Statement, Bench Trial, Impeachment, Limited Liability Company, Court Decisions, Proofreading, Statutes, Jurisdiction, Literal Interpretation, Intrinsic Factors, Standing, Legal Capacity, and much more... Fundamentals of Criminal Practice

Prepare for success on any of the top three paralegal certification exams with the only comprehensive review handbook specifically designed to help new or experienced paralegal professionals earn certification. Koerselman Newman's THE COMPLETE PARALEGAL CERTIFICATION HANDBOOK, 5E equips you to take certification exams from the National Association of Legal Assistants (NALA), National Association of Legal Secretaries and Legal Professionals (NALS), or National Federation of Paralegal Associations (NFPA). You learn from an experienced author and attorney who applies years of teaching and professional experience to help you achieve certification goals. New side-by-side comparisons present areas of paralegal practice that are tested with details of eligibility, application and testing requirements, and essential content for each exam. Three new chapters focus on the latest developments in interviewing, estate planning and probate, and

Discover the USA Today bestselling self-help memoir from a former Army Ranger, a hero of the 2012 Benghazi siege, and the subject of the book and movie 13 Hours, as he shares life-changing lessons of discipline, motivation, success, and peace. Thousands of people have heard Kris "Tanto" Paronto speak about his experiences in Benghazi on September 11, 2012. But before he was a security contractor, Tanto was a US Army Ranger from 2nd Battalion 75th Ranger Regiment. In The Ranger Way, Tanto shares stories from his training experiences that played a role in his team's heroic response in Benghazi on September 11, 2012. Being a Ranger is, by design, not for everyone, but anyone can use the expectations and techniques of Ranger culture to achieve personal victory. Tanto shows you how to define your mission, set goals that are in alignment with your values, and develop a battle plan that will maximize your chances of success. You will learn why you should never quit and why that is different from never failing. Tanto uses his experiences in Basic and Ranger Training to explore how to deal with mistakes and disappointment like a leader, accept responsibility, and turn every obstacle into an opportunity for growth. You will learn why service and sacrifice will help you succeed—and how the power of humility, strength, faith, and brotherhood will sustain you on the road to accomplishing your mission.

Occupational Outlook Handbook John Wiley & Sons

Master the hands-on skills you'll need to succeed in a modern law office with INTRODUCTION TO PARALEGALISM, 8e. Ten critical skills are covered in the book: identifying legal issues, breaking rules into elements, applying rules to facts, interviewing clients, investigating facts, digesting discovery documents, providing litigation assistance, researching the law, drafting documents, and representing clients at administrative agencies where authorized by law. Packed with real-life insights and real-world examples, the text helps you understand the ethical guidelines that lawyers and paralegals must follow and covers the efforts underway to regulate the profession in legislatures, courts, bar associations, and paralegal associations. Important Notice: Media content referenced within the product description or...
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**Marine Corps Manual for Legal Administration (LEGADMINMAN).**

John Wiley & Sons

Legal expert Lipinski offers a definitive sourcebook for information licensing in libraries, including copyright and contract matters, general contract law concepts, developments in online and information contracting; and the advantages and disadvantages of licensing. Readers will find clear guidance on deciphering the legalese in agreements, advice on negotiating or countering provisions with library-friendly alternatives, and detailed explanations of specific licenses as well as a discussion of issues regarding online and information contracting.

**Paralegal Career For Dummies**

CreateSpace

This book is designed to be used in conjunction with the Paralegal Certificate Course® and other paralegal studies courses to quickly and efficiently prepare paralegals. The notes and samples are designed to reinforce course lesson materials, and to help the student learn to apply the concepts and practical skills necessary for a successful paralegal career.

**Community Paralegals and the Pursuit of Justice Wolters Kluwer**

Succeed in your course and your paralegal career with WILLS, TRUSTS, AND ESTATE ADMINISTRATION, 8th Edition. This easy-to-understand text introduces the basics of estate planning and bequeathing property to others through wills and trusts, along with the laws and procedures involved, including the Uniform Probate Code. Packed with engaging, highly visual content enhanced by detailed exhibits and a writing style free of confusing legalese, the 8th Edition provides up-to-date coverage of relevant laws, court procedures, cases, tax implications, ethical considerations, and the roles paralegals and other professionals play in the process. Throughout the text, user-friendly case summaries, state-specific examples, practical assignments, detailed documents, and real-life contemporary issues prepare you for success as a paralegal in this important area of law. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Canons of Ethics**

Cengage Learning

Designed for anyone considering a career as a paralegal, the 7th edition of PARALEGAL TODAY: THE ESSENTIALS provides students with a comprehensive introduction to the legal system through real-world examples, practical applications, ethical dilemmas, and hands-on assignments. With thorough coverage of the basic, key areas of paralegal studies, this text ensures that students develop a comprehensive understanding of the laws in our society, the importance of ethical and professional responsibility,
and the skills needed to thrive in the legal environment. The text includes increased coverage of technology in the workplace, including critical topics such as confidentiality issues, e-mail policies, technology in the courtroom, and the use of social media in crime detection and enforcing delinquent court judgments. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.


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.