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Tools and Strategies Cengage Learning

Succeed in your course and your career as a paralegal with **PARALEGAL TODAY: THE LEGAL TEAM AT WORK**. This updated Seventh Edition shows you how current technology and social media tools are used in practice, while helping you develop an understanding of the laws in our society, the importance of ethical and professional responsibility, and the skills needed to thrive in today's legal environment. Real-world examples, practical applications, ethical dilemmas, hands-on assignments, and an entire chapter on paralegal careers (with salary information) prepare you to meet the challenges of today's paralegal working environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Basic Legal Research Wolters Kluwer

Featuring Deborah E. Bouchoux's highly regarded assignments, examples, and building-block approach, **Concise Guide to Legal Research and Writing**, Fourth Edition continues to provide timely coverage of the essential research and writing skills used by today's paralegals. Designed specifically for paralegal students, this is the ideal text for shorter legal research and writing courses. New to the Fourth Edition: New "Sidebar" feature in all research chapters provides quick tips showing how the material in that chapter applies to computer-assisted legal research systems, such as Lexis, Westlaw, and Bloomberg Law. Discussion of GovInfo, which provides free public access to official and authenticated publications from all three branches of the federal government. Coverage of new tools used for cite-checking, including EVA and Bestlaw. Discussion of Westlaw Edge, Westlaw's new research platform. Extensive new coverage of the increasing use of artificial intelligence in legal research and writing. Discussion of new sources that provide free public access to the law, including Harvard's Caselaw Access Project, CourtListener, and RECAP Project. New sections on preparing email letters and email memoranda, including assignments. All new Research Questions and Internet Legal Research Assignments have been included for each chapter. Professors and students will benefit from: Concise, well-organized text, divided into six main sections: Section I discusses primary authorities Section II covers secondary sources Section III focuses on computer-assisted legal research using Lexis Advance, Westlaw, and the Internet Section IV covers citation form and how to ensure that these sources are still "good law" Section V provides an overview of the legal research process Section VI covers legal writing Pedagogy designed to enhance the accessibility of the material, including helpful charts and diagrams that synthesize complex topics, updated Practice Tips offering realistic and helpful suggestions for workplace success, and Ethics Alerts in every chapter. Targeted and ample exercises help students learn how to use a wide range of research sources. Tips on how to effectively use electronic resources are included throughout the text. Conscientious revision ensures that the book has the most up-to-date material, presented in a readable and accessible format.

Westlaw Research Guide for Paralegals LexisNexis Be nice, but not too nice. Be successful, but not too successful. Just be likeable. Whatever that means? Women are stuck in an impossible bind. At work, strong women are criticized for being cold, and warm women are seen as pushovers. An award-winning journalist examines this fundamental paradox and empowers readers to let go of old rules and reimagine leadership rather than reinventing themselves. Consider that even competent women must appear likeable to successfully negotiate a salary, ask for a promotion, or take credit for a job well done—and that studies show these actions usually make them less likeable. And this minefield is doubly loaded when likeability intersects with race, ethnicity, sexual orientation, and parental status. Relying on extensive research and interviews, and carefully examined personal experience, **The Likeability Trap** delivers an essential examination of the pressure put on women to be amiable at work, home, and in the public sphere, and explores the price women pay for internalizing those demands. Rather

than advising readers to make themselves likeable, Menendez empowers them to examine how they perceive themselves and others and explores how the concept of likeability is riddled with cultural biases. Our demands for likeability, she argues, hinder everyone's progress and power. Inspiring, thoughtful and often funny, **The Likeability Trap** proposes surprising, practical solutions for confronting the cultural patterns holding us back, encourages us to value unique talents and styles instead of muting them, and to remember that while likeability is part of the game, it will not break you.

A Guide to LEXIS and WESTLAW LexisNexis

Basic Legal Research: Tools and Strategies, Seventh Edition by Amy E. Sloan is known for its clear, step-by-step instruction in the basics. Using a building-block approach, the textbook breaks material into discrete, readily comprehensible parts. Self-contained chapters on sources make the book flexible for any type of legal research course. Useful pedagogy throughout the text includes end-of-chapter checklists, clear examples, and summary charts. Helpful sample pages and examples of research sources guide students through the presentation. Key Features: New narrated videos that walk students through research examples from the book Updated coverage of Westlaw, Lexis Advance, and Bloomberg Law - Completely revised material throughout, providing thorough instruction in the latest features and functions of the main research platforms Flexible organization that accommodates any approach to instruction in print and online research, including instruction focused exclusively on online sources Self-contained chapters on research sources that make the book adaptable to any type of legal research course Increased coverage of free and low-cost sources of information

A Student's Guide to the Internal Revenue Code, 2015 HarperCollins

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.

Westlaw Supplemental Guide for Use with WALT, West's Automatic Law Terminal Prentice Hall Information Services

"... list of all the databases and services available on Westlaw to Law Firms with special pricing plans (1C, 1E, 1P accounts). The list includes database and service names, identifiers, and hourly [per minute] and transactional pricing information."--Introd.

The Likeability Trap Wolters Kluwer

This best-selling coursebook on legal research is known for its clear, step-by-step instruction in the basics. Using a building-block approach, **Basic Legal Research: Tools and Strategies**, Sixth Edition breaks material into discrete, readily comprehensible parts. Self-contained chapters on sources make the book flexible for any type of legal research course. Useful pedagogy throughout the text includes end-of-chapter checklists, clear examples, and summary charts. Helpful sample pages and examples of research sources guide students through the presentation, and an accompanying workbook provides exercises to test comprehension. Key Features of the Sixth Edition: Clear, step-by-step instruction covering the basics of legal research A building-block approach that breaks the material into discrete and comprehensible parts Self-contained chapters on research sources that make the book adaptable to any type of legal research course End-of-chapter checklists, numerous examples, and summary charts that aid in understanding, retention, and review Updated sample pages, screen shots, and references to research sources Completely revised material throughout, providing thorough instruction in the features and use of the main research platforms. Its updated coverage includes WestlawNext, Lexis Advance, and Bloomberg Law.

Westlaw Campus Business Law User's Guide Westlaw Database Pricing for Law Firms "... list of all the databases and services available on Westlaw to Law Firms with special pricing plans (1C, 1E, 1P accounts). The list includes database and service names, identifiers, and hourly [per minute] and transactional pricing information."--Introd. O'Connors Federal Rules Civil TrailsGuide to Westlaw Software on WestSuite Computer-assisted Legal and Tax Research A Professional's Guide to Lexis, Westlaw, and PHINet

Legal Research Guide: Patterns and Practice has been popular with both law students, attorneys, and other researchers. The new edition continues its rich tradition and leader as a practical guide to the research process and the checklist approach. This Seventh Edition, explains the interrelationship of manual and electronic research. Each method has its advantages and disadvantages. To do legal research accurately, quickly, and efficiently, the researcher must have a basic understanding of each method. Each is an important component and is best suited to certain types of information. Even with advances in electronic research, the authors believe that it is important to understand the manual research process and that some research can still be done more efficiently or completely through manual research due to the time and substance restrictions in databases. The eBook versions of this title feature links to Lexis Advance for further legal research options.

Basic User Training Cengage Learning

Westlaw Database Pricing for Law Firms

Westlaw Access Guide for the IBM 3101 Terminal Wolters Kluwer With clear explanations, examples, and visual aids, **The Legal Research and Writing Handbook**, Eighth Edition by Andrea Yelin and Hope Viner Samborn offers complete coverage of a complex subject in a student-friendly, accessible text. In this thoroughly updated new edition, the authors continue to keep pace with legal research, citation, and technology in today's law firms. This practical text focuses on efficient research processes and techniques for both traditional and electronic sources, along with step-by-step instruction through each stage of the legal writing process, from prewriting strategies, to revising. The text is enhanced with examples and visual aids, expert writing and practice tips, hands-on exercises, ethics alerts, up-to-date web resources, and easy-to-navigate page design. Excellent exercises are provided to reinforce student learning. Key Features: Updated and expanded coverage of electronic resources reflecting how paralegals do research today Detailed discussion of how to use legal authorities in legal communications and how to synthesize them and present them to attorneys Examples, exhibits, practical tips, updated exercises, and web resources in every chapter Expanded discussion of e-mail and e-memos In-depth coverage of the IRAC method, as well as how to write legal memoranda and legal correspondence

WESTLAW Quick Research Guide for Law Students

LexisNexis

This Guide book does not teach substantive tax law, which constantly changes, but rather the language of tax, which largely remains constant. Thus, a student who learns how to read the Internal Revenue Code effectively will be able to understand each new tax reform. To that end, **A Student's Guide to the Internal Revenue Code**: • Examines statutory organization and language; • Introduces basic tax constants to provide a frame of reference from which to view tax law, no matter what future tax reform might bring; • Teaches how to use and research the cases, regulations, and Internal Revenue proclamations; • Provides numerous problems and exam questions which students can use to test their ability to apply the language of the Internal Revenue Code; and • Provides sample answers to problems and exams for students to monitor their progress. The eBook versions of this title feature links to Lexis Advance for further legal research options.

Basic User Training Amer Bar Assn

With cost-conscious clients scrutinizing legal bills, lawyers cannot afford to depend on expensive legal research databases, especially when reliable free resources are available. **Internet Legal Research on a Budget** will help you quickly find the best free or low-cost resources online and use them for your research needs. The authors share the top websites, apps, blogs, Twitter feeds, and crowdsourced resources that will save you time, money, and frustration during the research process.

Retrieving Documents on Westlaw Wolters Kluwer

Using Computers in Legal Research Adams & Ambrose Pub

Guide to Westlaw Software on WestSuite

Crowell & Moring LEXIS/WESTLAW Deskbook

Westlaw Research Guide

WESTLAW

The Legal Research and Writing Handbook

Patterns and Practice