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INTRODUCTION TO LAW FOR PARALEGALS

A CRITICAL THINKING APPROACH

Aspen Publishers **Comprehensive, intelligent overview of all the key concepts covered in a typical introduction to law course. 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 is used to introduce students to the study of law, encouraging students to interact with the materials through hypotheticals, examples, and well-designed questions. Key Features of the New Edition: Comprehensive coverage of key legal concepts Hypotheticals, questions, and exercises that engage students in critical thinking A logical three-part organization Student-friendly skill development for basic statutory and case analysis Ethics Alerts, marginal definitions, Internet references, and legal reasoning exercises Appendices on writing style , legal research, citation, the U.S. Constitution, and additional Net Notes New edition includes many new Discussion Questions and Legal Reasoning Exercises Chapter Objectives and short hypotheticals to start each chapter added to this edition New coverage includes: the Boston Marathon bombing case, the Affordable Care Act, and trademark issues involving the Washington Redskins , e-filing and e-discovery, discussion of same-sex marriage and custody disputes over pre-embryos, and crimes of unauthorized access of computer data and warrantless searches of cell phones**

INTRODUCTION TO LAW FOR PARALEGALS

A CRITICAL THINKING APPROACH

INTRODUCTION TO LAW FOR PARALEGALS

A CRITICAL THINKING APPROACH. MANUAL

Aspen Publishers

INTRODUCTION TO LAW FOR PARALEGALS

A CRITICAL THINKING APPROACH

AN INTRODUCTION TO LAW FOR PARALEGALS A CRITICAL THINKING APPROACH

INTRODUCTION TO PARALEGALISM: PERSPECTIVES, PROBLEMS AND SKILLS

Cengage Learning 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 the product text may not be available in the ebook version.

INTRODUCTION TO PARALEGAL STUDIES

A CRITICAL THINKING APPROACH

Aspen Publishing **Introduction to Paralegal Studies: A Critical Thinking Approach** frames concepts and practice within the authors' trademark design for learning that fosters critical thinking and analysis. This comprehensive, intelligent text offers an introduction to law and legal concepts combined with practical information about what paralegals actually do in the legal system. A critical thinking approach is used to introduce students to the study of law, encouraging them to interact with the materials through hypotheticals, examples, and discussion questions. **New to the Seventh Edition:** Several organizational changes make the book even easier to use: Criminal Law and Procedure was split into two chapter. This change made the chapters more manageable for students to read and understand. The authors made it easier to compare and contrast Criminal Law and Criminal Procedure with Civil Litigation and Torts by grouping these chapters together. This also provides a more natural flow to the

topics that follow in the chapter on Specialized Practice Areas. Thorough updates throughout with new and expanded topics and discussions of recent court decisions. Includes changes that have occurred in the legal profession due to COVID-19. New Legal Reasoning exercises, Discussion Questions, Review Questions, and updated the Web Exercises. Enhanced section on executive power Updated to cover the 21st edition of The Bluebook (published July, 2020.) Professors and student will benefit from: Comprehensive coverage of all the key topics typically included in the introductory course, in four parts: 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. Critical thinking approach teaches students not only the facts about the law, but also how to apply it. Pedagogy includes ethics alerts, marginal definitions, reasoning exercises, hypotheticals, and examples. Coverage of specialized practice areas such as business, employment, immigration, real estate, and family law. Paralegal profiles provide context and real-world perspective. Well-written, teachable book with comprehensive coverage and thoughtful pedagogy. Text is readable without talking down to students. Structure of chapters ensures that students understand and learn the material. Author team brings a wealth of experience to the book. Strong ancillary materials enhance the book's carefully crafted content.

THE STUDY OF LAW

A CRITICAL THINKING APPROACH

Aspen Publishers The latest edition of **The Study of Law: A Critical Thinking Approach** offers a comprehensive, intelligent overview of all the key concepts covered in a typical introduction to law course. A critical thinking approach is used to introduce students to the study of law, encouraging students to interact with the materials through hypotheticals, examples, and well-designed questions. The text is divided into two parts, reflecting the topics addressed in an introductory course. Part I, Introduction to the Legal System, introduces students to the sources and classification of law, the structure of the court system, and an overview of litigation. Part II: Basic Legal Concepts, covers the basics of analysis and interpretation of the law, followed by chapters on substantive law. Key Features of the New Edition: Teaches students the basic skills necessary to understand statutes and court cases Strong pedagogy reinforces well-written text presented in an accessible and well-organized format Edited cases are included in every chapter to teach students how to read and analyze the law New coverage includes: the Boston Marathon bombing case, the Affordable Care Act, and trademark issues involving the Washington Redskins , e-filing and e-discovery, discussion of same-sex marriage and custody disputes over pre-embryos, and crimes of unauthorized access of computer data and warrantless searches of cell phones

INTRODUCTION TO LAW

ITS DYNAMIC NATURE

Prentice Hall This complete introduction to law places emphasis on ethics and international issues, showing readers how to engage in ethical, analytical reasoning with every topic from legal fundamentals to areas of substantive law. The features of this book encourage readers to apply critical thinking, organizational and summation skills, and legal research tools to solve specific legal problems. **KEY TOPICS:** The American court system, criminal law and ethics, contracts and E-Commerce, family law, real and personal property, agency, employment, and equal opportunity law, intellectual property and internet law, and administrative law, consumer, investor, and environmental protection. **MARKET:** For paralegals, legal assistants, lawyers, and all legal professionals.

FUNDAMENTALS OF CRIMINAL PRACTICE

LAW AND PROCEDURE

Wolters Kluwer **Fundamentals of Criminal Law and Procedure for Paralegals** focuses on providing the skills and knowledge students need to function effectively in careers related to criminal law. From investigation and discovery, to trial and sentencing, this text traces every step of the way through five hypothetical criminal cases that illustrate procedure, raise discussion questions, and engage students in skill-building exercises. Realistic and practical, the text engages students with discussions of the criminal justice system, the role of police and lawyers, the basic principles of criminal law, constitutional limitations, and trial procedures. **New to the Second Edition:** The book now covers Legal Defenses before Discovery and Disclosure, more accurately reflecting real world practice. Expanded coverage on the handling of cases involving driving under the influence, police officers' use of excessive force, sexual offenses, and diversion programs offered by specialized courts. **New Chapter 15 on Related Proceedings, covering Collateral Remedies, Clemency, Removing and Limiting Access to Criminal Records, Recovery of Seized Assets and Challenging Summary Suspensions of Driver's Licenses.** Revisions to make the text even more accessible to students, with learning objectives in every chapter and carefully edited discussions of key concepts. The title of the book has been changed to more accurately reflect the content of the book. Professors and students will benefit from: **A logical three-part organization: Criminal Law: The criminal justice system, principles of criminal law, and types of criminal offenses Criminal Procedure: From commission of the offense to plea bargaining Criminal Procedure: Trials and their aftermath An emphasis on the role of paralegals, lawyers, and law enforcement in criminal cases Five hypothetical cases woven throughout the text that illustrate procedure, raise discussion questions,**

and offer opportunities for research exercises Coverage of both white collar and “street crime,” from both state and federal perspectives Excerpts from statutes, court opinions, investigative reports, and pleadings Strong pedagogy, including discussion questions, application exercises, marginal definitions, and end-of-chapter review questions. Assignments that mirror the tasks a paralegal would perform in a prosecutor or defense counsel’s office

BASIC LEGAL WRITING FOR PARALEGALS

Aspen Publishing **Basic Legal Writing for Paralegals, Sixth Edition**, teaches students the skills they need to effectively work with cases, legal authorities, documents, and professional correspondence. Samborn and Yelin guide students through the writing process, using the objective memo as a teaching tool. At every stage of a well-defined writing process, the authors provide lucid explanations, visual aids, and plenty of examples. With practice exercises throughout the book, students can develop the skills that will become indispensable to their careers as paralegals. New to the Sixth Edition: New and refreshed exercises Streamlined presentation, making the material even more accessible and teachable Updated website resources Revised and updated chapter on Case Briefing and Analysis Expanded coverage of email and e-memos Professors and students will benefit from: Thorough and readable coverage of case briefs, legal memoranda, correspondence, and persuasive writing A practical approach that emphasizes the role of the paralegal, and how different types of legal writing are used in practice Step-by-step instruction that guides students through every stage of the writing process, from pre-writing planning to drafting and revising An overview of the legal system that shows how different forms of legal writing are used in different contexts Synthesizing and presenting legal authorities How to use the IRAC method of legal analysis Examples, exhibits, writing tips, exercises, ethics alerts, practice pointers, and web resources Additional student resources in its appendices on citation rules and writing strategies

INTRODUCTION TO THE LAW FOR PARALEGALS

McGraw-Hill Education **Innovative and engaging**, this textbook is written for the student who is just starting a paralegal degree program. It provides simple and concise explanations of legal concepts and topics, encouraging students to develop critical thinking skills by applying the legal principles to numerous problems and exercises contained in each chapter. This book introduces students to the major substantive areas of law that will be covered in depth in subsequent courses. The Paralegal Supersite Site

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).

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.**

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.

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.**

LAW OFFICE MANAGEMENT FOR PARALEGALS

Aspen Publishing **Law Office Management for Paralegals, Fourth Edition is a comprehensive introduction to law office management, emphasizing ethics, law office culture, law office systems, and “soft skills,” such as communications and critical thinking. Assignments are drawn from real-world law office management situations and supported by innovative visual aids and learning tools. Students get hands-on practice with timekeeping, conflicts-checking, file management, trust accounting, business planning, correspondence, and much more. They are exposed to law office software, such as Clio, and learn to perform vital functions using other software and even freeware. Career profiles emphasize the importance of involvement in professional organizations, advancement in the legal field without obtaining a law degree, and that the legal profession is populated by men and women of all ages and backgrounds. New to the Fourth Edition: New ethical discussions: the obligation to keep up with current technology, disaster planning, and dealing with clients using crowdfunding. New technology discussions: artificial intelligence in legal practice, online notarization, client portals, and apps to make the practice of law more efficient and mobile. New discussions of law as a business: features of property insurance, malpractice insurance, insurance for and on employees; trends in office space. New soft skills discussions: dealing with incivility in the legal profession, managing staff through technology changes. Professors and students will benefit from: Author Laurel A. Vietzen’s outstanding reputation in the paralegal market. Drawing on her extensive background as a professor and practitioner, she clearly presents basic law office management and organization. Well-crafted assignments**

throughout the text help students hone practical skills such as critical thinking, organization, general communication, and computer proficiency. The text is particularly adaptable for an online or hybrid class.

LEGAL RESEARCH AND WRITING FOR PARALEGALS

Wolters Kluwer Law & Business **A clear, well-organized text for the introductory legal research and writing course, designed specifically for paralegal students.**

PARALEGAL TODAY: THE LEGAL TEAM AT WORK

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.**

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

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.

FAMILY LAW FOR PARALEGALS

Aspen Publishers **Thoughtful and carefully-written, Family Law for Paralegals** presents the nuts-and-bolts in a relevant historical framework with exposure to some of the most dynamic issues in family law today. The comprehensive coverage balances the basic issues of marriage and divorce with cutting-edge concerns such as non-marital families, child abuse and neglect, and same-sex marriage. Helpful real-life examples and sample forms show students what they will encounter in practice. Useful pedagogy helps students develop their critical thinking and writing skills, and a range of assignments in each chapter provides practice in research, analysis, memo-writing, and argumentation. Fresh new cases enliven the Sixth Edition. New material features changes in the law relating to same-sex marriage as well as technological innovations such as e-filings for divorce. A new discussion of divorce and military families is presented, and issues related to international families are explored. The Sixth Edition covers all the new rulings on the Defense of Marriage Act (DOMA.)
Features: nuts-and-bolts of family law in relevant historical framework with exposure to dynamic, contemporary issues comprehensive coverage fundamental issues of marriage and divorce cutting-edge concerns: non-marital families, child abuse and neglect, and same-sex marriage real-life examples and sample forms preview actual practice useful pedagogy helps students develop critical thinking and writing skills summaries key terms review and discussion questions range of assignments for practice in

research, analysis, memo writing, and argumentation Thoroughly updated, the revised Sixth Edition presents: fresh new cases current changes in the laws relating to same-sex marriage new coverage of technological innovations, such as e-filings for divorce discussion of divorce and military families legal issues related to international families new rulings on the Defense of Marriage Act (DOMA)

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.

PERSONAL INJURY AND THE LAW OF TORTS FOR PARALEGALS

Aspen Paralegal This text for the paralegal course emphasizes personal injury and medical information useful in litigating torts cases. The text has two in-depth chapters on litigation before and during trial. It provides paralegal students with the foundational information on torts and teaches them how to apply the skills they will need when working as personal injury paralegals. The text features teachable and comprehensive coverage, beginning with an introduction to the concept of torts and then moving into each element of negligence. The book then tackles medical malpractice as a type of negligence. Intentional torts are covered next, followed by a chapter on workers' compensation. The book concludes with chapters on how to discover medical records, tort discovery, and litigation. An introduction to medicine is provided as an appendix. A special emphasis is given to medical information specifically related to personal injury, including a guide on how to obtain medical records and how to understand

those records.

INTRODUCTION TO LAW ENFORCEMENT

CRC Press **Modern perspectives of law enforcement are both complex and diverse. They integrate management and statistical analysis functions, public and business administration functions, and applications of psychology, natural science, physical fitness, and marksmanship. They also assimilate theories of education, organizational behavior, economics, law and**

FAMILY LAW FOR THE PARALEGAL

CONCEPTS AND APPLICATIONS

Prentice Hall **Previous ed. has sub-title: Concepts and applications.**

LAW FOR BUSINESS AND PERSONAL USE

Cengage Learning **Explore the foundations of business law as well as the application of legal concepts to everyday life. LAW FOR BUSINESS AND PERSONAL USE, 19E, combines strong content and interactive technology with consistent, proven instruction to maintain student interest and support active learning. Coverage includes contracts, criminal law, environmental law, family law, and consumer protection. With more than 1,000 cases, LAW FOR BUSINESS AND PERSONAL USE, 19E, offers plenty of opportunities for case analysis and research. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

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.**

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. Carrier, 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 EMPOWERED PARALEGAL

EFFECTIVE, EFFICIENT AND PROFESSIONAL

Every day thousands of paralegals and legal assistants leave their office feeling frustrated, overworked and under utilized. As an attorney and professor, author Robert E. Mongue, J.D. hears from paralegals who, despite their education and professional training, feel poorly equipped to meet the real challenges of today's law office. Too often paralegals are taught law and procedure but not how to effectively manage their time, workloads and clients. Too often they feel ineffective and powerless when dealing with attorneys, clients and court personnel, inside and outside the office. Over thirty years as a litigator employing, training and teaching paralegals, Dr. Mongue gathered and developed clear, concise and easy-to-

use techniques to teach paralegals how to become a critical component of an effective legal team. He used these techniques in his own law practice and in classrooms, seminars and workshops. These techniques are now together in a practical guide, entitled *The Empowered Paralegal*. Employment for paralegals and legal assistants is projected to grow much faster than the average for all occupations through 2014. Those empowered with the skills and confidence required to be true professionals will dominate the field. *The Empowered Paralegal* provides step-by-step, easy-to-understand techniques, written in a friendly, accessible and sometimes humorous way, for managing time, docket calendars, files, clients and litigation. In addition to these management techniques, *The Empowered Paralegal* provides sound guidance on managing the work relationship with attorneys and on being a professional. *The Empowered Paralegal* provides important practical office strategies while giving paralegals the empowerment, recognition and respect they and their profession deserve. A useful adjunct to any course, especially "Introduction to Paralegalism," *The Empowered Paralegal* is designed for the student in an internship seminar, the established paralegal, or those entering this fast-growing field.

INTRODUCTION TO LAW

Springer This book is exceptional in the sense that it provides an introduction to law in general rather than the law of one specific jurisdiction, and it presents a unique way of looking at legal education. It is crucial for lawyers to be aware of the different ways in which societal problems can be solved and to be able to discuss the advantages and disadvantages of different legal solutions. In this respect, being a lawyer involves being able to reason like a lawyer, even more than having detailed knowledge of particular sets of rules. *Introduction to Law* reflects this view by focusing on the functions of rules and on ways of arguing the relative qualities of alternative legal solutions. Where 'positive' law is discussed, the emphasis is on the legal questions that must be addressed by a field of law and on the different solutions which have been adopted by, for instance, the common law and civil law tradition. The law of specific jurisdictions is discussed to illustrate possible answers to questions such as when the existence of a valid contract is assumed.

CIVIL LAW & LITIGATION FOR PARALEGALS

INTRODUCTION TO SPORT LAW

Human Kinetics With an accessible approach free of legal jargon, *Introduction to Sport Law With Case Studies in Sport Law, Third Edition*, provides a comprehensive examination of the fundamental legal issues commonly found in sport and sport management. Even students with little to no legal background will understand law topics relevant to the sport

industry through the text's straightforward examples and case studies that demonstrate sport law theory through real-world applications. Organized to cover all law categories that are most critical to the management of sport, the text first presents an overview of the United States legal system, including the court system, the various types of law, and legal resources. Students will then explore important topics such as risk management, employment law, gender equity, intellectual property, and constitutional law, examining the relevance of the law at hand to real-world applications across the field of sport management. This updated third edition allows students to increase their comprehension by looking at laws and issues through timely, modern points of view. New content reflects important topics and current legal issues, including the Equal Pay Act; the Sports Broadcasting Act; athlete safety and equipment concerns; name, image, and likeness (NIL) laws; antitrust litigation, unionization, and collective bargaining; and transgender athlete participation in sport. The updated content addresses contemporary challenges to constitutional law, including the First Amendment and Fourteenth Amendment, and it examines how budget problems related to COVID-19 resulted in cutting sports and raised Title IX issues. End-of-chapter discussion questions and In the Courtroom sidebars have been updated with current examples to better demonstrate modern applied perspectives. Moot Court Case sidebars now have accompanying questions on hypothetical scenarios, allowing students to understand the technicalities of sport law in practical application. Each chapter of *Introduction to Sport Law, Third Edition*, also directs students to relevant cases in the included ebook, *Case Studies in Sport Law, Third Edition*, by Andrew T. Pittman, John O. Spengler, and Sarah J. Young. Featuring abridged versions of 93 court cases, all carefully curated to provide real-life applications representing many of the multifaceted aspects of sport law, the ebook also includes review questions for each case to test comprehension and prompt in-class discussion. Through its focus on legal concepts with direct application to the world of sport, *Introduction to Sport Law, Third Edition*, provides students with the information they need to feel confident with the fundamentals of sport law. Note: This ebook includes both *Introduction to Sport Law, Third Edition*, and *Case Studies in Sport Law, Third Edition*.

THE LEGAL AND ETHICAL ENVIRONMENT OF BUSINESS

THE STUDY OF LAW

A CRITICAL THINKING APPROACH

Aspen Publishers In this comprehensive introduction to law, authors Currier and Eimermann use the highly effective critical thinking approach — encouraging students to engage with the material through hypothetical problems, examples, and thought-provoking questions. Covering all of the key concepts presented in a typical Introduction to Law course, *The Study*

of Law: A Critical thinking Approach, Second Edition, features : an overview of key concepts in American law designed for business, criminal justice, political science, and general education courses a critical thinking approach that involves students in the materials through interactive pedagogy – such as hypotheticals, examples, and well-designed questions a well-written text with excerpts from illustrative cases a logical two-part organization Part I. The Legal System introduces students To The sources and classifications of law, The structure of the court system, and litigation Part II. Basic Principles of American Law introduces students to legal principles that form the basis of constitutional law, torts, contracts, property, business, family, and criminal law coverage of legal reasoning, case briefing, and statutory interpretation appendices including the U.S. Constitution, Fundamentals of Good Writing, and NetNotes Updated throughout, The Second Edition offers : an increased focus on the role and importance of the legal system in the lives of all citizens more coverage of constitutional law – with emphasis on federalism and First Amendment issues new and additional case excerpts an increased emphasis on substantive and theoretical (rather than procedural) issues Specifically designed for introductory law courses in business, criminal justice, political science and general education, The Study of Law: A Critical Thinking Approach, Second Edition, offers the pedagogical richness that fuels class discussion and enriches your teaching.

THE PARALEGAL PROFESSIONAL

ESSENTIALS

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