

Basic Legal Writing For Paralegals Second Edition

Introduction to Law for Paralegals Basic Legal Writing for Paralegals Basic Bankruptcy Law for Paralegals, Abridged Aspen Handbook for Legal Writers California Paralegal's Guide The Little Book on Legal Writing Legal Research and Writing for Paralegals Writing for the Legal Audience Evidence for Paralegals Basic Contract Law for Paralegals Legal Research Explained The Litigation Paralegal: A Systems Approach Basic Legal Writing for Paralegals Basic Legal Writing for Paralegals Civil Law and Litigation for Paralegals Basic Legal Writing Writing a Legal Memo Family Law for Paralegals Basic Labor and Employment Law for Paralegals Legal Research and Writing for Paralegals Legal Writing for Legal Professionals Legal Research Explained Introduction to Law for Paralegals Legal Research and Writing Thinking Like a Writer Personal Injury and the Law of Torts for Paralegals Legal Research and Writing Handbook Practical Legal Writing for Legal Assistants Legal Research & Writing for Paralegals Legal Analysis and Writing for Paralegals The Legal Research and Writing Handbook Legal Analysis and Writing Paralegal Career For Dummies Concise Guide to Legal Research and Writing Legal Writing in Plain English, Second Edition Case Analysis and Fundamentals of Legal Writing Basic Legal Research for Paralegals Communication and Writing for Paralegals Point Made The Legal Research and Writing Handbook

Introduction to Law for Paralegals

Basic Contract Law for Paralegals became the market-leader with its quick, simple, and straightforward introduction to the basics of contract law for paralegal students. The manageable length makes this book ideal for shorter courses. Comprehensive coverage includes a chapter on drafting simple contracts. Clearly written text and lively examples help students understand the law. Well-crafted pedagogy includes chapter overviews, highlighted examples, key terms, review questions, sample clauses for analysis, edited cases, chapter summaries, and end-of-chapter exercises. Ethical problems are presented at the end of each chapter to raise awareness of professional responsibility in practice. The revised Seventh Edition presents new and updated case excerpts, assignments, and examples. Features: quick, simple, straightforward introduction the basics of contract law for paralegal students comprehensive coverage includes a chapter on drafting simple contracts lively examples help students understand the law well-crafted pedagogy chapter overviews highlighted examples key terms review questions sample clauses for analysis edited cases chapter summaries exercises manageable length, ideal for shorter courses. ethical problems at the end of each chapter raise awareness of professional responsibility in practice sample contracts in the Appendix The revised Seventh Edition presents: new and updated case excerpts, assignments, and examples

Basic Legal Writing for Paralegals

Personal Injury and the Law of Torts for Paralegals, Fifth Edition, balances complete coverage of substantive torts topics with essential paralegal skills. Emily Lynch Morissette provides consistently clear writing and realistic examples that convey a working understanding of the role of the paralegal in tort cases. Teaching basic torts and skill development, the text features a logical organization, introducing substantive topics with an overview of the concepts then moving through each element of negligence, followed by medical malpractice as a type of negligence, intentional torts, and workers' compensation. New to the Fifth Edition: New examples throughout the text Additional exercises in every chapter New section in introductory chapter on how torts relates to other areas of the law Expanded coverage of emerging topics, such as Role of insurance companies in medical damages Caps on punitive damages *Kim v. Toyota Motor Corp.* (2018) and its effect on the risk-benefit test Professors and students will benefit from: A wealth of clear and accessible examples Fact-based exercises that use real-life scenarios Integrated treatment of ethics Practice-based topics on medical record discovery, tort discovery, and litigation A consistent emphasis on medical information related to personal injury, such as how to obtain and understand medical records, including an introduction to medicine in the appendix. Helpful pedagogy, including chapter objectives, marginal definitions, visual aids, case summaries, chapter summaries, and review questions

Basic Bankruptcy Law for Paralegals, Abridged

The Litigation Paralegal: A Systems Approach, fifth edition provides students and faculty with a learning resource written specifically for them. It is a resource combining the theories and principles of law with practical paralegal skills, paralegal ethics, numerous forms, checklists, practice tips, online resources, and a focus on the goals and needs of the paralegal profession, all in the context of the law office. This text also provides instructors with the flexibility to utilize the step-by-step law office litigation system, which stresses student organizational skills and quality control techniques, or any other approach of the instructor's choosing. This new edition addresses electronic discovery and filing and the associated ethical and practical responsibilities of the lawyer and the paralegal. New revisions to the Federal Rules of Evidence and Civil and Appellate Procedure are examined, as are the practice requirements of the Health Insurance Portability and Accountability Act. New/revised forms have been added to reflect current practice. Web sites, assignments, key terms, and study questions have been updated throughout the text as well. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Aspen Handbook for Legal Writers

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. *Instructor's Manuals are a professional courtesy offered to professors only. For more information or to request a copy, please contact Wolter's Kluwer Law & Business at 800.529.7545 or examcopy@wolterskluwer.com.

California Paralegal's Guide

For courses in Introduction to Paralegal Studies. All the materials needed for "on-the-job experience" writing legal documents. Legal Writing for Legal Professionals places readers right in the law office environment, exposing them to a variety of cases from beginning to end - from client intake to disposition. The text applies laws from various states to fact patterns and includes ethical situations encountered in legal practice such as medical malpractice, motor vehicle accidents, real estate transactions, divorce and custody, and driving under the influence. This text also offers an abundance of examples and exercises to reinforce what readers have learned and guide them as they draft the legal documents they will be writing during their paralegal career. While the text follows the clients and their legal dilemmas sequentially, the chapters can easily stand alone or be read out of order to fit your needs. To help readers build and refine their writing skills, an extensive Grammar Handbook is available online-an indispensable tool for those who may not have learned this material earlier or those who want a refresher. This book is such an essential resource, even practicing paralegals will want to keep it in their top desk drawer.

The Little Book on Legal Writing

This is an invaluable tool for students to use in conjunction with the main text. The book is geared toward the kind of writing done by first-year law students in a standard legal writing course: memorandums and briefs. The book offers the legal writer a concise, easy to understand, insider's introduction to the world of legal writing.

Legal Research and Writing for Paralegals

Legal Research Explained provides a building-block approach to the fundamentals of legal research for paralegal students. The fundamentals of legal research for paralegal students. The text is divided into five separate sections, as follows: 1) conducting legal research using primary authorities; 2) conducting legal research using secondary authorities and other research aids; 3) electronic and computer resources; 4) legal citation form and validating authorities; and 5) "putting it all together," providing a final overview of the legal research process. Although based on the legal research section of author Deborah Bouchoux's highly successful Legal Research and Writing for Paralegals, the material in Legal Research Explained is modified and condensed to fit a legal research-only course. All-new research assignments in each chapter give students practice with both conventional print resources and on-line sources. Helpful charts, diagrams, and sample pages from research resources help students understand complex topics. In addition, Practice Tips in each chapter offer realistic and helpful suggestions for workplace success and Ethics notes are included throughout the book. Key Features: New research assignments New practice tips in several chapters Discussion of new titles added to the United States Code Discussion of new website GovInfo for free, official, and authenticated documents from all three branches of the government. Discussion of new sources for conducting research, such as the Law Review Commons (Chapter 6), which provides free access to thousands of law review articles. Discussion of new tools such as Lexis for Microsoft Office and Thomson Reuters's Drafting Assistant Extensively revised discussion of computer-assisted legal research in Chapter 8 New information on practical concerns in citing to the Internet in Chapter 9 Revamped discussion of citation form (Chapter 10) The information relating to Shepardizing using print volumes of Shepard's has been moved from Chapter 11 to its own back-of-the-book Appendix Information on new research management tools such as Zotero, Juris-M, and Evernote An in-depth Instructor's Manual includes an overview of the text, sample syllabi, tips on teaching strategies, chapter-by-chapter resource information, answer keys for all assignments, and a Test Bank.

Writing for the Legal Audience

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

Evidence for Paralegals

Samborn and Yelin offer a modern, readable approach to effective legal writing with the fifth edition of Basic Legal Writing for Paralegals. The authors provide comprehensive coverage in an accessible format tailored to the needs of paralegal students. The practical approach emphasizes the role of the paralegal and how different types of legal writing are used in practice. The text begins with an overview of the legal system that provides clear context for the different types of writing covered in the text. Then, the authors give step-by-step instruction on the writing process, leading students through each stage of legal writing, from prewriting strategies to revising. The comprehensive coverage includes the IRAC method, how to synthesize cases and authorities, legal memoranda, persuasive writing, in-house and objective client documents, and letters, and the citation coverage has been updated to the 20th edition of the Bluebook and the 5th edition of the ALWD Guide to Legal Citation.

Basic Contract Law for Paralegals

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.

Legal Research Explained

The Litigation Paralegal: A Systems Approach

Legal Analysis and Writing, third edition, provides the student with in-depth knowledge of the fundamentals of legal analysis and writing, the operation of the elements of the fundamentals in the analysis and writing process, and the manner in which the process guides and assists the student in the production of a finished product, such as an interoffice research memorandum. The text is national in scope and designed for students who have completed introductory legal assistant courses. The focus of the text is on the legal analysis and writing process. The text is divided into three sections, the first of which presents an overview of the analysis process and the basic legal principles involved in that process. The second section provides in-depth coverage of the elements and tools used in the analysis and writing process, while the third section focuses on the application of the principles presented in the previous sections. It also addresses the drafting of legal correspondence, legal research memoranda, and court briefs. This complete text is enhanced by such features as a corresponding website, a student activity CD, online references, key points, and examples. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Basic Legal Writing for Paralegals

When you examine Legal Research and Writing for Paralegals, Third Edition, you will see why so many instructors rely on this exceptionally clear, logical, and well-organized text. Proven effective in the classroom, this comprehensive reference prepares prospective paralegals for some of their most important responsibilities. Provides everything students need to master the basics: -- comprehensive overview of research and writing skills, reinforced by illustrations and exercises-- integrates writing strategies into each research chapter to demonstrate the link between the two processes-- discusses electronic sources for legal research, including Lexis, Westlaw, and the Internet-- thoroughly explains proper citation form and updating/validating legal authorities, including Shepardizing and KeyCiting-- includes samples of legal writing, such as letters, a court brief, and a legal memorandum-- boxes offer technology tips (such as useful Internet addresses) and figures demonstrate and summarize topics reviewed in the text-- two glossaries; one for internet-related terms in the appropriate chapter, the other for the rest of the text at the end of the bookThe Third Edition introduces a wealth of new material: -- entirely new chapter devoted to conducting legal research using the internet provides a brief introduction, includes a glossary of terms, discusses the process of performing research online, includes strategies and tips, explores some ethical concerns regarding use of the internet, and concludes with a list of the best internet research sites, including coverage of LoisLaw-- new writing samples, including a new legal memorandum in the appendix--completely revised text reflects the

changing nature of legal publishing-- new section on using the ALWD Citation Manual-- new assignments throughout the book-- completely updated Instructor's Manual with answer keys for all the assignments, extra assignments for each chapter, and additional sample documents

Basic Legal Writing for Paralegals

Basic Bankruptcy Law for Paralegals, Abridged Edition evolved from a need to develop a nuts-and-bolts description of the bankruptcy system written in a manner that could be easily understood by nonlawyers. The primary intent has been to design this text as a basic primer for legal assistants or paralegal students to help them grasp the practical aspects of representing debtors or creditors within the bankruptcy system. To meet this challenge, the authors have explained practice and theory together in as concise a format as possible. This Abridged Edition focuses primarily upon consumer bankruptcy since the vast majority of bankruptcy cases are filed as consumer Chapter 7 or Chapter 13 cases.

Civil Law and Litigation for Paralegals

The Aspen Handbook for Legal Writers, a brief and accessible reference on mechanics and style, is a useful companion to any legal writing text. Targeted at the needs of legal writers, the text initially focuses on the rules of grammar, style, and usage — with plenty of examples. A section on Legal Documents offers strategies to improve legal writing, with sample letters, memorandum, case brief, trial brief, and appellate brief. Numerous, helpful examples showcase both good and bad writing. The purchase of this Kindle edition does not entitle you to receive access to the online e-book, practice questions from your favorite study aids, and outline tool available through CasebookConnect.

Basic Legal Writing

Writing a Legal Memo

Family Law for Paralegals, 7E is a comprehensive text for family law, offering complete coverage of the basics of family law, combined with historical context and insight into topics of current interest. This thoughtful and carefully written textbook offers the nuts-and-bolts of the law, framed in historical context and include exposure to some of the most dynamic issues in family law today. The text's comprehensive coverage includes basic coverage of the issues of marriage and divorce, as well as cutting-edge issues such as non-marital families, child abuse and neglect, child support and custody, and same-sex marriage. Features: Detailed treatment of Supreme Court decision in Obergefell v. Hodges striking down bans on marriages

between same-sex partners on federal constitutional grounds Added discussion about emerging recognition of domestic violence as a human rights violation Discussion of expanded protections under the Violence Against Women Reauthorization Act of 2013 for both Native American women who are abused by non-Native perpetrators and same-sex victims of abuse Expanded section on interstate child support cases, with new material on international support actions under a recent Hague Convention Expanded section on post-majority child support focused on enlarging parental obligations to correspond to the new reality of today's young adults An added section about some of the continuing ambiguities/complexities of interstate child custody cases under the Parental Kidnapping Prevention Act A new section on the Deployed Parents Custody and Visitation Act A new section on e-mediation A new section on the Indian Child Welfare Act that is intended to reverse historical disregard for tribal relations of Native Peoples

Family Law for Paralegals

Basic Labor and Employment Law for Paralegals

Clearly written textbook that helps students understand how evidentiary principles are applied in real-life situations. Text focuses on the practical applications of the Federal rules of Evidence and how the rules relate to paralegal practice. Features: Covers a full range of topics, including gathering evidence, interviewing witnesses, and researching. Written from a real-life perspective, showing how actual practice works in local, state, and federal court. Pedagogy in text developed for paralegal students, and includes short case summaries, readable examples, marginal definitions of terms, marginal cross-references to the Rules of Evidence, review questions, and hypotheticals. Short, concise presentation is ideal for paralegal courses. Updated with changes to the Federal Rules of Evidence. Updated with new cases. New hypotheticals and discussion questions added.

Legal Research and Writing for Paralegals

In Point Made, Ross Guberman uses the work of great advocates as the basis of a valuable, step-by-step brief-writing and motion-writing strategy for practitioners. The author takes an empirical approach, drawing heavily on the writings of the nation's 50 most influential lawyers.

Legal Writing for Legal Professionals

Introduction to Law for Paralegals covers not only the theory but also the practical aspects of every day legal practice. This

text prepares students for the transition from classroom to courtroom, offering balanced coverage of procedural concepts along with an introduction to specific areas of the law. Features: devotion to practical applications, such as legal research, ethics, trials, and appellate issues as well as substantive legal issues, ranging from personal injury and contracts to intellectual property clear, engaging writing style emphasis on practical skill acquisition which is discussed in conjunction with substantive legal issues reader-friendly design, with marginal definitions of key terms and phrases, inset boxes that explore various concepts, and chapter features such as "Skills You Need in the Real World" and "Issues at a Glance" that encapsulate important concepts. The text also includes numerous examples, figures, tables and hypotheticals to help students understand various legal issues and make effective use of different student learning styles excellent end-of-chapter activities, with chapter summaries, review questions, discussion questions, web references, ethics discussions, suggestions for further reading, sample documents, and "personality quizzes" that help students determine what area of the law is right for them shorter length and level of material makes this text the perfect choice for Associate's level paralegal courses New to the Second Edition: new developments and new case law more in-depth coverage of substantive law areas more coverage of computer technology in the law office

Legal Research Explained

The highly successful textbook on research and writing makes every step of the process accessible to paralegal students. The authors provide effective research tools, practical strategies and an efficient procedure for researching the law with both traditional and electronic sources. Step-by-step instruction leads students through each stage of activity, from prewriting to revising, and covers the IRAC method, legal memoranda, letters, and more. Invaluable pedagogy features examples, exhibits, expert writing tips, exercises, practice tips, ethics alerts, and web resources. Detailed subheadings provide quick access to topics, and appendices on helpful topics such as Shepardizing and Cite Checking, Citation and Sample Memoranda round out the presentation. The Student Workbook provides for extensive practice, sharpening research and writing skills. Thoroughly revised, the Sixth Edition presents new sample pages and updated exercises. Citation coverage has been updated to the 4th edition of ALWD and the 19th edition of The Bluebook. Inclusion of all the latest changes in legal research led to the revision of references, links, and examples. Students are now given more coaching on the practical aspects of outlining.

Introduction to Law for Paralegals

Noted author Deborah Bouchoux's Concise Guide to Legal Research and Writing is a shorter legal research and writing text that provides a building-block approach to the fundamentals of legal research and writing. This clear, well-organized text is designed for the introductory legal research and writing course for paralegal students. Bouchoux covers Legal Research and

Legal Writing in a concise and pragmatic manner, making it ideal for abbreviated legal research and writing courses and online courses. All-new research assignments in each chapter give students practice with both conventional print resources and online sources. Helpful charts, diagrams, and sample pages from research resources help students understand complex topics. In addition, Practice Tips in each chapter offer realistic and helpful suggestions for workplace success and Ethics notes are included throughout the book. Using Shepard's in Print Form, a Sample Legal Memorandum and a Sample Court Brief are included in the appendices. Key Features: New research assignments Chapter 3 (Statutory Law) includes a discussion of the new titles added to the United States Code Discussion of the new website GovInfo for free, official, and authenticated documents from all three branches of the government Discussion of new sources for conducting research, such as the Law Review Commons (Chapter 6), which provides free access to thousands of law review articles. Discussion of new tools such as Lexis for Microsoft Office and Thomson Reuters's Drafting Assistant Extensively revised discussion of computer-assisted legal research in Chapter 8 New information on practical concerns in citing to the Internet in Chapter 9 Revamped discussion of citation form (Chapter 10) The information relating to Shepardizing using print volumes of Shepard's has been moved from Chapter 11 to its own back-of-the-book Appendix Information on new research management tools such as Zotero, Juris-M, and Evernote An in-depth Instructor's Manual includes an overview of the text, sample syllabi, tips on teaching strategies, chapter-by-chapter resource information, answer keys for all assignments, and a Test Bank.

Legal Research and Writing

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

Thinking Like a Writer

Written specifically for paralegal students, the Fifth Edition of *The Legal Research and Writing Handbook: A Basic Approach for Paralegals* offers comprehensive coverage of both research and writing, dynamic pedagogy, and a clear, step-by-step approach to teaching. A widely popular text, the Fifth Edition continues to build on its strengths: comprehensive coverage of Legal Research in Part I and Legal Writing in Part II a clear and straightforward writing style a clean and accessible page layout with detailed subheadings for quick access to topics highly efficient research tools and strategies — with both traditional and electronic sources step-by-step guidance through each stage of the writing process — from prewriting strategies, to revising, the IRAC method, legal memoranda, letters, and more dynamic and innovative pedagogy that includes examples, exhibits, expert writing tips, exercises, practice tips, ethics alerts, and web resources a helpful appendices with sections on Shepardizing, Cite Checking, and Citation, as well as Sample Memoranda. a separate student workbook that provides extensive practice opportunities to students in research and writing an in-depth Instructor's Manual that includes sample syllabi, tests, and memos, as well as discussion topics and in-class exercises Thoroughly updated throughout, the Fifth Edition features: new and updated illustrations and websites additional exercises on how to brief a case expanded and enhanced treatment of Case Briefing and Case Analysis internet resources — both free and fee-based — integrated into coverage of the research process additional internet-based research exercises new Net Notes and Practice Pointers updated Citation Appendix reflects the 18th edition of the Blue Book and the 3rd edition of the ALWD Citation Manual, and now offering new citation exercises If you're looking for complete and timely coverage of research and writing, examine your desk copy of *The Legal Research and Writing Handbook: A Basic Approach for Paralegals, Fifth Edition*. It will become immediately apparent why Yelin and Samborn have one of the leading titles in their field.

Personal Injury and the Law of Torts for Paralegals

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. For courses in legal research and writing. A comprehensive – yet very understandable – step-by-step approach to legal research and writing. *Legal Research and Writing: A Practical Approach for Paralegals* introduces students to the process of legal research and writing with a very readable, yet thorough, step-by-step approach. Students will become proficient in legal research through easy-to-understand text and helpful visual aids, the application of learned concepts to a recurring case study, as well as many practical and engaging problems and fact-based exercises. Utilizing both print and online sources, students will learn how to conduct legal research with maximum results. The text provides a unique guided approach to Westlaw® and Lexis® instruction and a comprehensive case study where students must apply the skills they've learned throughout the course. They will learn where to find the law, as well as how to effectively read, understand, analyze, and apply the law to any given fact pattern. In addition, detailed instruction is provided on the rules for quality writing and the important and practical skills of legal analysis, proofreading, editing, and cite-checking. In short, this book will equip the student with all the necessary tools needed to complete any basic legal

research assignment.

Legal Research and Writing Handbook

Practical Legal Writing for Legal Assistants

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

Legal Research & Writing for Paralegals

Thinking Like a Writer: A Lawyer's Guide to Effective Writing and Editing gives you the specialized knowledge and techniques to draft clear and compelling legal documents, no matter how complicated the issues involved.

Legal Analysis and Writing for Paralegals

This book is an “insider’s guide” to the art of legal research. Using a hands-on approach, BLR provides students with an easy and approachable way to learn about the processes, materials, and background of legal research. It explains the many methods of legal research in a simple and straightforward manner and language. This text is essential for all law office personnel and paralegal professionals. The Paralegal Supersite Site

The Legal Research and Writing Handbook

The Fifth Edition of Legal Research Explained offers accessible, complete, and timely coverage specifically created for Legal Research courses. Deborah E. Bouchoux’s popular building-block approach ensures that all students can master these essential skills. The text is divided into five sections: 1) conducting legal research using primary authorities; 2) conducting legal research using secondary authorities and other research aids; 3) electronic and computer resources; 4) legal citation form and validating authorities; and 5) “putting it all together,” providing a final overview of the legal research process. Research assignments in each chapter, completely updated for this edition, give students practice with both conventional print resources and online sources. Charts, diagrams, and sample pages from research resources help students understand complex topics. In addition, Practice Tips in each chapter offer realistic and helpful suggestions for workplace success, and Ethics Alerts are included throughout the book. New to the Fifth Edition: New “Sidebar” feature 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 artificial intelligence features that boost legal research. References to helpful YouTube videos for tips on Shepardizing, KeyCiting, and researching. New section on sources that provide free public access to the law, including Harvard’s Caselaw Access Project, CourtListener, and RECAP Project. New section on preparing informal or email memoranda, with a new assignment. All new Research Questions and Internet Legal Research Assignments included. Professors and students will benefit from: Pedagogy designed to enhance the accessibility of the material, including helpful charts and diagrams, annotated sample pages and screen shots that illustrate legal research authorities, updated Practice Tips offering realistic and helpful suggestions for workplace success, and Ethics Alerts in every chapter. Well-designed assignments help students learn how to use a wide range of research sources. Chapters that demonstrate citation form for the resources discussed. Conscientious revision that ensures that the book has the most up-to-date material, presented in a readable and accessible format.

Legal Analysis and Writing

Admirably clear, concise, down-to-earth, and powerful—all too often, legal writing embodies none of these qualities. Its

reputation for obscurity and needless legalese is widespread. Since 2001 Bryan A. Garner's *Legal Writing in Plain English* has helped address this problem by providing lawyers, judges, paralegals, law students, and legal scholars with sound advice and practical tools for improving their written work. Now the leading guide to clear writing in the field, this indispensable volume encourages legal writers to challenge conventions and offers valuable insights into the writing process that will appeal to other professionals: how to organize ideas, create and refine prose, and improve editing skills. Accessible and witty, *Legal Writing in Plain English* draws on real-life writing samples that Garner has gathered through decades of teaching experience. Trenchant advice covers all types of legal materials, from analytical and persuasive writing to legal drafting, and the book's principles are reinforced by sets of basic, intermediate, and advanced exercises in each section. In this new edition, Garner preserves the successful structure of the original while adjusting the content to make it even more classroom-friendly. He includes case examples from the past decade and addresses the widespread use of legal documents in electronic formats. His book remains the standard guide for producing the jargon-free language that clients demand and courts reward.

Paralegal Career For Dummies

This legal writing book is designed to help students learn and remember the basic elements of writing a legal memo. It focuses on the type of assignment that many young lawyers are given, which is to write a memo answering a specific legal question. It discusses each step in completing such an assignment, providing specific instructions and explanations. Students can also use this book as a reference when they begin practicing law.

Concise Guide to Legal Research and Writing

Legal Writing in Plain English, Second Edition

A clear, well-organized text for the introductory legal research and writing course, designed specifically for paralegal students.

Case Analysis and Fundamentals of Legal Writing

Basic Legal Research for Paralegals

This text is designed to cover all aspects of paralegal writing. It is intended not only as a text for paralegal instruction, but as a desk reference tool for practicing paralegals. It includes many practice examples and exercises in both the text and in the appendices. ALSO AVAILABLE INSTRUCTOR SUPPLEMENTS CALL CUSTOMER SUPPORT TO ORDER Instructor's Manual - (with Test Bank and Transparency Masters) ISBN: 0-314-06116-9

Communication and Writing for Paralegals

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