

## Family Law For Paralegals Aspen College

Law Office Management for Paralegals The Professional Paralegal Legal Research and Writing for Paralegals Basic Legal Writing for Paralegals Civil Law and Litigation for Paralegals Fundamentals of Business Organizations for Paralegals Practical Contract Law for Paralegals Fundamentals of Litigation for Paralegals Elder Law for Paralegals Real Estate and Property Law for Paralegals Concise Guide to Paralegal Ethics Basic Bankruptcy Law for Paralegals, Abridged Evidence for Paralegals Ethics and Professional Responsibility for Paralegals Family Law for Paralegals Evidence for Paralegals California Property Law for Paralegals Fundamentals of California Litigation for Paralegals The Legal Research and Writing Handbook Wills, Trusts, and Estates for Paralegals Concise Gde to Paralegal Eth 4E W/ und Video Series Contracts California Property Law for Paralegals eDiscovery for the Legal Professional Legal Environment Ethics and Professional Responsibility for Paralegals Basic Wills, Trusts, and Estates for Paralegals Ethics and Law for School Psychologists Tort Law for Paralegals Practical Contract Law for Paralegals Ethical Lawyering The Study of Law Interviewing and Investigating Criminal Law and Procedure for the Paralegal Civil Litigation Introduction to Law for Paralegals Fundamentals of Litigation for Paralegals Civil Law and Litigation for Paralegals Basic Contract Law for Paralegals Paralegal Career For Dummies

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You may not be perplexed to enjoy all books collections Family Law For Paralegals Aspen College that we will enormously offer. It is not going on for the costs. Its more or less what you compulsion currently. This Family Law For Paralegals Aspen College, as one of the most full of zip sellers here will categorically be along with the best options to review.

Basic Contract Law for Paralegals Jul 26 2019 This is a clear, comprehensive, and straightforward introduction to all of the basics of contract law, specifically designed for paralegal students. Lively examples and well-crafted pedagogy cover all key topics in a contracts course, including intent, the UCC, third party contracts, and remedies. An appendix of twelve sample contracts provides a useful ongoing reference tool for paralegals working with contracts. Features: Comprehensive coverage of all the key topics. Also 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 Manageable length makes this book ideal for shorter courses.

Elder Law for Paralegals Feb 22 2022 Elder Law for Paralegals prepares students to assume a productive Basic Wills, Trusts, and Estates for Paralegals Aug 07 2020 The Second Edition of BASIC WILLS, TRUSTS, AND ESTATES FOR PARALEGALS offers an up-to-date and accessible introduction To The essential legal principles of estate practice. By following four fictional families and their real-life concerns, The text puts basic issues in context and prepares students for their future professional challenges. This clear and direct text concentrates on what paralegal students need to know: simple and straightforward introduction to all the basics of wills, trusts, and estates law comprehensive coverage of key topics, including a review of the sources of property law specific drafting guidance for wills and trusts step-by-step review of how the entire federal estate tax return is to be completed appendix of useful forms Careful crafted for classroom effectiveness: well-crafted pedagogy includes chapter overviews, highlighted examples, key terms, review questions, edited cases, and chapter summaries lively examples capture student interest, and clearly-written text holds it manageable length makes the book ideal for shorter courses Updated features of the Second Edition: text reflects changes in the law including new judicial opinions new forms new exercises in each chapter

Evidence for Paralegals Oct 21 2021 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.

Contracts Jan 12 2021 Contracts for Paralegals: Legal Principles and Practical Applications engages students with a practical, applied approach. Using a clear and accessible writing style, Wendling makes a comprehensive presentation of contracts, rounded out by current exercises that motivate lively discussions. Students are encouraged to develop critical thinking, vocabulary, and analytical and writing skills through a variety of real-world exercises, portfolio creation, and team exercises. New to the Second Edition: "Cyber Contracts" feature familiarizes students with the latest blockchain technology in the application of "smart contracts" Updated cases provide students the opportunity to apply their knowledge of chapter topics through analysis of relevant cases Examples of new technology demonstrate the influence of social media on contract origination, performance, and evidence Professors and students will benefit from: An accessible style A variety of approaches that stimulate students A step-by-step chronology that walks students through all the phases of contract formation, performance, and breach Practical applications Portfolio creation

Fundamentals of California Litigation for Paralegals May 16 2021 Fundamentals of Litigation for California Paralegals, Seventh Edition offers a complete understanding of the litigation process from the time the client walks into the office through to trial and post-judgment, including settlements and alternative forms of resolutions. Tailored to California practice, the authors' successful, balanced approach presents a complete overview of the litigation process, with clear explanations and examples of the rules and procedures. The text's flexible organization allows the instructor to easily pick and choose the areas to cover in the course.

*Intended specifically for California paralegals, each chapter references specific California statutes, and relevant California forms are included throughout the book. New to the Seventh Edition: Updated with changes to Federal Rules of Civil Procedure, California Rules of Court, and Judicial Council forms New developments in e-discovery Updated review questions and research questions at the end of each chapter to supplement the readings Revised sample letters, discovery, and motions. Professors and student will benefit from: Tailored to California Law with California-specific Judicial Council forms and references to specific California statutes in each chapter. A balanced and reader-friendly presentation Concise and well-written text—students will not get lost in the details of the rules A flexible organization that lends itself to a variety of teaching objectives Helpful pedagogy includes bold-face terms defined in the margins and in the glossary; numerous examples, charts, checklists, and sample documents; chapter overviews and summaries; and review questions A companion workbook, available as a download, with review questions (including true-false, short answer, and essays, with answers and explanations) and case scenarios for the student to use in completing assignments for the course and for use by the instructor as case studies in class.*

*Ethics and Professional Responsibility for Paralegals Sep 07 2020 With complete coverage of the ethical principles that inform the role of the paralegal, Ethics and Professional Responsibility for Paralegals, Seventh Edition, is ideal as both a coursebook and a supplementary text. An authoritative presentation combined with clear and readable pedagogy, enriches all levels of inquiry into the ethics of legal practice. From a highly respected author in paralegal education, Ethics and Professional Responsibility for Paralegals, Seventh Edition, offers: \* Comprehensive coverage of the professional responsibilities of paralegals \* Illuminating chapter overviews, key terms, and a student-friendly organization \* Discussion questions with hypotheticals in every chapter \* Chapter review questions reinforce learning and facilitate studying \* Research assignments that provide depth and practice in applying the rules \* Landmark cases, many involving paralegals, that demonstrate how the principles and rules of ethics are applied Updated throughout, the Seventh Edition features: \* Recent changes to the ABA Model Rules and new case law interpreting the rules \* Updated ethics opinions, with a focus on technology and social media, supported by new hypotheticals*

*California Property Law for Paralegals Dec 11 2020 Designed to simplify material while maximizing student interest, California Property Law for Paralegals is a well-organized, clearly written, practical text. This concise yet comprehensive book will provide students the tools they need but will not overwhelm them because it is geared specifically to the needs of paralegal students. Written so that class lectures can be prepared with ease, this text features: Practical problem solving exercises and hypotheticals presented in an interesting and attention-grabbing style with an eye to engaging the reader Ethical issues discussed throughout the text that challenge the students and prepare them for practice An option for instructors to encourage students to draft assignments in IRAC form to better prepare students for the workplace and to make grading easier for instructors Chapters ending with a review of important terms, concepts, definitions, and chapter review questions. The author engages both students and instructors with four special features intended to facilitate mastering the law through practical application: Judge for a Day uses a paraphrased judicial opinion or fact pattern that does not reveal the holding of the case. Students are asked to predict the judge's ruling. These can be used to trigger classroom discussion or used in a mock trial. The Client Comes Calling presents a challenge or task that a paralegal may encounter in the course of an ordinary day in a law firm. This feature spotlights ethical considerations and also introduces students to the business side of the practice of law. Sharpening the Saw: An Exercise in Issue Spotting trains paralegals to think like legal professionals. Students are asked to read a set of facts and then to identify and effectively convey the issue in writing. This feature is presented in such a way that an instructor can determine how much emphasis to place on legal writing. Out of the Ivory Tower reminds students that clients use law firms to solve problems. This feature encourages creative thinking and a focus on the "big picture." Without a doubt, California Property Law for Paralegals is your best alternative for an easy to teach, focused, California-specific property text aimed specifically at paralegals.*

*Law Office Management for Paralegals Nov 02 2022 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.*

*Fundamentals of Litigation for Paralegals Mar 26 2022 This comprehensive, flexible, step-by-step text covers all stages of the litigation process for paralegals -- from initial fact-gathering, through all the pretrial steps, to post-judgment proceedings. Students will find chapter coverage to include: Introduction to Litigation; Informal Fact gathering and Investigation; Case Evaluation and Strategy; Parties and Jurisdiction; Pleadings; Law and Motions; Motion Practice; Provisional Remedies; Evidence; Discovery; Settlements; Trial Preparation, Trial, and Appeal; Enforcements of Judgements; and Alternative Dispute Resolution. Of Special Interest: -- to make the book more accessible, each chapter includes: -- chapter objectives and introductions -- numerous examples, charts, lists, and sample documents -- key terms highlighted in the text -- review questions -- the book provides easy-to-follow steps and explains the process so that students are not just following the rules but are also understanding what the rules mean. -- the accompanying workbook disk offers a flexible way to integrate practical applications into the litigation course. Features of the Third Edition: -- using the Internet for fact-gathering, locating witnesses and finding other information has been integrated into the text. -- material on using computers in the law office has been expanded and updated. -- alternative Dispute Resolution section has been expanded and updated. -- the material found on the workbook disk has been extensively revised to include using computers to complete assignments and store information, more self-study problems and assignments, and a more readable format and design.*

*Civil Litigation Nov 29 2019 Succeed in your role as a paralegal with CIVIL LITIGATION, Seventh Edition. Practical, easy-to-*

understand, and thoroughly up-to-date, this proven book helps you grasp the details of today's litigation practice, covers the litigation process in a range of contexts, and demonstrates the relationship of litigation to other legal specialties. Each chapter includes exercises focusing on two cases, giving you the opportunity to work the cases from beginning to end, simulating an on-the-job experience. You'll also find sample documents (such as complaints, answers, interrogatories, and deposition summaries) that familiarize you with the documents you will encounter in the litigation law office. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**The Study of Law Mar 02 2020** 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

**Civil Law and Litigation for Paralegals Aug 26 2019** *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.

**Ethics and Professional Responsibility for Paralegals Sep 19 2021** 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).

**Practical Contract Law for Paralegals Apr 26 2022** *Practical Contract Law for Paralegals: An Activities-Based Approach* is a comprehensive, practical introduction to environmental law written exclusively for paralegal students. The concise, well-written text focuses on a broad understanding of the sources of environmental law and offers students numerous practical exercises as well as concrete methods for researching the law. It also includes methods for conducting due diligence in real estate transactions, a real-world concern of paralegals and a topic ignored by other textbooks. The Second Edition offers thoroughly updated exercises, websites, government forms and laws, and includes a new chapter on mining law. Features of *Practical Contract Law for Paralegals: An Activities-Based Approach*: Accessible, practical approach to environmental law, specifically designed for the paralegal student. Comprehensive coverage includes the basics of the judicial concepts, policies, agencies and institutions that shape environmental law A brief overview of legal research and how it applies to environmental law. Intuitive organization starts with the implementation and sources of *Environmental Law* and moves on to specific statutes. Emphasis on conducting due diligence in real estate transactions, a real-world concern of paralegals and a topic no other book addresses. Engaging hands-on assignments, exercises and website resources teach students how to research local laws and access vital information. Strong pedagogical features reinforce the material, including crossword puzzles, key terms, review questions, and practice exercises. Features employment opportunities and ethical issues Thoroughly updated, the revised Second Edition includes: New chapter on mining law. Thoroughly updated exercises, government forms, laws, and websites.

**Legal Research and Writing for Paralegals Aug 31 2022** A clear, well-organized text for the introductory legal research and writing course, designed specifically for paralegal students.

**Fundamentals of Business Organizations for Paralegals May 28 2022** 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

**Introduction to Law for Paralegals Oct 28 2019** 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

**Concise Guide to Paralegal Ethics Dec 23 2021** Clearly written, and replete with design elements that facilitate study and review, the Concise Guide to Paralegal Ethics provides succinct coverage that focuses on the professional paralegal. Perfect for use in shorter courses, or substantive courses with an ethics component, the Fifth Edition provides timely and thorough coverage of all major legal ethics topics. New to the Fifth Edition: Discussion of how the ethics of technology affects paralegals in matters of confidentiality and privilege, competence, conflicts of interest, and advertising Changes in legal practice that add to the responsibilities of paralegals Refreshed review questions, discussion questions, hypotheticals, and projects Professors and students will benefit from: Consistent emphasis on how the rules of ethics affect paralegals Authoritative writing in a well-organized format Helpful overviews in every chapter Italicized key terms with corresponding definitions in the margins Review questions, hypotheticals, discussion points, and projects Relevant ethics codes, conveniently located in the Appendix Teaching materials include: Instructor's Manual with Test Bank PowerPoint slides

**Evidence for Paralegals Jul 18 2021** 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.

**Paralegal Career For Dummies Jun 24 2019** 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.

**Family Law for Paralegals Aug 19 2021** 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)

**Legal Environment Oct 09 2020** Comprehensive legal environment of business text, designed for introductory courses. This text is available in ebook format from the VitalSource Store. To download and use the ebook, you will need the free VitalSource Bookshelf software. DOWNLOAD NOW Features: Complete coverage includes all the elements of a traditional Legal Environment of Business Text. Also covers topics that make it suitable for and "crossover" courses and courses that are traditionally business organizations or business law oriented. Designed for use in either general undergraduate legal environment classes or more practical paralegal courses. Approachable text, covering all the major subject areas of the legal environment in an easy to understand and concise manner. Provides both an understanding of the basics of the law and understanding of practical applications. The basic concepts are reinforced by cases and hypotheticals within the text that allow for practical application of the legal concepts discussed in each chapter. This well-written text includes the following: Each chapter has multiple hypotheticals, examples, questions, definitions, exercises, in text case summaries and redacted case excerpts. All of the chapters begin with stated learning objectives. Additionally, each chapter includes a discussion of relevant ethical issues Shorter length will appeal to those overwhelmed by longer books with too much information. A comprehensive instructor's manual and test bank will be included. The text will include free Loislaw access for students and faculty, together with sample research exercises. \*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 and Business at 800.529.7545 or examcopy@wolterskluwer.com.

**Wills, Trusts, and Estates for Paralegals** Mar 14 2021 New text for the paralegal course on Wills, Trusts, and Estates that provides a general overview of Wills and Trusts. Covers the use of wills and trusts in creating an estate plan, as well as an overview of estate litigation and estate administration. This text teaches paralegals the necessary skills to assist with the preparation of wills and trusts and with the administration of estates. Key Features Begins with an understanding of the history and development of estate planning laws, continues through the preparation of the documents needed to create an estate plan, and ends with how to administer an estate. Practical, step-by-step examples throughout the book apply the concepts to realistic situations. Examples break down each document into individual elements. At each step, alternatives are provided and options are discussed. Practice Tips help students understand real-life applications and situations. Drafting exercises in the text offer opportunities to apply what the students have learned. Ethical considerations that all attorneys and paralegals must follow are included throughout the text. More complex concepts are introduced for general understanding only, so that students have an understanding of the concepts and language used in practice. The text emphasizes the vocabulary of estate planning so that students know the meaning of different terms and to use the terms correctly. Key terms are defined in the margins.

**Basic Legal Writing for Paralegals** Jul 30 2022 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

**Concise Gde to Paralegal Eth 4E W/ und Video Series** Feb 10 2021 Respected paralegal educator Therese Cannon has produced a new text that meets the needs of both students and instructors. In just 250 pages, "A Concise Guide to Paralegal Ethics" provides current coverage of all ethical principles from the perspective of the practicing paralegal. Designed for use in short ethics courses or when there is not enough time for case analysis, this exceptional text familiarizes prospective paralegals with the rules and codes that will influence their future careers. The book covers essential topics for the paralegal: -- major areas of legal ethics -- how the rules affect legal assistants -- regulation of lawyers and paralegals -- unauthorized practice of law -- confidentiality, conflicts of interest, advertising and solicitation, and fees and client funds -- competence -- special issues in advocacy -- professionalism and special issues for paralegals The author draws on her extensive experience to tailor the book for ease of learning and teaching: -- each chapter begins with an overview and ends with hypothetical situations that require students to apply the rules and concepts covered -- key concepts are highlighted in bold and defined in the margin; additional key terms are highlighted in italics -- review questions test student understanding; discussion questions stimulate in-depth analysis -- selected references appear at the end of each chapter

**Criminal Law and Procedure for the Paralegal** Dec 31 2019 Now newly updated and expanded, the Second Edition of this popular book provides a concise, realistic, hands-on guide to the fascinating and rewarding practice of criminal law. CRIMINAL LAW AND PROCEDURE FOR THE PARALEGAL offers a highly practical introduction to the field, exploring essential legal principles and their applications through a series of real-world cases, including prosecution, defense, and appellate processes. Drawing on his extensive experience as a criminal defense attorney, an assistant district attorney, and a college instructor, the author brings the world of prosecutors, defense attorneys, and paralegals to life with a uniquely engaging, reader-friendly style ideal for today's learners. The book also addresses relevant Supreme Court decisions and their ramifications and offers insights from actual paralegals and examples from real cases. This trusted text is an ideal resource to prepare you for success in the dynamic, high-demand field of criminal law. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Ethics and Law for School Psychologists** Jul 06 2020 Ethics and Law for School Psychologists is the single best source of authoritative information on the ethical and legal issues school psychologists face every day. Designed specifically to meet the unique needs of psychologists in school settings, this book includes the most up-to-date standards and requirements while providing an introduction to ethical codes, ethical decision making, and the legal underpinnings that protect the rights of students and their parents. This new seventh edition has been extensively updated with the latest research and changes to the law, with an increased focus on ethical-legal considerations associated with the use of digital technologies. Coverage includes new case law on privacy rights, electronic record keeping, the 2014 Standards for Educational and Psychological Testing, digital assessment platforms, the latest interpretations of the Individuals with Disabilities Education Act, and more. Ethics texts for counseling and psychology are plentiful, and often excellent—but this book is the only reference that speaks directly to the concerns and issues specific to psychologists in school settings. Case vignettes, end-of-chapter questions, and discussion topics facilitate deeper insight and learning, while updated instructor's resources bring this key reference right into the classroom. Keeping up with the latest research and legal issues is a familiar part of a psychologist's duties, but a practice centered on children in an educational setting makes it both critical and more complex. Ethics and Law for School Psychologists provides a central resource for staying up to date and delivering ethically and legally sound services within a school setting.

**Interviewing and Investigating** Jan 30 2020 Because skills are to be mastered, not memorized, this comprehensive text uses realistic case scenarios, practical exercises, illustrations, and examples to teach the essential skills of interviewing and investigating. Led by an experienced practitioner and author, readers will make connections between law and fact, engage in critical analysis, and develop specific communication skills that will prove indispensable in practice.

**Real Estate and Property Law for Paralegals** Jan 24 2022 Complete introduction to real estate and property law, designed with the paralegal student in mind. This straightforward, student-friendly text lays out the basic foundations of the law, accompanied by real

world examples. The author provides a solid foundation the basics of real estate law, including the practicalities of daily legal work. In a balanced approach, Bevens 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. Well-structured pedagogy reinforces this readable text. Each chapter features a variety of effective learning aids, including forms, edited cases, and a wealth of exercises for mastering the material and building practical paralegal skills. The revised Fifth Edition is thoroughly updated with changes in the law. Key Features: Updated procedures and documentation for real estate closings Current forms throughout the text Recent cases that signal changes in the law Fresh coverage of technology as used in the office, such as cloud computing, Adobe Acrobat and PDFs, Speech Recognition Software, and Electronic Billing

**Ethical Lawyering Apr 02 2020** The purchase of this ebook edition does not entitle you to receive access to the Connected eBook with Study Center on CasebookConnect. You will need to purchase a new print book to get access to the full experience, including: lifetime access to the online ebook with highlight, annotation, and search capabilities; practice questions from your favorite study aids; an outline tool and other helpful resources. Many professional responsibility professors struggle to engage students in a required course, one that students wouldn't otherwise have chosen to take, covering material that simultaneously appears both obvious and intricately technical. *Ethical Lawyering: A Guide for the Well-Intentioned* addresses those concerns with a fresh look at teaching and learning Professional Responsibility. Instead of containing impenetrable cases typical of most professional responsibility casebooks, which force students and teachers to sort out convoluted facts and incomplete or out-of-date analysis, this book "flips the classroom" by providing detailed explanations of the Model Rules, accompanied by problems for class discussion that require students to explore how the Rules apply in real-world situations—a structure which lends itself easily to both in-person and online courses. The book's explanations are focused on building statutory interpretation skills, and then bringing these skills to common practice scenarios. Discussion covers all aspects of the law governing lawyers, from professional discipline to civil liability to court sanctions, as well as informal concerns, such as client relations and the business of law practice. Professors and students will benefit from: A "flipped classroom" structure in which the book provides detailed explanations of the Model Rules, interspersed with problems for class discussion, that are both drawn from practice and illustrate some of the challenges in applying the rules in real-world situations. MPRE-style multiple-choice review questions at the end of each chapter (or after substantial portions of a chapter) addressing the material. An informal, irreverent, down to earth, and conversational style, meant to be accessible, crafted to engage students without understating the seriousness of the subject matter, and to encourage them to put themselves into the "hot seats" that the problems describe. A statutory construction approach to the Model Rules, designed to build text-interpretation skills. A comprehensive treatment of the law regulating lawyers, considering all of the practical hazards that lawyers face, and illustrating the connections between the Model Rules as a basis for professional discipline and the law of torts (fiduciary duty and malpractice), contracts (scope of the attorney-client relationship and engagement agreements), agency (authority), and procedure (sanctions), as well as informal concerns such as client relations and reputational issues. A digital edition that includes links to all necessary statutory materials. Teaching materials Include: A detailed Teacher's Manual, including: Suggested syllabi for two-hour and three-hour courses. Detailed analyses of all of the problems, including pedagogical suggestions, to stimulate class discussion. Explanatory answers to the MPRE-style multiple-choice review questions. Suggested PowerPoints for class use. Two online-only chapters (The Government Lawyer; Judicial Ethics).

**Basic Bankruptcy Law for Paralegals, Abridged Nov 21 2021** 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.

**Tort Law for Paralegals Jun 04 2020** This is a comprehensive introduction to law office management, written specifically for paralegal students taking a stand-alone office management course. Unique among textbooks of its kind, it provides thorough coverage of all aspects of law office management and organization, including ethics and soft skills such as communications and critical thinking that are key to successful office management. Assignments are drawn from real-world law office management situations and supported by innovative visual aids and learning tools, such as Clio, Tabs, and PracticeMaster, which gives students hands-on practice with timekeeping systems. Features: Supported by visual aids and innovative learning devices, this book offers complete coverage of principles of management; employment and compensation; personnel structure of different types of law offices; billing and accounting methods; administrative systems; technology; and the tasks, responsibilities, and roles of lawyers and paralegals. Every chapter includes an ethics assignment. A new chapter walks students through exercises using Clio, Tabs III, and PracticeMaster software (available online to users of this text) for time-keeping, conflicts checks, entering contacts, entering dates in the docket system, trust accounting, generating a form letter, and other client-file tasks. The chapter also directs students through creation of a pdf portfolio, redacting documents, and creating bookmarks. New 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.

**eDiscovery for the Legal Professional Nov 09 2020** Designed for today's student, eDiscovery for the Legal Professional introduces the basics of electronic discovery. In the current, fast-paced legal environment, legal professionals need to understand how technology influences the practice of law, how to communicate this information to their clients, and the most cost-effective discovery tools available. This text offers comprehensive and timely coverage, including historical development of the eDiscovery field, substantive legal precedent and case studies, procedural changes based on recent revisions to the Federal Rules of Civil Procedure, practical application of eDiscovery tools and resources, discussion of changing technology definitions, usage and trends, and ethical considerations for the legal professional when managing electronic discovery and data. Professors and students will benefit from: Accessible text that explains technical eDiscovery concepts in layman terms. Up-to-date discussion of current Federal Rules of Civil Procedure covering eDiscovery. Effective pedagogy with Examples and Exercises in every chapter, excerpts from cases and the Federal Rules, helpful lists and summaries, and Key Points that highlight essential concepts and practical applications. Key topics covered include: Impact of Electronically Stored Information (ESI) on discovery, Data Management, Case Management, Spoliation, and Ethical Considerations such as competence, confidentiality, and informed consent. A comprehensive glossary that helps students with new and unfamiliar vocabulary

**The Legal Research and Writing Handbook Apr 14 2021** 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

*Civil Law and Litigation for Paralegals Jun 28 2022* 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

*California Property Law for Paralegals Jun 16 2021* Designed to simplify material while maximizing student interest, California Property Law for Paralegals is a well-organized, clearly written, practical text. This concise yet comprehensive book will provide students the tools they need but will not overwhelm them because it is geared specifically to the needs of paralegal students. Written so that class lectures can be prepared with ease, this text features: Practical problem solving exercises and hypotheticals presented in an interesting and attention-grabbing style with an eye to engaging the reader Ethical issues discussed throughout the text that challenge the students and prepare them for practice An option for instructors to encourage students to draft assignments in IRAC form to better prepare students for the workplace and to make grading easier for instructors Chapters ending with a review of important terms, concepts, definitions, and chapter review questions. The author engages both students and instructors with four special features intended to facilitate mastering the law through practical application: Judge for a Day uses a paraphrased judicial opinion or fact pattern that does not reveal the holding of the case. Students are asked to predict the judge's ruling. These can be used to trigger classroom discussion or used in a mock trial. The Client Comes Calling presents a challenge or task that a paralegal may encounter in the course of an ordinary day in a law firm. This feature spotlights ethical considerations and also introduces students to the business side of the practice of law. Sharpening the Saw: An Exercise in Issue Spotting trains paralegals to think like legal professionals. Students are asked to read a set of facts and then to identify and effectively convey the issue in writing. This feature is presented in such a way that an instructor can determine how much emphasis to place on legal writing. Out of the Ivory Tower reminds students that clients use law firms to solve problems. This feature encourages creative thinking and a focus on the "big picture." Without a doubt, California Property Law for Paralegals is your best alternative for an easy to teach, focused, California-specific property text aimed specifically at paralegals.

*The Professional Paralegal Oct 01 2022* The Professional Paralegal presents a comprehensive and pragmatic overview of today's legal system and the diverse role of the contemporary paralegal. The innovative use of profiles and experiences of professional paralegals woven throughout the text provide personal and motivating insight while introducing practical tools, substantive issues, and the all-important consideration of ethics. This textbook presents information in a manner easily accessed by students and offers many opportunities for discussion, research, and review. **Key Features:** Offers a down-to-earth approach to the law, the legal profession, and the paralegal's important role in the delivery of legal services. Blends both legal theory and practice together and updates important changes in the law and new approaches to legal practice in a variety of settings. Offers solid guidance on seeking legal employment and working well within the law office. For future paralegals working in private practice, government offices, or even as freelance professionals, this new edition also offers a fresh perspective on issues such as the unauthorized practice of law (UPL) and other issues unique to the professional paralegal.

*Fundamentals of Litigation for Paralegals Sep 27 2019* A text offering the paralegal complete understanding of the litigation process from the time the client walks into the office through trial and post-judgment, including settlements and alternative forms of dispute resolution.

*Practical Contract Law for Paralegals May 04 2020* The activities-based approach of Practical Contract Law for Paralegals builds valuable contract management skills. Numerous assignments that mirror the work of an actual paralegal teach students to read, draft, and implement contracts, as well as to research and apply local law. Ideal for both the classroom and online courses, this book combines contracts and applied legal research for paralegals. Accessible explanations of doctrine and principles prepare students to tackle assignments based on state-specific laws and procedures. **Features:** New and updated examples and assignments throughout the text NEW Career Corner features that connect material in the text to developing a successful career as a paralegal Straightforward overviews of basic contract law A consistent emphasis on state-specific law and procedures Internet research assignments that exemplify legal research performed by paralegals Case discussion assignments that extend case analysis beyond the classroom Discussion of ethics integrated throughout the text A flexible organization that adapts to a variety of course credits, teaching goals, and media formats Specially designed Learning Objectives that clearly outline each chapter's main

**goals A convenient glossary of terms for quick reference A companion website with a number of handy interactive elements NEW  
Self-tests that allow students to monitor their progress**

*family-law-for-paralegals-aspen-college*

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