

Wills Trusts And Estate Administration For The Paralegal

The Paralegal's Handbook Wills, Trusts, and Estate Administration for the Paralegal The Paralegal's Guide to Administrative Law Introduction to Paralegalism Introduction to Law Introduction to Paralegalism: Perspectives, Problems, and Skills West's Paralegal Today Basic Litigation Case Management for Legal Assistants, 1999 Essentials of Paralegalism GPsolo Conflict and Resolution Louisiana Bar Journal Ethics in a Brave New World Georgia State Bar Journal The Practical Lawyer Formal Opinions - Committee on Professional Ethics, New York State Bar Association Regulation of Lawyers Kentucky Rules of Court, with Amendments Immigration & Nationality Law Handbook The Brief Anita Haworth Dennis R. Hower William D. Haders William P. Statsky Joanne Bunker Hames William P. Statsky Roger LeRoy Miller Laurie P. Roselle William P. Statsky Barbara A. Nagle-Lechman John L. Pinnix New York State Bar Association. Committee on Professional Ethics Gillers

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a completely updated and revised desk reference for paralegal professionals paralegals are the backbone of the legal business the paralegal s handbook is a guide to the responsibilities and tasks a paralegal may be asked to undertake in this comprehensive guide to the profession expert authors anita haworth and leslie cox explain everything paralegals need to know to handle the job with accuracy and confidence from ethics issues to a detailed analysis of all the tasks encountered in the various legal specialties the paralegal s handbook provides invaluable advice and expertise to paralegal professionals haworth and cox are experienced paralegals and provide explanations and details on the various areas of practice paralegals may choose including family law probate corporate law intellectual property real estate and personal injury law they cover everything from handling everyday tasks to reviewing facsimiles of legal documents this second edition is fully updated and revised with a new section on ediscovery

the leading text in the field takes a practical approach illustrating legal principles through examples exercises legal forms checklists and actual drafts of wills and trusts students are exposed to detailed procedures and are prepared for everyday practical duties of the paralegal through comprehensive authoritative coverage blend of theory and practice balances the need for understanding concepts and law and the need to be able to apply it

for courses in introduction to law introduction to american law and introduction to paralegalism this book provides students with an interesting introduction to law presented in an effective skill building format it explains the basics of the u s legal system focusing first on organization and operation then introducing students to the major areas of law practice and the legal principles that apply throughout the text legal concepts are defined and explored in a clear concise manner with numerous hypothetical case examples to demonstrate the application of theory varied exercises help students develop strong legal vocabulary and analytic skills

a brief paperback version of west s paralegal today a full color introduction to the field of paralegalism stressing skills ethics teamwork and professionalism the essentials condenses some coverage ethics adr litigation research and writing and deletes some chapters corporate law criminal law administrative law for use in shorter courses

a briefer essentials version of the leading text this edition provides an up to date and practical introduction to the paralegal field changes include extensive coverage of ethics state specific resources and coverage of resources on the internet and a full color insert on the steps students can take to ensure success as a paralegal

this is a concise and informative text on the paralegal s role in alternative dispute resolution adr both brief and affordable this paperback provides all the essential information required to support any course for paralegals that includes discussion of negotiation mediation arbitration or other forms of adr with thoughtful contemporary perspectives on such issues as race gender and cultural expectations the author explores such key topics as the nature and sources of conflict and ways of resolving it negotiation theories approaches and practical techniques mediation models skills and practicing neutrality the arbitrator s role in resolving disputes other adjudicative and nonadjudicative processes policy issues such as institutionalizing and regulating adr and all the crucial trends in this growing area of today s legal practice chapters include role plays and skill development exercises as well as detailed discussion of ethical issues and practical applications in various spheres where disputes commonly arise from families and schools to construction projects and the environment give your students the opportunity to apply theory to real life situations and test newly learned skills in the classroom with conflict and resolution useful appendices include common forms standards of conduct for mediators code of ethics for arbitration in commercial disputes and recommendations for mandatory mediation

as an immigration attorney it is imperative that you continually strive to maintain the highest ethical standards aila s ethics in a brave new world will provide insightful articles on professional responsibility personal accountability risk management for immigration practitioners these are all qualities that this complex field requires today as a service to our members this publication is being distributed to all aila members free of charge in addition you can purchase copies for all attorneys in your firm at the low member price

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the rules regulating the behavior of lawyers and judges continue to grow and change at an accelerating pace regulation of lawyers statutes and standards 2009 concise edition provides an overview of the major changes and updates since the last edition as well as possible future changes under consideration the concise edition includes everything contained in the full edition except the ethics rules and related statutes from california the district of columbia and new york this supplement has many special features that capture the history complexity context and variety of the aba model rules the 2009 edition contains numerous updates including important new state variations of the model rules details about a proposed conflicts screening provision

for model rule 1 10 that may be adopted in 2009 the text of rule 502 of the federal rules of evidence which now governs the effect of an inadvertent disclosure on the attorney client privilege the aba s new model rule for registration of in house counsel newly adopted provisions in new york s code of professional responsibility in the expanded version of the book

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