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Paralegal Procedures and Practices - Scott A. Hatch, Lisa ...

Paralegal Procedures and Practices ISBN# 0-314-01348-2 By Scott A. Hatch, J.D. and Lisa Zimmer Hatch, M.A. Rather than spending a few thousand dollars on tuition for a course to learn the essentials of paralegalism, I decided to teach myself by purchasing several self-help books including Paralegal Procedures and Practices by Lisa and Scott Hatch.

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A paralegal is the professional of legal science that performs procedures autonomously or semi autonomously, as part of a legal assistance system. Performs tasks that require understanding of the legislation for its proper execution. They also work in support or assist professionals related to the legal area of a consultative or judicial litigation nature. Its labor market is broad, including consultancies, companies that have legal departments or that perform legislation compliance activities

The completely revised and updated fourth edition of the most trusted paralegal desk references on the market. Now fully revised and expanded: the bestselling desk reference for

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paralegals at any level. Each chapter has been completely updated to include the latest step-by-step instructions for every aspect of a paralegal's job, with new procedures, checklists, and resources throughout. Topics covered include: ? Paralegal ethics ? Training programs ? Court systems and court procedures ? Federal court practice and procedures ? Pretrial practice and procedure ? Legal research tools ? Electronic trial preparation procedures In addition to the general resources that will be of value to every paralegal, this guide also includes detailed information on practice and procedures for working in specialty law firms.

Paralegal Procedures and Practices, 2nd edition is formatted in a user-friendly workbook style including more than 250 exercises and problems. Focus is placed on legal research and hypothetical situations readying users to take on legal research in a law office setting. A special chapter is devoted to investigation to enhance the readers? knowledge of evidentiary rules through numerous straightforward examples.

The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are

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followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures. The book, an updated and expanded version of the previous (fourth) edition, is divided into seventeen sections, covering such topics as law office organization, management, and administration, support personnel, office polices, personnel policies and benefits, office security and emergency procedures, financial management, file systems, technology, and communications systems. The book contains numerous sample forms and documents, as well as extensive bibliographies. A CD containing the entire text of the manual is included, allowing customization of the manual for particular user needs.

Succeed on the job--and in your course--and prepare for the Certified Paralegal examination with the NALA Manual. More than 100 leading authorities with a wide range of experience in legal disciplines and management have contributed to this comprehensive manual since it was introduced in 1976. Covering all the skills required of paralegals today, the updated manual includes a collection of successful solutions to actual assignments accomplished by

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This book examines careers as a paralegal and legal assistant, covering professional responsibilities, ethic codes, kinds of employers, job searches, resume building, and work environments.

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