

Practical Contract Law For Paralegals An Activities Based Approach Aspen College

West's Paralegal Today Contract Law For Dummies Basic Legal Writing for Paralegals An Introduction to Contract Drafting Elder Law for Paralegals Contracts Civil Law and Litigation for Paralegals Basic Real Estate and Property Law for Paralegals Fundamentals of Business Organizations for Paralegals The Litigation Paralegal: A Systems Approach Practical Real Estate Law Contracts for Paralegals Contract and Tort Law for Paralegals Paralegal Practice and Procedure Ethics and Professional Responsibility for Paralegals Essentials of Contract Law The Librarian's Legal Companion for Licensing Information Resources and Services Basic Contract Law for Paralegals Practical Contract Law for Paralegals California Property Law for Paralegals Aspen Handbook for Legal Writers Basic Bankruptcy Law for Paralegals, Abridged California Family Law for Paralegals Criminal Law and Procedure for the Paralegal Family Law for Paralegals Paralegal Ethics Handbook 2012-2013 The Managed Care Contracting Handbook, 2nd Edition Paralegal Career For Dummies The Paralegal's Guide to Professional Responsibility Contract Law for Paralegals Contract Law for Paralegals Tort Law for Paralegals Certified Paralegal Review Manual: A Practical Guide to CP Exam Preparation California Paralegal Manual Contract Law and Its Application Practical Law Office Management Real Estate and Property Law for

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ParalegalsThe Law of Contracts and the Uniform Commercial CodeIntroduction to Law for ParalegalsPractical Contract Law for Paralegals

West's Paralegal Today

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

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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.

Contract Law For Dummies

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.

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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 Legal Writing for Paralegals

Focused squarely on the California Family Code, California Family Law for Paralegals integrates statutory law and judicial interpretation into a cohesive general discussion of all aspects of the state's family law. Its practical, straightforward approach is designed to teach the basics to paralegal students, and powerful pedagogy makes it stand apart from most books on California Law. Chapter Overviews and Summaries, exercises, Key Terms, and a glossary combine with examples of all the key Judicial Council forms used in the practice of family law in California. Comprehensive coverage explores all the key topics and developments in this constantly evolving area of the law. Thoroughly updated, the revised Sixth Edition reflects important changes in the law, with new cases and statutes, including status of California State Supreme Court ruling on same-sex marriage. As a result, all forms have been completely updated. A new discussion advises how technology can make family law practice more effective. Hallmark features of California Family Law for Paralegals: Focused on the California Family Code integrates statutory law and judicial interpretation

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cohesive discussion of all aspects of family law
Practical, straightforward approach designed to teach the basics Includes examples of all key Judicial Council forms used in California family law Powerful pedagogy surpasses most books on California law Chapter Overviews Chapter Summaries exercises Key Terms glossary Comprehensive coverage of all key topics and developments Thoroughly updated, the revised Sixth Edition: Reflects changes in the law new cases and statutes status of California State Supreme Court ruling on same-sex marriage Forms completely updated. New discussion of technology to make family law practice more effective

An Introduction to Contract Drafting

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

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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).

Elder Law for Paralegals

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-

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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

Contracts

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

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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

Civil Law and Litigation for Paralegals

Basic Real Estate and Property Law for Paralegals

Fundamentals of Business Organizations for Paralegals

Focusing on technological advances that are changing the practice of law, this practical, hands-on text covers day-to-day law office management topics, including client relations and communication skills; legal fees, timekeeping, and billing; client trust funds and law office accounting; calendaring, docket

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control, and case management; legal marketing; and file and law library management. The Fourth Edition is accompanied by Clio's Boutique Plan cloud-based software (with in-depth tutorials) which allows students to master skills in time and billing, accounting case management, and document management. Other highlights of the new edition include new ethics-related case reviews, up-to-date forms, charts, and checklists that illustrate important concepts relating to paralegals in the law office, and hands-on exercises. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Litigation Paralegal: A Systems Approach

Elder Law for Paralegals prepares students to assume a productive

Practical Real Estate Law

Managed care contracting is a process that frustrates even the best administrators. However, to ignore this complexity is to do so at your own expense. You don't necessarily need to bear the cost of overpriced legal advice, but you do need to know what questions to ask, what clauses to avoid, what contingencies to cover and when to ask a lawyer for help. Decode and analyze reimbursement problems, loopholes, and contract stipulations you are likely to encounter Learn tried-and-true tricks, tools, shortcuts, and techniques

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to evaluate agreements Negotiate contracts that won't leave you open to unanticipated expenses

Written by Maria K. Todd, a seasoned professional in managed care contracting, this handbook is written for managers, analysts, and finance officers who have the daunting task of negotiating contracts for medical services. It offers an in-depth examination of managed care and its organizations and covers key areas, such as pay-for-performance initiatives, reimbursement methods, contract law basics, and negotiating strategies. The Managed Care Contracting Handbook offers critical details and strategic information as well as resources on everything from HMOs and PPOs to Consumer Driven Health Plans (CDHP), self-funded ERISA payers, and Medicaid managed care. Fully updates the first edition, which was used widely in the U.S. and overseas. Designed to equip you with the confidence that comes with knowing the right questions to ask and more answers than you are supposed to know, this easy-access resource — Provides a complete overview of managed care organizations Covers contract law basics Presents material that can be used internationally Discusses Medicaid Managed Care Offers an operational evaluation of a typical managed care agreement Includes sample contracts and important checklists, as well as a glossary

Contracts for Paralegals

An ideal guide for the paralegal student, ESSENTIALS OF CONTRACT LAW, Second Edition presents the law of contracts in an understandable and organized

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manner. The book's effective road map approach to contracts helps students learn about contract formation, determining the applicable law, unenforceable contracts and breach of contract. In this edition, the author also separately addresses the impact of Article 2 of the UCC, federal preemption, and the UN's Convention on the International Sale of Goods (CISG). Cutting through excess verbiage and outdated doctrine, the book develops each rule of law by presenting theory, illustrating it with an example, and providing a problem to give readers hands-on practice. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Contract and Tort Law for Paralegals

West's Paralegal Today: The Legal Team at Work, fourth edition, makes the paralegal field come alive for the student. It uses real-world examples, offering practical application of each concept discussed, and further enhances this focus with hands-on activities throughout. The text gives the student a thorough introduction to not only the legal system in general, but to specific areas of the law and the paralegal's integral role as a member of the legal team. The student gains a comprehensive understanding of the laws in our society, the importance of ethical and professional responsibility, and the skills needed to thrive in this environment. Technology features, including spotlights on how technology is changing litigation, legal research, and overall office management, convey the importance of developing

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strong skills in this area. Paralegal Profiles and Featured Guests bring a personal touch to the material - as students learn how professionals truly work in each area of the law and how each skill directly translates on-the-job. Ethical dilemmas challenge the students to further understand their professional duties and critical thinking questions provide an opportunity to sharpen their proficiency. In this way, paralegal students learn not only about the substantive areas of the law, but how to excel as a professional in each one.

Paralegal Practice and Procedure

With trademark insight and clarity, author Jeffrey A. Helewitz presents a vivid picture of the role of the paralegal in complex real estate transactions. Always timely and accessible, the Fifth Edition of Basic Real Estate and Property Law for Paralegals puts a firm grasp of both theory and practice well within a student's reach. A thorough yet manageable introduction to Real Estate and Property Law, featuring: Broad coverage that includes estates in land and future interests, titles, land use, conveyancing, closing procedures, condos, co-ops, commercial property, and landlord-tenant law Helpful examples that illustrate the role of the paralegal in practice Key terms, Practical Tips, Ethical Points, and Chapter Summaries A final chapter on personal property that introduces students to the essential concepts of tangible and intangible property Edited cases in each chapter that give students practice reading and analyzing case decisions Sample legal

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forms in each chapter that expose students to legal documents on a variety of topics Extensive practice and review features, such as end-of-chapter review points, exercises, activities, and situational analyses Updated throughout, the Fifth Edition provides: The latest developments on the law surrounding same-sex marriages New cases Updated forms Additional case analyses in every chapter

Ethics and Professional Responsibility for Paralegals

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.

Essentials of Contract Law

The Librarian's Legal Companion for Licensing Information Resources and Services

The Seventh Edition casebook has several distinct aims. Those who prefer to emphasize the centrality of remedies, and the economic orientation that implies, will find the new order of chapters congenial. Those who cannot imagine not starting with a discussion of the concept of bargain, or even offer and acceptance, will find that they do not need to rip the book apart to do so. New teachers, who are likely to view the experience of teaching contracts very differently at the end of the semester, need not worry about conducting major surgery to change their approach the next year. The book is constructed out of relatively brief, interchangeable, and free-standing blocks. At the same time the authors continue to avoid the temptation to edit cases heavily. It remains very important to present a judicial opinion that discloses the judge's process of decision and enough of the reasoning underlying the conclusion for students to appreciate the decision making process. It appears that most students and teachers prefer newer cases and up-to-date issues for examination. The authors have sadly bid farewell to a number of old friends that have been replaced by more

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contemporary cases. These new cases present students with relevant issues stated in a currently recognizable voice.

Basic Contract Law 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. *CONTRACT LAW FOR PARALEGALS, 2/e* fully prepares paralegals for all facets of contract preparation, including ethical, practical, and professional issues. Fully updated for current case law, it thoroughly covers modern e-contracts, and presents relevant new examples such as health club and cell phone contracts. It combines a strong foundation in essential principles with practical insight into the issues paralegals face in researching, drafting, and interpreting contracts. Students build skills and portfolios through many drafting exercises, including the creation of complete contracts for equipment, real estate, and business sales. They also build critical thinking skills through assignments ranging from attorney briefings to Critical Legal Thinking Cases. Students will find up-to-date career information, sidebars illuminating working paralegals' real-world experiences, and extensive reference resources, including a detailed glossary and extensive UCC excerpts.

Practical Contract Law for Paralegals

California Property Law for Paralegals

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

Civil Law and Litigation for Paralegals is a comprehensive text designed specifically for

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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

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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

Basic Bankruptcy Law for Paralegals, Abridged

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.

California Family Law for Paralegals

Basic Contract Law for Paralegals is a clear, comprehensive, and straightforward introduction to all of the basics of contract law, specifically designed for paralegal students. Lively examples and well-

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crafted pedagogy cover all key topics in a contracts course—from offer, acceptance, and consideration, to discharge of obligations, 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. A culminating chapter walks students through the process of drafting a simple contract. 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. New cases provide up-to-date coverage of: Express and implied contracts and promissory estoppel Bilateral and unilateral contracts The mirror image rule and acceptance Consideration Implied-in-fact conditions and conditions precedent Third party beneficiaries Anticipatory repudiation and how to measure damages.

Criminal Law and Procedure for the Paralegal

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

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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.

Family Law for Paralegals

For courses in contract law for paralegals. A hands-on guide to contract development Contract Law for

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Paralegals introduces future paralegals to all facets of contract preparation, including ethical, practical, and professional issues. Updated for current case law, the text combines a strong foundation in essential principles with actionable insight into researching, creating, and interpreting contracts. Along the way, students practice drafting contracts for equipment, real estate, and business sales, while completing critical thinking assignments involving attorney briefings and legal cases. The 3rd edition includes new and revised contract examples, contract law cases, and exercises that build skills, provide drafting practice, and generate samples for a paralegal portfolio.

Paralegal Ethics Handbook 2012-2013

Legal expert Lipinski offers a definitive sourcebook for information licensing in libraries, including copyright and contract matters, general contract law concepts, developments in online and information contracting; and the advantages and disadvantages of licensing. Readers will find clear guidance on deciphering the legalese in agreements, advice on negotiating or countering provisions with library-friendly alternatives, and detailed explanations of specific licenses as well as a discussion of issues regarding online and information contracting.

The Managed Care Contracting Handbook, 2nd Edition

Take the mumbo jumbo out of contract law and ace

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your contracts course. This hands-on guide give you plain-English explanations of terminology and language used in contracts, showing you how to read and analyze cases and statues with ease.

Paralegal Career For Dummies

PRACTICAL REAL ESTATE LAW, 6E, is an excellent text for educating and training future paralegals about the intricacies of real estate law and transactions. This user-friendly text covers the central areas involved in transactional real estate in detail. These areas include real estate contracts, real estate brokerage relationships, real estate finance, as it specifically relates to residential and commercial processes, surveys, title insurance and federal taxation and how it applies to the ownership and investment in real estate. The text also discusses the many new laws that have been passed to assist homeowners facing foreclosure. Case summaries successfully illustrate how the legal principles operate in the real world and will give your students practice in reading and analyzing case material. While many theories of residential and commercial real estate transactions are the same, your students will benefit greatly from the residential-specific and commercial-specific discussions, forms, and checklists that explain the vast differences. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Paralegal's Guide to Professional

Responsibility

Here is broad coverage of all the key topics in tort law that paralegals need to know, written in an engaging style with plenty of examples and illustrations. With an understanding of how law firms function in the real world, students develop practical skills—assessing cases for settlement value, investigating claims, billing hours, evaluating insurance policies, and more. One hypothetical case runs through Tort Law for Paralegals, providing a coherent framework for illustrating a multitude of topics. Forms and court documents relevant to this case are included in the appendix. A well-developed pedagogy features chapter objectives; “Issue at a Glance” boxes that summarize important legal concepts; marginal definitions; a wealth of figures, tables, and diagrams; Key Terms, Review Questions, and “Applying What You Have Learned” exercises; case excerpts; and features that prepare students for their jobs such as “Skills You Need in the Real World,” “Life of a Paralegal,” and a list of Web sites for gathering more information. Ethical issues are highlighted, with a separate section on ethics at the end of each chapter.

Contract Law for Paralegals

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

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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.

Contract Law for Paralegals

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Now in its Sixth Edition, *Fundamentals of Business Organizations for Paralegals* offers basic coverage of every form of business organization in the United States. With a straightforward treatment of all pertinent topics, Deborah E. Bouchoux expertly balances substantive discussion with practical guidance for the paralegal. New to the Sixth Edition: Discussion of 2017 Tax Cuts and Jobs Act and how it affects all pass-through entities and corporations New case summaries illustrating core principles in each chapter, including a case illustration of *In re Trulia, Inc. Stockholder Litigation*, the 2016 Delaware case relating to judicial scrutiny of settlements that provide no financial recovery to shareholders who challenge mergers Discussion of the change in the U.S. system from a worldwide tax system to a modified territorial system Discussion of new trends in corporate law, including inversions (reincorporating a U.S. company in a foreign country to obtain a lower tax rate), mechanisms to deter inversions, and the use of cryptocurrencies such as bitcoin in initial coin offerings Review of new trends in corporate governance and trends in shareholder proposals New and updated sample forms Professors and students will benefit from: Thorough yet concise treatment of business organizations, offering a readable overview of each business entity in the United States. For each type of business organization, the text addresses: The nature of the business The advantages and disadvantages of each type of organization Business operation and management Transferability of ownership Formation and dissolution of the business Tax implications for each type of organization Up-to-date coverage of new trends and topics Helpful visual

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aids and charts that illustrate and highlight important topics Sample forms that appear in context throughout the book Internet resources, including a list of relevant websites in each chapter, that direct the reader to additional information, forms, and agreements online Key Terms that are defined in the margins for quick reference Discussion of the role of the paralegal in each chapter, including a list of tasks commonly performed in relation to each topic Discussion Questions that engage students in the classroom and ensure that students understand the material covered. Net Worth research questions teach students to locate information by accessing commonly used business-related Internet sites. Practice Tips in each chapter that provide professional advice for paralegals A complete glossary that provides an easy reference for terminology Teaching materials include: An Instructor's Manual with Test Bank. The Test Bank includes questions for each chapter and sample exams. PowerPoint Slides

Tort Law for Paralegals

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

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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

Certified Paralegal Review Manual: A Practical Guide to CP Exam Preparation

California Paralegal Manual

THE LAW OF CONTRACTS AND THE UNIFORM COMMERCIAL CODE, second edition provides your students with a practical, understandable and realistic approach to the law of contracts. This book covers all of the important features of common law contracts as well as Article 2 of the Uniform Commercial Code (UCC). Real cases are used to show your students the practical application of the concepts in each chapter and the fact pattern is used throughout the chapter to demonstrate how contracts and their concepts affect our daily lives, often with unusual results. Chapter summaries, review questions, exercises, running glossary, and more help your students to fully grasp

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this complex area of the law. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Contract Law and Its Application

Practical Law Office Management

Real Estate and Property Law for Paralegals, Second Edition, provides a solid foundation of the basics of real estate law, including the practicalities of daily legal work. This user-friendly text covers all the key topics in real estate law that paralegals need to know, including the basic elements of real property, The different methods used to record and describe property, The methods used to transfer title, The rights associated with real estate ownership, The elements of real estate contracts, An extensive discussion of landlord/tenant law, deeds, mortgages, restrictions on land use, title insurance and title examinations, The closing process, and tax implications. Features that make this classroom-tested textbook a success include: An emphasis on practical skills throughout the book. Students are given a realistic understanding of what it is like to practice in the real world. An easy-to-read and engaging style that utilizes numerous real world examples and illustrations, emphasizing the practical nature of real estate law. Effective teaching tools that include: chapter objectives to open each chapter “Issue at a Glance” boxes in each chapter that

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summarize important legal concepts marginal definitions numerous figures, tables, and forms case excerpts that discuss legal theory and practical applications “Skills You Need in the Real World” sections in each chapter that highlight particular paralegal skills. Web sites to assist students in gathering more information Key Terms, Review Questions, and Practical Applications exercises at the end of every chapter. A well-developed instructor’s manual with a test bank, lesson plans, suggested syllabi, web resources, and additional assignments as well as PowerPoint slides for each chapter. the Second Edition has been thoughtfully reviewed and thoroughly updated and contains: New student workbook, included on CD with the text, provides additional opportunities for applying the law. The workbook includes student activities, online exercises, and review tools such as true/false questions, fill-in-the-blank questions, and matching Updated forms and examples New cases State-specific supplements Give your students the advantage of a solid underpinning in all of the intricacies of real estate law with this practical, clear, and concise text.

Real Estate and Property Law for Paralegals

Prepare for success on the Certified Paralegal (CP) Examination with the only comprehensive review manual prepared in partnership with the National Association of Legal Assistants (NALA). Whether you are an experienced paralegal professional or new to the profession, CERTIFIED PARALEGAL REVIEW

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MANUAL: A PRACTICAL GUIDE TO CP EXAM

PREPARATION, 4E offers an indispensable resource for preparing to take the CP Exam administered by NALA . New material covers the latest areas of paralegal practice and technology while detailing the most recent changes in the CP Exam. New examples, extensive outlines, realistic practice tests, and helpful exam tips prepare you for the exam. After an unmatched overview of test essentials, this complete manual dedicates full chapters to examine specific content areas of the test. You'll find the skills and best practices you need achieve your best on today's CP exam. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Law of Contracts and the Uniform Commercial Code

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.

Introduction to 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.

Practical Contract Law for Paralegals

This concise book introduces students to basic contract drafting principles. It is designed specifically for instructors who want to add a short (two to six class hours) contract drafting unit to their legal writing, contracts or other courses. It explains the standard provisions contained in most commercial contracts and includes numerous examples excerpted from real contracts. The narrative portion of the book is followed by multiple practical exercises requiring students to apply and expand on the covered concepts. The second edition includes new and revised exercises and a new section on "efforts"

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