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Introduction to Law for Paralegals Tort Law for Paralegals Family Law for Paralegals Family Law for Paralegals Immigration Law for Paralegals Basic Administrative Law for Paralegals Family Law for Paralegals Introduction to Law for Paralegals Paralegal Career For Dummies Tort Law for Paralegals Basic Contract Law for Paralegals Basic Administrative Law for Paralegals Business Law and Organizations for Paralegals Practical Contract Law for Paralegals Contract Law for Paralegals California Property Law for Paralegals Basic Labor and Employment Law For Paralegals California Family Law for Paralegals Elder Law for Paralegals Basic Bankruptcy Law for Paralegals, Abridged Real Estate and Property Law for Paralegals Contract Law for Paralegals Occupational Outlook Handbook The California Family Law Paralegal Real Estate and Property Law for Paralegals Introduction to the Law for Paralegals Introduction to Law for Paralegals Ethics and Professional Responsibility for Paralegals Basic Real Estate and Property Law for Paralegals Employment Law for Paralegals Contract and Tort Law for Paralegals Model Rules of Professional Conduct Paralegal Today: The Essentials Paralegals, Profitability, and the Future of Your Law Practice Basic Legal Writing for Paralegals Law Office Management for Paralegals Civil Law and Litigation for Paralegals California Paralegal Manual Criminal Law and Procedure for the Paralegal Basic Bankruptcy Law for Paralegals

Now there is a new and better way to teach the basics of real estate and property law to paralegal students. When you review Real Estate and Property Law for Paralegals, you will discover an exceptional teaching tool that sets the foundation for a thorough and engaging course. Both students and instructors will appreciate this readable and realistic text: the author supplies an in-depth discussion of real estate law, combined with a solid foundation in the practicalities of daily legal work contains broad coverage of all the key topics 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, restriction on land use, title insurance and title examinations, the closing process, and tax implications the emphasis throughout the book is on practical skills, using real-world examples to convey a true understanding of what it is like to be a paralegal working in this area the text is easy to read, has an engaging style, and uses numerous examples and illustrations to reveal the practical nature of real estate law The text is packed with helpful teaching and learning aids: chapter objectives open each chapter "Issue at a Glance" boxes in each chapter summarize important legal concepts marginal definitions for rapid reference numerous figures, tables, and forms "Skills You Need in the Real World" sections in each chapter that highlight particular paralegal skills websites to assist students in gathering more information Key Terms, Review Questions, and Practical Applications exercises at the end of every chapter in addition, the well-developed Instructor's Manual includes a test bank, lesson plans, suggested syllabi, web resources, and additional assignments to facilitate class preparation for instructors. There are even PowerPoint slides for each chapter. 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. 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. This book provides advice on how to hire and use top notch paralegals to achieve success in providing clients with quality service. Anatomy of a Meltdown: A Dual Financial Biography of the Subprime Mortgage Crisis, traces the course of two financial icons, Lehman Brothers and WaMu--one operating in the investment sector, the other in the consumer financial services sector--on their path to financial ruin. Illuminating the nature and severity of the subprime mortgage crisis, author Michael P. Malloy presents a clear and cogent analysis of the global economic meltdown, the steps necessary to restore the financial markets, and measures that must be taken to avoid similar crises in the future. This clear and concise text by one of the foremost authorities on bank regulation features: comprehensive coverage of all of the fundamental law, policy, and practical issues raised by the crisis and the government's response to it the core of key cases preserved in timely and salient excerpts a balanced policy perspective step-by-step, highly readable analysis of the practical and policy implications of the subprime mortgage crisis the author's cutting-edge web log that offers continuously updated supplemental material generous use of examples throughout the text effective use of visual aids to illustrate concepts and spark class discussion Anatomy of a Meltdown: A Dual Financial Biography of the Subprime Mortgage Crisis, by Michael P. Malloy tells the story of the financial meltdown that swept through American and international markets, threatening to plunge the United States into depression as Wall Street and the global economy faced near-total collapse. An effective teaching and learning text, Basic Labor and Employment Law for Paralegals covers all the essential elements in depth and breadth in a rational three part structure. "Introduction to Labor and Employment Law" examines the historical development of labor and employment law in America alongside the nature of the employment relationship. "Labor-Management Relations in the Union Setting" shows how American labor law regulates labor-management relations and includes methods of selecting collective bargaining representatives, unfair labor practices by employers and unions, economic weapons in labor disputes and the formation and administration of labor contracts. "Employment Discrimination" deals with the various forms of discrimination and the methods and procedures of pursuing employment discrimination claims. To underscore concepts and ensure student understanding, each chapter features marginal definitions, fact scenarios illustrating the concepts, and questions about specific facts for the students to consider. Answers to the fact scenarios are included at the end of each chapter. Discussion questions and exercises are provided to help students apply the concepts, and engaging case excerpts give them experience with case analysis. The Second Edition has been completely updated to include new material analyzing the Lilly Ledbetter Fair Pay Act of 2009, a federal statute amending the Civil Rights Act of 1964. Additional new material discusses the Genetic Information Nondiscrimination Act, a federal statute prohibiting employment discrimination on the basis of genetic information. Fresh case references and examples

appear throughout the text. Hallmark features of Basic Labor and Employment Law for Paralegals: Covers all essential elements of United States labor and employment law in depth Divided into three sections o Introduction to Labor and Employment Law historical development of labor and employment law in America nature of the employment relationship o Labor-Management Relations in the Union Setting how labor law regulates labor-management relations methods of selecting collective bargaining representatives unfair labor practices by employers and unions economic weapons in labor disputes the formation and administration of labor contracts o Employment Discrimination various forms of employment discrimination in American law methods and procedures of pursuing employment discrimination claims Chapter pedagogy o marginal definitions o fact scenarios illustrating the concepts What makes Business Law and Organizations for Paralegals incredibly different than the other books in this field is that it covers a large variety of subjects important to corporate law, as well as the basics of corporate law, while doing so in a manageable number of pages and at an affordable price. The additional aspects covered in this book, which are of great importance to the practice of corporate law, include employment law, intellectual property law, contracts, investing, the business entity as a litigant, and corporate ethics. This book could be used to teach those subjects, especially intellectual property, in addition to corporate law, thus reducing the necessity of students buying two books for two separate classes. Even if these subjects are not covered in additional classes, it is extremely important with the current economy to introduce students to a wide variety of subjects so as to increase their job prospects. For example, intellectual property is currently one of the fastest growing segments of our economy. The second edition of Business Law and Organizations for Paralegals provides updates on new legal changes, especially in the law of Limited Liability Companies. In addition, the textbook has more state-specific information, for each state in the nation. Some of the additional subjects are covered to provide students with a basis of knowledge for their own benefit, such as investing. While some students may not be interested in the basics of corporate law, most are interested in investing, which is something that can apply to them individually. The basics of corporate law is also well-covered, including sole proprietorships, general partnerships, limited partnerships, limited liability partnerships, limited liability companies, and for-profit corporations (with several chapters covering for-profit corporations). Basic Real Estate and Property Law for Paralegals, Seventh Edition 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. An up-to-date introduction to Administrative Law, written specifically for the paralegal, that offers clear explanations of how administrative agencies are created, how they are structured, and how they function. Agency discretion, rules and regulations, clients' rights, investigations, informal and formal proceedings, and judicial review are thoroughly covered. This well-designed textbook grounds students in the basics of Administrative Law as well as offering practical advice for employment opportunities for paralegals in the field. Key Features: Up-to-date images of websites and sample forms Numerous visual aids, such as charts and figures Helpful pedagogy in each chapter that includes examples, chapter summaries, key terms, review questions, crossword puzzles, and lists of websites Examples highlight the role of the paralegal in administrative law practice The Concepts Journal, that encourages students to observe, analyze, and reflect on a related topic Advanced Studies sections that provide opportunity for more in-depth study A chapter dedicated to paralegal skills and careers that delves into career opportunities in both private and public sectors Highlights of the revised Fifth Edition: Expanded coverage of administrative agency websites, with information on how to access news, rules, documents, and forms Thoroughly updated with new cases and changes in the law A fresh look at the role of the paralegal in administrative law practice New State Practice Exercises, designed to familiarize the student with state administrative law and agencies in their home jurisdiction Updated Internet-based exercises in the Electronic Workbook that explore laws, rules, and agencies—and include information on agencies' websites, organizational charts, and career opportunities for paralegals within administrative agencies Family Law for Paralegals provides the student with a practical guide to family law, including material that allows the student to understand the paralegal's role in the family law firm. The book is written in a manner that is readily accessible to the student and uses a variety of hands-on assignments that provide the student the opportunity to apply the knowledge gained in each chapter to real world situations. The text is divided into two parts: Part I emphasizes the legal concepts associated with Family Law; Part II introduces the student to the legal procedures associated with Family Law. The Paralegal Supersite Site 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). Balancing practice and theory, Introduction to Law for Paralegals: A Critical Thinking Approach offers a well-rounded introduction to law and the American legal system. Currier, Eimermann, and Campbell's thoughtfully revised seventh edition offers comprehensive coverage combined with interesting topics, timely cases, and effective pedagogy. Through hypotheticals, examples, and well-designed questions, the authors engage students in the process of critical thinking and analysis. New to the Seventh Edition: Updated with changes in the law, new NetNotes and Web Exercises, and additional Discussion Questions and Legal Reasoning Exercises New case excerpts on trademark issues and the constitutionality of the disparagement clause (Ch. 13); same-sex marriage, paternity, and custody disputes (Ch. 15); inducement to commit suicide (Ch. 16); and cell phone privacy (Ch. 17) Revised chapter on Ethics, including revisions to the ABA Rules of Professional Conduct, a discussion and comparison of rules of conduct and ethical rules, the addition of notary public law, and a new ethics alert regarding client confidentiality Discussion of defamation in the era of digital media and the Communication Decency Act of 1996, contemporary torts in the digital age, and reference to the "MeToo" movement in Chapter 11 on Torts New co-author, Marisa Campbell, brings her extensive experience in the paralegal field to the book Professors and students will benefit from: Clear and effective organization—the text is 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 that introduces students to the study of law, encouraging them to interact with the materials through discussion questions and legal reasoning exercises Text that is readable without talking down to students—the structure of chapters ensures that students understand and learn the material Comprehensive coverage of key legal concepts Effective and thoughtful pedagogy throughout, with chapter objectives, ethics alerts, marginal definitions, internet references, and review questions Helpful appendices, including Fundamentals of Good Writing and Basics of Citation Form CRIMINAL LAW AND PROCEDURE FOR THE PARALEGAL: A SYSTEMS APPROACH, 4th Edition equips readers with a solid understanding of the principles of criminal law as well as the skills for daily practice in a law office. Thorough yet succinct, the student-friendly text presents material in a clear, logical, outline format. It also provides many opportunities for students to apply both critical thinking and law-office practice skills. The text enriches learning by providing insights into crime, punishment, criminal justice standards for prosecution, defense, and the court, and the competing policies behind the law and judicial decisions. The unique systems folder approach enables students to build an impressive practice system of topically arranged forms, legal principles, rules, checklists, and other materials. The text delivers an excellent blend of theory with practice—giving students a strong foundation to build on. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Immigration Law for Paralegals is an indispensable and practical guide on U.S. immigration, citizenship and visa procedures for instructing and training students or anyone

interested in a career as an immigration paralegal or legal assistant. The new edition has a new chapter on court litigation which also includes writs of mandamus and habeas corpus with federal courts. All forms have been updated, including the G-28. A new chapter covers representation of clients before DHS agencies, such as Request for Evidence before USCIS, deferred inspection before CBP, employer compliance (e-verify) before ICE and H1B and L1A audits. The book also expands on certain topics such as H2Bs, EB2s, and regional centers for the EB5 category. New information on the Cuban Adjustment Act is also included plus the new test and standards for the current naturalization process. Contents of Immigration Law for Paralegals include: interviewing, gathering information, case management and document preparation techniques; analysis of temporary and permanent employment visas; analysis of family-based petitions, political asylum and naturalization; as well as samples of completed applications, a glossary of terms and useful appendices. Each visa category is set forth in a clear and concise manner, with real-life and hypothetical situations at the end of each chapter, allowing students to visualize actual problems and issues that arise when processing a case. Further, in responding to the hypothetical situations, students will look to the United States immigration statutes, rules and regulations and precedent and administrative policies to resolve issues. Additionally, each section contains a completed sample application, definition of legal terms, and exercises modeled after tasks paralegals may encounter on the job, including the preparation of relative petitions (Form I-130) and the adjustment of a status package (Forms I-485, G-325A, I-131, I-765, I-864A, and G-28). In keeping with the concise format of each chapter, excerpts from Federal, AAO, and BIA decisions will be cited or footnoted where relevant. The Glossary and Appendices include Immigration Law resources; USCIS Local, Regional and Service Center addresses; questions and answers for the naturalization exam; blank USCIS forms; Credential Evaluation sample request forms and a list of agencies; sample USCIS color photograph specifications, sample medical form (I-688); and IRS Individual Tax ID Number Request (SS-4). 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 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. Elder Law for Paralegals prepares students to assume a productive Tort Law for Paralegals, Second Edition offers a unique perspective that frames torts within the context of the litigation process. Covering all major torts, it breaks each one down into its essential elements so readers learn what the plaintiff will have to prove to win the case. With this court room focus, the authors explore negligence, business torts, liabilities and intentional torts. Filled with updated cases and laws, this edition includes a new chapter on torts and relationships. Unique in perspective, it encourages students to move beyond just memorization using critical thinking questions and hypothetical scenarios that encourage application. Designed for anyone considering a career as a paralegal, the 7th edition of PARALEGAL TODAY: THE ESSENTIALS provides students with a comprehensive introduction to the legal system through real-world examples, practical applications, ethical dilemmas, and hands-on assignments. With thorough coverage of the basic, key areas of paralegal studies, this text ensures that students develop a comprehensive understanding of the laws in our society, the importance of ethical and professional responsibility, and the skills needed to thrive in the legal environment. The text includes increased coverage of technology in the workplace, including critical topics such as confidentiality issues, e-mail policies, technology in the courtroom, and the use of social media in crime detection and enforcing delinquent court judgments. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. This third edition represents the best bankruptcy law text for paralegals available. Emphasizing the Bankruptcy Code Rules as they affect both consumers and business, BASIC BANKRUPTCY LAW FOR PARALEGALS clearly shows students how to prepare debtor statements and schedules; report on debtors statements and schedules for creditors; prepare proofs of claims for creditors; assist in claims review and objection procedures for trustees; monitor debtors compliance with applicable rules; research exemptions and cramdown issues; investigate facts and documents for litigation; draft preliminary motions, complaints, briefs, and memoranda; and prepare administrative reports for trustees. With reference throughout To The latest Code amendments and rules form districts nationwide, BASIC BANKRUPTCY LAW FOR PARALEGALS offers step-by-step guidance through the paralegal's role at every stage of every bankruptcy proceeding, complete with the documents and timing involved. Abundant examples, checklists of procedures, and questions for discussion all enhance the books value as the most useful and accessible text available. The exceptional teaching package includes a separate Forms Manual to familiarize your students with the forms and documents they will encounter in practice. In addition, a helpful Instructor's Manual gives you the benefit of the authors own classroom methods. To help students grasp the full range of issues under California Family Law, turn To The text that provides a practical framework for examining the statutory law and judicial interpretations specific to California, Waller's CALIFORNIA FAMILY LAW FOR PARALEGALS, Fourth Edition. These distinctive features make the book notably effective: focus on the heart of the law in this area, The California Family Code careful integration of statutory law and judicial interpretation into a cohesive general discussion of family law and its many aspects practical, straightforward approach designed to teach the basics to paralegal students helpful examples of all the key Judicial Council forms used in California practice Waller's text was created specifically as a teaching tool and offers the learning aids students need, such as chapter overviews and summaries, exercises, key terms, and a glossary comprehensive coverage of key topics and ongoing developments in this rapidly evolving area Look for these important updates in the Fourth Edition: painstaking revision of the complete text to reflect changes in the law, with multiple new cases and forms more tips on how to use technology in effective family law practice, particularly Internet resources 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) 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 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. 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 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. 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, 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. 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 The Eighth Edition of Family Law for Paralegals continues to provide complete coverage of traditional family law topics with historical context and dynamic cutting-edge issues—such as non-marital families, child abuse and neglect, and same-sex marriage. J. Shoshanna Ehrlich's balanced approach prepares students to handle the work of a paralegal through examples, assignments, and sample forms that mirror legal practice. New to the Eighth Edition: Meticulously updated with new cases and developments in the law throughout the book, including new material on: Marriage (Ch. 1) includes new sections on: The retroactive application of Obergefell v. Hodges to backdate marriages of same-sex couple to when they would have married had it been allowed The debate over whether merchants can refuse to provide wedding-related services and goods to same-sex couples based on religious objections Whether the marriage consent age should be raised to protect minors from being forced into marriage against their will. Domestic Violence (Ch. 3) now covers: The use of electronic monitoring in domestic violence cases The possibility of allowing minors who are being forced into marriage to obtain civil orders of protection. Employer-initiated restraining orders Children coverage expanded to include: In Chapter 5, new sections on the appointment of attorneys to represent children in contested custody disputes and considerations of parental disability in best interest determinations In Chapter 11, new section on same-sex couples and the establishment of legal parenthood In Chapter 12, consideration of the emergence of medical child abuse and forced marriage as new categories of harm; expanded definitions of abuse and neglect, including medical child abuse and forced child marriage; and new section on "legal orphans" and the reinstatement of parental rights. Economic Issues updated with: New section in Chapter 6 on the due process rights of low-income parents in civil contempt cases for non-payment of child support. Chapter 7 expanded to include the backlash against "permanent" spousal support awards and the tax treatment of spousal support payments. Coverage of virtual assets in Chapter 8 Professors and students will benefit from: Helpful real-life examples and sample forms Clear pedagogy—including summaries, key terms, and review and discussion questions—helps students better understand the material and develop their critical thinking and writing skills. Included cases edited for analysis at the end of each chapter. Classroom-tested, successful text that is authoritative and well-structured. A variety of assignments for practicing lawyering skills, such as research, analysis, memo writing, and argumentation Up-to-date coverage of all the key topics in family law. 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. For courses in contract law for paralegals. A hands-on guide to contract development Contract Law for 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. Tort Law for Paralegals combines real-life examples with in-depth coverage of key topics. This time-tested text prepares students with practice-based assignments and a wealth of activities that reinforce the material. Students work with court forms and documents as they apply the law to a hypothetical case that unfolds throughout the text. Case excerpts in each chapter provide a basis for discussing legal theory and its applications. Ethics topics are also covered in each chapter. Well-structured pedagogy reinforces this readable text. Each chapter features a variety of effective learning aids, including sample forms and documents as well as exercises that encourage students to apply what they have learned. The Skills You Need in the Real World feature in each chapter highlights specific paralegal skills, from locating expert witnesses to creating a trial notebook and billing for time Key Features: Significant changes in the law with regard to legal insanity, ultra-hazardous conditions, calculating damages, malpractice, and sexual harassment Updated Figures and Exhibits throughout the text Important new case decisions A fresh look at technology in today's modern law office 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 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 that have made this text a favorite include: devotion to practical applications, such as legal research, ethics, trials, and appellate issues as well as substantive legal issues, ranging from personal injury and contracts to intellectual property clear, engaging writing style emphasis on practical skill acquisition which is discussed in conjunction with substantive legal issues reader-friendly design, with marginal definitions of key terms and phrases, inset boxes that explore various concepts, and chapter features such as "Skills You Need in the Real World" and "Issues at a Glance" that encapsulate important concepts. The text also includes numerous examples, figures, tables and hypotheticals to help students understand various legal issues and make effective use of different student learning styles excellent end-of-chapter activities, with chapter summaries, review questions, discussion questions, web references, ethics discussions, suggestions for further reading, sample documents, and "personality quizzes" that help students determine what area of the law is right for them shorter length and level of material makes this text the perfect choice for Associate's level paralegal courses New to the Second Edition: new developments and new case law more in-depth coverage of substantive law areas more coverage of computer technology in the law office The book is part of a comprehensive instructional package that includes PowerPoint slides and an extensive Instructor's Manual featuring: sample syllabi information on teaching strategies chapter-by-chapter resource information answer keys for all discussion questions and Internet assignments detailed suggestions for additional assignments a Test Bank of exam questions available in both the Instructor's Manual and on CD-ROM An author website to support classroom instruction using this title is available at http://www.aspenlawschool.com/bevans_intro2 *Instructor's Manuals are a professional courtesy offered to professors only. 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