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Developed by the National Association of Legal Assistants (NALA), this trusted self-study guide helps you master the format and content of the CP Exams and prepare for certification success. The CP STUDY GUIDE AND MOCK EXAMINATION, Fifth Edition, includes detailed tips and proven techniques to help you sharpen your test-taking skills, as well as a series of self-tests in each exam category to provide invaluable hands-on practice. For even more thorough, realistic preparation, the guide also includes a Certified Paralegal mock exam and answer key, allowing you to simulate a full test experience. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Interviewing and Investigating: Essential Skills for the Legal Professional, 6E reflects a thorough and practical approach, for a strong foundation in interviewing and investigating, as well as in the civil, criminal, and non-litigation contexts in which they are used. This comprehensive text uses realistic case scenarios, practical exercises, illustrations, and examples to teach the essential skills of interviewing and investigating, helping students to master rather than memorize the skills. Led by an experienced practitioner and author, readers will make connections between law and fact, engage in critical analysis, and develop specific communication skills that are indispensable in practice. Key Features: Summaries of newly decided cases involving attorney-client privilege and the use of social media to communicate. References to the Federal Rules of Civil Procedure in Chapters 3 and 4 revised to reflect December 2015 amendments, including: FRCP 26(c)(1)(B): cost shifting in connection with a motion for protective order during discovery FRCP 37(e): national standard for imposition of sanctions for spoliation of ESI FRCP 16(b)(3): judicial input on certain e-discovery issues at the outset of a case. References to Federal Rules of Evidence 801(d)(1)(B) and 803(6)(7)(8) updated and new examples added. New section on the confrontation clause. All websites updated and new sites added. Discussions of e-discovery updated to reflect the latest developments in online social networking and technology. In updated case studies, social media plays a significant role in the characters' lives—sometimes to their detriment. Expansion of the treatment of public records and the explanation of what state public records acts cover and how to access them. Refreshed instructor's manual providing a sample syllabus, suggested approaches to using the various pedagogical features in the text, instructions and evaluation form for persons roleplaying as witnesses, and a complete test bank with answers.

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

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.