

Nala Manual Paralegals Legal Assistants

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the american bar association defines a paralegal or legal assistant as a person who is employed by a lawyer law office corporation governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible teens learn that a paralegal can specialize in distinct fields including corporate law criminal law and environmental law they investigate this faced paced career and understand the facets of the legal services industry besides outlining education requirements and training programs this accessible volume covers professional responsibilities ethic codes kinds of employers job searches resume building and work environments

an easy to follow guide for the professional wanting to change careers or improve their existing skills by seeing what other legal assistants do

the nala manual for paralegals and legal assistants a general skills litigation guide for today s professionals fourth edition previously titled the nala manual for legal assistants is designed to serve as a quick reference guide for working legal assistants to be used by schools as a textbook for intro courses and reference material and to assist legal assistants preparing to take the certified legal assistant examination it is a collection of proven techniques and procedures used by paralegals nationwide the techniques described are examples of successful solutions to actual assignments accomplished by working legal assistants they may be used as starting points from which changes adaptations and modifications may be made by legal assistants in similar situations

a paralegal is a lawyer s right hand although paralegals cannot represent clients in court paralegals do much of the same important legal work that lawyers do much of this work involves reading and writing researching case histories drafting subpoenas analyzing court testimonies or writing wills there are also opportunities to interact with a wide range of people paralegals are often the first point of contact for clients they also interview witnesses attend court cases communicate with police officers and judges and negotiate with other law offices some people may consider the detail oriented work mundane but most paralegals find the world of the law exciting it is loaded with opportunity with a wide variety of legal areas to choose from lawyers specialize in fields such as criminal environmental family medical corporate and international law paralegals are needed in all of these same areas whatever your interests are there is surely a career path to match getting started in this career is relatively easy although paralegals are involved in much of the legal process they do not hold a law degree some paralegals have no more than a high school diploma the majority however have an associate degree bachelor s degree or a certificate in paralegal studies there are many programs available across the country that

offer paralegal training that can help you fulfill the education requirements where you want to pursue your career the pay for paralegals is good especially when one takes into account the modest education required the average yearly income is around 50 000 although salaries can jump to as high as 75 000 with experience or when working for a large firm in a metropolitan area this is a great time to pursue a career as a paralegal the job outlook is exceptional with employment growing by as much as 30 percent if you want to build a career in the legal field but do not want to invest the time and money to become a lawyer consider paralegal work the pay is good the jobs are plentiful and you can get started in a short period of time

this unique new york specific family law text for paralegals written by a family law judge and paralegal instructor provides coverage of substantive law with an emphasis on the paralegal s role new york law is explained and procedure is discussed

observation reflection procedure and how to from a veteran legal assistant

paralegals and legal assistants need a thorough guide to all the rules and regulations governing their job performance as well as a repository of the many forms they see every day the 2013 legal assistant s complete desk reference explores these myriad responsibilities and types of paperwork in six easy to use section

the revised nala manual is a valuable reference guide for professionals and students in the legal studies field working paralegals will not only find it helpful as an on the job reference but also beneficial when preparing for the certified legal assistant certified paralegal examination paralegal programs can also use the manual as a reference for students or a textbook for capstone courses the manual is a collection of proven techniques and procedures used by paralegals nationwide the techniques described are examples of successful solutions to actual assignments accomplished by working legal assistants they may be used as starting points from which changes adaptations and modifications may be made by legal assistants in similar situations more than 100 leading authorities with a wide range of experience in legal disciplines and management have contributed to this comprehensive manual since it was introduced in 1976 the expertise and commendable dedication of these individuals has consistently produced an authoritative and reliable reference for paralegals with each updated edition important notice media content referenced within the product description or the product text may not be available in the ebook version

succeed on the job and in your course and prepare for the certified paralegal examination with the nala manual more than 100 leading authorities with a wide range of experience in legal disciplines and management have contributed to this comprehensive

manual since it was introduced in 1976 covering all the skills required of paralegals today the updated manual includes a collection of successful solutions to actual assignments accomplished by working paralegals nationwide these proven techniques and procedures can be used as starting points from which you can make changes adaptations and modifications when you encounter similar situations on the job

this text is designed to cover all aspects of paralegal writing it is intended not only as a text for paralegal instruction but as a desk reference tool for practicing paralegals it includes many practice examples and exercises in both the text and in the appendices also availableinstructor supplements call customer support to orderinstructorâ s manual with test bank and transparency masters isbn 0 314 06116 9

law isn t just about lawyers paralegals and legal assistants are the behind the scenes heroes who prepare cases manage documents and research laws this guide opens the door to a structured impactful career in legal services perfect for detail oriented thinkers paralegals and legal assistants are the behind the scenes heroes of the legal system drafting documents researching case law and helping attorneys build strong cases it s a respected career that often requires far less time and cost than law school this mini guide shows you how to get started quickly and confidently including finding certificate programs associate degrees and internships even better we open the door to local community foundations that offer direct funding and scholarship help for legal studies this means you can start strong get certified and build your future without falling into the debt trap worksheets and contact templates make it all possible

this completely updated definitive text on legal ethics and professional responsibility for legal assistants provides timely coverage of all ethical principles from the perspective of the practicing paralegal the book includes specific rules from the aba model code and model rules on which state codes are based references to the relevant aba guidelines for the utilization of legal assistant services and ethical canons of the two major paralegal associations some features of special interest the hallmarks that have cannon s book so successful have been retained extremely clear explanatory text accompanied by excellent examples each chapter includes cases that demonstrate how the principles and rules are applied to legal assistants review questions and discussion questions that can be assigned as projects therese cannon is a well know and respected leader in paralegal education and her book is regarded as one of the best available for paralegal students the new third edition offers new cases and trends in how states are addressing ethical isues involving paralegals updated sections on unauthorized practice of law non lawyer legal services providers conflicts of interest and regulation new information in chapter on confidentiality

particularly addressing changes resulting from technological innovations and new cases dealing with confidentiality coverage of new state ethical guidelines for using paralegals and appendices updated with latest versions of ethical codes

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