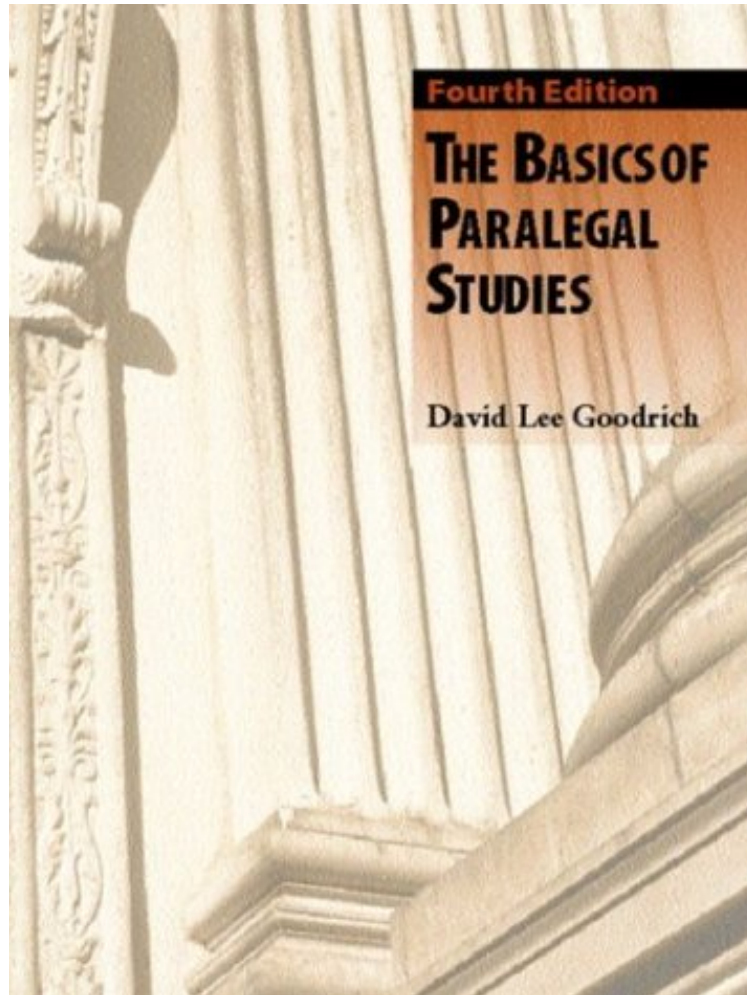


(Mobile ebook) The Basics of Paralegal Studies (4th Edition)

## The Basics of Paralegal Studies (4th Edition)

*David Lee Goodrich*

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The intent is to provide not only an overview of the legal principles in a variety of areas of the law, but also to give a practical introduction to the kinds of duties and responsibilities that may face a paralegal in the workplace. Sufficiently comprehensive coverage of the sources of law, the courts system, basic legal terminology, legal research, civil law and discovery, criminal law, real estate, decedents' estates, domestic relations, and contracts. Specifically written for people who would like to know more about paralegal assisting or general subject areas of the law, but have little background in the area.

From the PublisherDesigned specifically for those who have no prior background in the law or legal assisting, this text offers a comprehensive -- but extremely concise and to-the-point -- overview of the legal principles in a variety of areas of the law, and provides a practical introduction to the kinds of duties and responsibilities that may face a paralegal in the workplace.From the Inside FlapPREFACE The Basics of Paralegal Studies is designed to introduce the layperson to the field of paralegal assisting. It is specifically written for people who would like to know more about the field, but have no background in the area. The intent is not only to provide an overview of the legal principles in a variety of areas of the law, but also to give a practical introduction to the kinds of duties and responsibilities that may face a paralegal in the workplace. The contents of the book also help prepare students for the NALA CLA examination. This third edition maintains and improves the benefits of the second: readable, in-depth explanations of courts and the sources of law. It provides more extensive coverage of many of the topics addressed in the previous edition, especially with regard to civil procedure and property rights, and it reflects numerous changes in the law that have occurred since the publication of the previous edition. The book features strong organization geared to a practical approach. While this book is designed to be used as a text in an introductory course for paralegal assisting, the book's structure, organization, and content qualify it as a comprehensive reference that will continue to be valuable to anyone working in the paralegal field. Members of the general public will also find it informative in gaining insight into general subject areas of the law as they affect the paralegal profession. The names used in the forms, examples, and questions are purely fictional, and resemblance to any person living or dead, or any legal action in any jurisdiction, is purely coincidental. ACKNOWLEDGMENTS Many of our current text users provided insight that went into the preparation of this edition. It was with their help and the help of expert reviewers, such as Joyce Lynn Wood of Anne Arundel Community College; Brian McCully of Fresno City College; Joseph Marcus of Baltimore City College; and Jan Halverson of Pierce College, that we were able to include so many significant improvements to this edition. I would like to gratefully acknowledge the assistance of my parents, Dr. and Mrs. Albert Goodrich, who spent countless hours in the preparation of this manuscript for publication. I also want to thank attorneys Perry Hodges, Thomas A. Goodrich, Laura Schantz, Hale Schantz, Darcee Siegel, Robert Wills, and William G. Crawford, Jr., as well as Dr. James S. Goodrich, Bernita N. Blanton, Viktoria LeBoff, Ronald Medkiff, Stacey Norman, and Peter Varola for their contributions to the book. My wife, Gail Goodrich, has both assisted and served as a constant source of encouragement, and I will always be deeply grateful for her support.David Lee Goodrich SUPPLEMENTS Instructor's Manual. This self-contained manual includes suggested course outlines, course handouts, lecture outlines, teaching suggestions and more. Companion Website. This Internet guide is an online student tutorial ideal for home study and distance learning. This resource contains, among other features, chapter objectives, multiple choice, true-false, and essay questions with self-scoring, help screens, and automatic feedback.From the Back Cover Learn the basic principles and procedures of the practicing paralegal! The outline structure of this book is perfect for Overview of legal principles Guide to the duties and responsibilities of the practicing paralegal for certification tests in the paralegal field Quick reference on specific topics in the paralegal profession Know Your Ethical Responsibilities As a representative of the law, these guidelines will help you whether you are writing briefs or analyzing statutory materials. Know the Latest about the Law Read about Explanations of courts Sources of law Subject areas of law Changes in the law Changes in the legal system