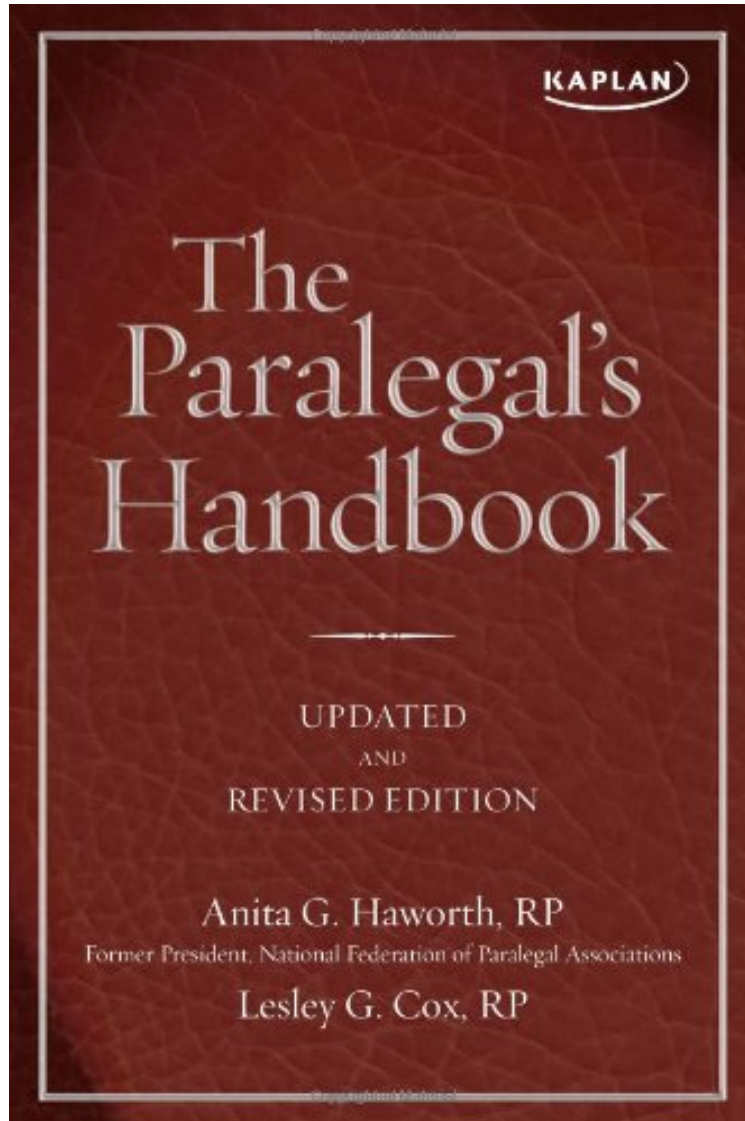


The Paralegal's Handbook

Anita Haworth, Lesley Cox
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A completely updated and revised desk reference for paralegal professionals. Paralegals are the backbone of the legal business. The Paralegals Handbook is a guide to the responsibilities and tasks a paralegal may be asked to undertake. In this comprehensive guide to the profession, expert authors Anita Haworth and Leslie Cox explain everything paralegals need to know to handle the job with accuracy and confidence. From ethics issues to a detailed analysis of all the tasks encountered in the various legal specialties, The Paralegals Handbook provides invaluable advice and expertise to paralegal professionals. Haworth and Cox are experienced paralegals and provide explanations and details on the various areas of practice paralegals may choose including Family Law, Probate, Corporate Law, Intellectual Property, Real Estate, and Personal Injury Law. They cover everything from handling everyday tasks to reviewing facsimiles of legal documents. This Second Edition is fully updated and revised, with a new section on eDiscovery.

About the Author Anita G. Haworth, RP, has over 22 years experience in the legal field. A paralegal since April 1989, she is a senior litigation paralegal at Campbell Kyle Proffitt LLP in Carmel, Indiana. Anita is the former President of National Federation of Paralegal Associations, Inc. (NFPA), serving from 2006-2008. She previously served as NFPA Treasurer Director of Finance, Region III Director, and held various coordinator positions including Roles Responsibilities; Ethics Professional Responsibility; Assistant PACE Coordinator-Public Relations. Anita was just recently appointed to the Thomas Edison State College Paralegal Advisory Board in Trenton, NJ. She is an experienced speaker and presenter on paralegal topics, including PACE, ethics, management, and leadership skills. Lesley G. Cox, RP, has been a litigation paralegal at Church, Church, Hittle Antrim in Noblesville, Indiana for seventeen years. Lesley served as Vice President and Director of Positions and Issues and later as Vice President and Director of Profession Development of the National Federation of Paralegal Associations.