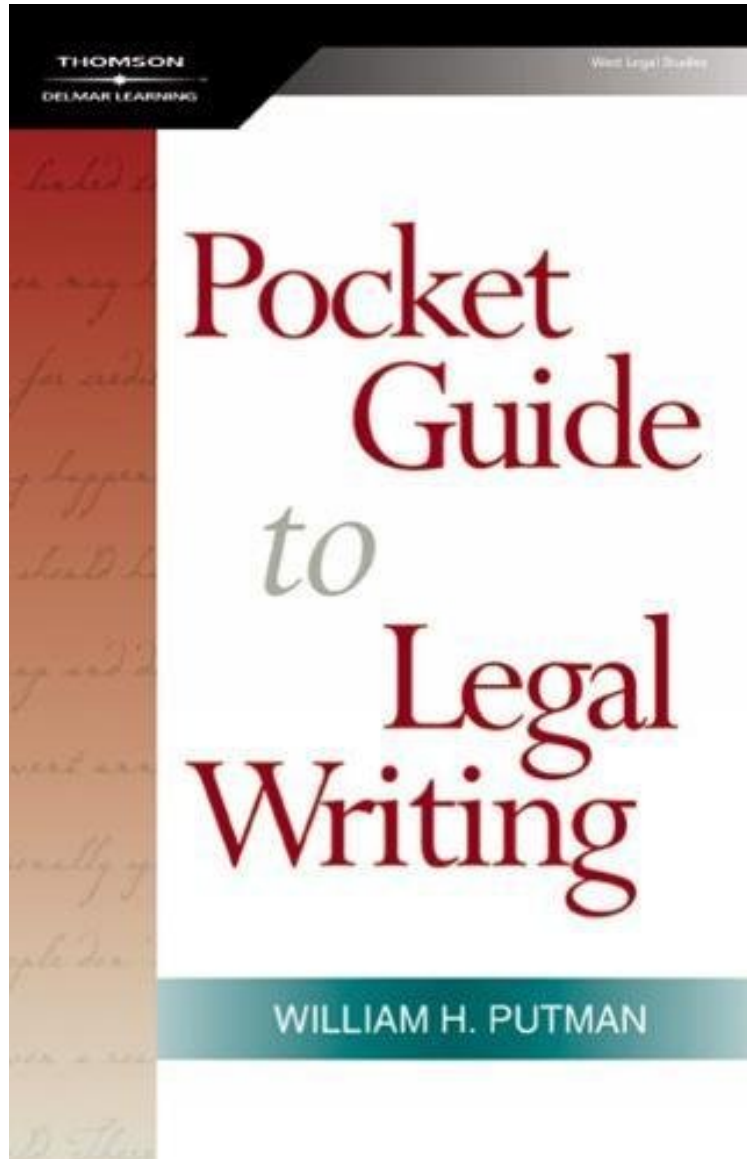


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The Pocket Guide to Legal Writing is designed as a desk book for use by practicing paralegals, legal assistants, attorneys, and students. It is a reference book that allows the user to quickly obtain the answer to many commonly encountered writing questions concerning the following subjects: sentence and paragraph drafting, word selection and usage, spelling, numbers, grammar, punctuation, legal citation, legal correspondence, legal research memoranda, and court briefs. It also includes a chapter on the location of various non fee-based internet and other computer based legal research sources. There is a chapter that presents a collection of general considerations involved in legal writing, including a detailed discussion of the legal writing process (an organized approach to legal research, analysis, and writing that helps you develop writing skills and makes legal writing easier) and guidelines to follow when engaging in the process. The book is color coded so information may be easily located and designed to lie flat on a desk next to a computer. It is written in a non technical manner and designed so that it is easy to understand and use by anyone working in a law office. It includes checklist for use in conjunction with the various types of legal writing.

We have done an informal survey of a number of our authors and also of paralegal instructors and program directors, and consensus was that this kind of resource would be very useful in paralegal courses and that there would be great demand by students and professors for such a product.About the AuthorWilliam Putman is a lawyer and former instructor in the programs for Legal Assistant Studies at Central New Mexico Community College in Albuquerque and Paralegal Studies at Santa Fe Community College. A member of the New Mexico Bar since 1975, he received his Juris Doctor degree from the University of New Mexico School of Law.