

A composite image featuring the statue of Lady Justice on the left, blindfolded and holding a scale, and a wooden gavel on the right, resting on a block. The background is a soft-focus photograph of a courtroom interior with a judge's bench and a jury box.

Litigation Paralegal: A Systems Approach

James W.H. McCord, J.D. | Pamela R. Tepper

Paralegal Litigation

**Roderick D. Blanchard, Robert S.
Blanchard**

Paralegal Litigation:

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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 Paralegal s 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 Fundamentals of California Litigation for Paralegals Marlene A. Maerowitz,Thomas A. Mauet,2007-06-22 The new edition of Maerowitz and Mauet s Fundamentals of California Litigation for Paralegals gives students a complete explanation of California specific litigation Clearly written with the student in mind the text makes the material accessible while the accompanying workbook and forms put theory into practice These features make this text an appealing choice offers a complete understanding of the litigation process from the time the client walks into the office through trial and post judgment including settlements and alternative forms of resolutions balanced approach neither oversimplifies the litigation process nor clouds the educational course with excessive information pedagogical aids such as bold faced terms defined in the glossary examples charts and checklists sample documents chapter overviews and summaries and review questions are featured throughout the text tailored to the California rules with each chapter referencing the specific California statute where more information can be found and California forms included throughout provides opportunities for the instructor to pick and choose which areas to emphasize a workbook on CD accompanies the text and includes five cases scenarios based on California law along with associated Judicial Council forms to be used as practical exercises Instructor s Manual provides answers to the questions posed in the workbook and book as well as a test bank of questions that include true false short answer and essay questions so that the instructor can choose the type of test to give Projects for research and writing sample forms and suggested course outlines are also included Changes to the Third Edition include chapters on motions and discovery tools have been broken down into separate sections so that they are both easier for the student to understand and digest and easier for the instructor to teach depositions interrogatories and document production have been included and demurrers motions to strike and summary judgment have been broken out into separate sections more information included on litigation management systems and how to use such systems to index and retrieve documents in large cases reflects most recent changes in the California rules This student friendly text offers a teachable approach to the subject of California litigation The content is neither oversimplified nor saturated with excess information which allows for a smooth introduction Fundamentals of California Litigation for Paralegals Third Edition offers a complete understanding of the litigation process allowing students to walk away with a firm understanding of the complete picture **The Litigation Paralegal** James W. H. McCord,2007-03 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.

Civil Litigation Peggy Kerley, Janis Walter, Joanne Bunker Hames, Paul Sukys, J.D., 2011-06-28 CIVIL LITIGATION 6th edition enables aspiring paralegals to quickly grasp the principles of litigation practice through practical hands on instruction. The Sixth Edition has been updated to include all recent advances in legal practice including the use of electronically stored information (ESI) and e forensics in the discovery process. Updates to federal rules and procedures keep the Sixth Edition current and give the reader the most up to date information available. In addition each chapter in CIVIL LITIGATION 6th edition includes an exercise that focuses on a single case giving the reader the opportunity to work it from beginning to end simulating an on the job experience. Plus the Sixth Edition contains a number of sample legal documents such as complaints, interrogatories and deposition summaries as well as legal vocabulary indexes. Every chapter focuses briefly on the impact of technology on the litigation field and also contains useful references to litigation focused websites. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Fundamentals of Litigation for Paralegals Thomas A. Mauet, Marlene A. Maerowitz, 1996 Enlivened with color and numerous visual aids. Tom Mauet and Marlene Maerowitz's highly successful text for litigation features comprehensive material in a very teachable format. In three coherent parts: investigating and Planning the Litigation, Pretrial Litigation and Settlement, Trial and Post Trial. Trial expert Thomas Mauet, an paralegal educator, Marlene Maerowitz clearly and thoroughly explain the steps paralegals must follow to assist lawyers in civil lawsuits from initial fact gathering through post judgment proceeding. Including the latest changes in the Federal Rules of Civil Procedure. The authors discuss and demonstrate the full range of litigation skills from drafting litigation documents, motion pleadings, discovery request and collecting data to interviewing clients and taking witness statements. In addition To The new attractive design, Fundamentals of Litigation for paralegals Second Edition Features Chapters on provisional remedies, appeals and alternative dispute resolution, numerous visual aids, chart forms, exhibits and more to enhance student understanding. Key terms highlighted throughout the text and further explained in a comprehensive glossary, chapter objectives and summaries that preview and

review important points review questions to test understanding of the main concepts a litigation file which follows and illustrates the complete litigation process including forms complaints etc for one sample case This invaluable teaching tool not only helps students master the concepts of the litigation process but also serves as a handy reference in practice An updated Workbook and Instructor s Guide complete this superb package Filled with questions and brief writing assignments The Workbook gives students an opportunity to research statutes and become familiar with pertinent forms The Instructor s guide provides guidance on using the text and Workbook

Litigation and Trial Practice for the Legal Assistant

Roderick D. Blanchard, Robert S. Blanchard, 2001 This is the definitive civil litigation book for paralegals It covers all phases of litigation from the initial client conference to enforcement of judgments The authors objective is to make paralegals full members of the litigation team so they understand what is happening and why Paralegals should feel as though they are contributors not merely assisting Therefore the emphasis is on judicial procedures and rules of law not generic law office procedures The book explains important concepts such as jurisdiction legal duty cause of action proximate cause and damages It explains how an action is commenced and prosecuted including pleadings motions pretrial conferences and trials It brings together important subjects such as investigation discovery and experts It explains how attorneys go about preparing for trial beginning with development of a legal theory conducting legal analysis of claims and defenses and developing trial strategies Special attention is given to federal and state courts rules of civil procedure so paralegals can understand and apply them As chapters unfold the book gives readers the opportunity to apply their new knowledge to various aspects of a hypothetical case This book will also serve as a reference work which most paralegals will keep in their libraries for years to come

Paralegal Career Guide Chere B. Estrin, 1996 In this comprehensive resource Chere Estrin demonstrates the benefits of strategic career development for both entry level and veteran paralegals You ll find guidance on how to plot a course for success that will carry you across the changing professional landscape as well as interviews of some of the most powerful paralegal administrators in the nation uncovering the secrets of success in a variety of specializations The book also covers how to job search on the Internet the pros and cons of becoming a certified paralegal where technology is taking the paralegal profession ADR and the opportunities it offers the paralegal how to develop as a paralegal manager career opportunities with legal vendors the secrets of quality service how to make positive career changes and much more

Behind the Bar Catherine Astl CLA CP, 2011-01-07 How do attorneys and paralegals assess a case How much is a case worth and how do I know What are some differences between the pre suit phase of a case and the litigation portion of a case What task comes next in the litigation process Can you tell me about some real life experiences of a paralegal in a trial practice What really happens to get a case ready for trial The answers to these questions in depth and straight from inside the profession are here Follow two cases from intake to trial through the entire civil process and gain a broad based big picture understanding of the work involved as a paralegal in a trial practice From the author of Behind the Bar Inside the

Paralegal Profession this second book in the innovative and popular Behind the Bar series adopts the same readable novel like style and is sure to teach paralegals how to assess and work on any civil case from intake to trial *Paralegal Litigation Forms and Procedures* Aspen Publishers, 2003-10 *Civil Law and Litigation for Paralegals* Neal R. Bevans, 2016-09-16 Civil Law and Litigation for Paralegals is a comprehensive text designed specifically for paralegal civil litigation courses Author Neal Bevans not only teaches the basics of civil litigation but also gives students the opportunity to learn skills they will use in practice In a balanced approach Bevans covers all the key topics paralegals need to know in an easy to read and engaging style that utilizes numerous examples and illustrations but never overwhelms the student The text provides students with an in depth analysis of a wide variety of civil cases beginning with laying out the basic foundation of the American legal system It proceeds through the investigation and implementation of a civil case and follows the case through to appeal The text balances the theoretical underpinnings of the law with the practical examples and hands on experience that all students need to completely understand the topic The helpful pedagogy throughout the book and a comprehensive teaching package make class preparation as easy as possible Features Clear introduction to the fundamentals of civil litigation for paralegal students Provides students with an in depth analysis of a wide variety of civil cases laying out the basic foundation of the American legal system proceeding through the investigation and implementation of a civil case and following the case through to appeal Designed to help prepare students for the practical world of divorces car wreck cases and medical malpractice claims that they will see every day in civil practice Each chapter presents students with examples of the important role that paralegals play in every stage of civil litigation from client intake to bringing an appeal Understandable writing style with strong pedagogy resulting in a teachable and accessible text Each chapter includes Practice Pointers Search Suggestions Tech Topics and Legal Legwork boxes along with case excerpts forms and ethics Helpful pedagogy includes Chapter Objectives that focus learning and review Boldfaced key terms and marginal definitions for convenient reference Review questions at the end of each chapter and references to web sites that facilitate legal research *Fundamentals of Litigation for Paralegals* Marlene A. Maerowitz, Thomas A. Mauet, 2012 Fundamentals of Litigation for Paralegals is a popular and widely respected text that conveys **Fundamentals of Litigation for Paralegals** Marlene Pontrelli Maerowitz, Thomas A. Mauet, 2019-09-13 Fundamentals of Litigation for Paralegals Tenth Edition provides a complete understanding of the entire litigation process from the moment the client walks into the office through trial and post judgment including settlements and alternative forms of resolution Popular and widely respected authors Maerowitz and Mauet present a clear and balanced treatment of litigation and accessible explanations of the rules Well suited to a wide range of teaching approaches the timely Tenth Edition reflects the practice of litigation today New to the Tenth Edition The most current updates to Federal Rules of Civil Procedure New developments in e discovery integrated into the text Updated questions designed to assist review of major concepts Meticulous revisions and streamlined text throughout A companion workbook revised to include additional

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