

# **CIVIL PROCEDURE AND LITIGATION**

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text uses an intriguing story line to engage students Workshops take users through the steps of preparing a case for trial from drafting pleadings and motions to computing time Significant emphasis is placed on local and state rules and the text provides space for students to write in the rules and procedures that apply to them Users are encouraged to create a forms file so they have a notebook of forms they can take with them to their first job

**Paralegal Practice & Procedure Fourth Edition** Deborah E. Larbalestrier, Linda Spagnola, Esq., 2009-07-07 The completely revised and updated fourth edition of the most trusted paralegal desk references on the market Now fully revised and expanded the bestselling desk reference for paralegals at any level Each chapter has been completely updated to include the latest step by step instructions for every aspect of a paralegal's job with new procedures checklists and resources throughout Topics covered include Paralegal ethics Training programs Court systems and court procedures Federal court practice and procedures Pretrial practice and procedure Legal research tools Electronic trial preparation procedures In addition to the general resources that will be of value to every paralegal this guide also includes detailed information on practice and procedures for working in specialty law firms

**Practical Guide to Family Law** Matthew S. Cornick, 1995 This paralegal specific introduction to family law provides current coverage of legal topics The chapter format is designed to be practical and approachable offering students experience with real cases and exposure to forms and checklists they will use on the job Edited cases provide real world examples The brief paperback format gives you flexibility in course organization and opportunities for supplemental readings tailored to your needs

Civil Litigation Peggy N. Kerley, Joanne Banker Hames, Paul Sukys, 2001 Civil Litigation is a comprehensive text designed to familiarize the paralegal student with all aspects of the civil litigation process and the role of the paralegal in that process It provides substantive legal principles and their practical applications in a realistic litigation practice The book presents a chronological approach to litigation starting with the opening stages of a lawsuit progressing to the preparing of pleadings and motions followed by discovery and concluding with pre trial trial and appellate proceedings Litigation technology and relevant Internet sources are incorporated into each chapter Projects and exercises at the end of each chapter also give the student opportunities to prepare litigation documents such as letter pleadings motion and discovery Students not only read about the litigation process but benefit from the practical experiential assignments

Civil Litigation for Paralegal Texas Pocket Kerley, 1996-01-01

NALA Manual for Paralegals and Legal Assistants National Association of Legal Assistants, 2005 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      Searching the Law - The States  
Francis R Doyle, 2022-11-14 This revised two volume set reproduces the easy to use logically organized format of Searching  
the Law for each of the 50 U S states Arranged by state and by topic within each state it features a complete list of all the  
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9781571052872      *The Legal Assistant's Practical Guide to Professional Responsibility* Arthur Garwin, Carole Mostow, 1998

**Interviewing and Investigation for Paralegals** Ann M. Dobmeyer, 1998 With a distinctly student friendly voice this  
new text provides a succinct overview of the interviewing and investigation process focusing on the key issues paralegals  
need to know in practice The practical approach of the book uses realistic case scenarios to show interviewing and  
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interview children and those from different cultures As well as how to preserve information gathered through interviews  
Investigation Process including how to plan and organize an investigation and complete sources for finding people and  
finding information      *Paralegal Practice and Procedure* Deborah E. Larbalestrier, 1986      **The Cumulative Book Index**  
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