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This is a comprehensive introduction to law office management, written specifically for paralegal students taking a stand-alone office management course. Unique among textbooks of its kind, it provides thorough coverage of all aspects of law office management and organization, including ethics and soft skills such as communications and critical thinking that are key to successful office management. Assignments are drawn from real-world law office management situations and supported by innovative visual aids and learning tools, such as Clio, Tabs, and PracticeMaster, which gives students hands-on practice with timekeeping systems. Features: Supported by visual aids and innovative learning devices, this book offers complete coverage of principles of management; employment and compensation; personnel structure of different types of law offices; billing and accounting methods; administrative systems; technology; and the tasks, responsibilities, and roles of lawyers and paralegals. Every chapter includes an ethics assignment. A new chapter walks students through exercises using Clio, Tabs III, and PracticeMaster software (available online to users of this text) for time-keeping, conflicts checks, entering contacts, entering dates in the docket system, trust

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accounting, generating a form letter, and other client-file tasks. The chapter also directs students through creation of a pdf portfolio, redacting documents, and creating bookmarks. New career profiles emphasize the importance of involvement in professional organizations, advancement in the legal field without obtaining a law degree, and that the legal profession is populated by men and women of all ages and backgrounds.

Law Office Management for Paralegals, Fourth Edition is a comprehensive introduction to law office management, emphasizing ethics, law office culture, law office systems, and “soft skills,” such as communications and critical thinking. Assignments are drawn from real-world law office management situations and supported by innovative visual aids and learning tools. Students get hands-on practice with timekeeping, conflicts-checking, file management, trust accounting, business planning, correspondence, and much more. They are exposed to law office software, such as Clio, and learn to perform vital functions using other software and even freeware. Career profiles emphasize the importance of involvement in professional organizations, advancement in the legal field without obtaining a law degree, and that the legal profession is populated by men and women of all ages and backgrounds. New to the Fourth Edition: New ethical discussions: the obligation to keep up with current technology, disaster planning, and dealing with clients using crowdfunding. New technology discussions: artificial intelligence in legal practice, online notarization, client portals, and apps to make the practice of law more efficient and mobile. New discussions of law as a business: features of property insurance, malpractice insurance, insurance for and on employees; trends in office space. New soft skills discussions: dealing with incivility in the legal profession, managing staff through

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technology changes. Professors and students will benefit from: Author Laurel A. Vietzen's outstanding reputation in the paralegal market. Drawing on her extensive background as a professor and practitioner, she clearly presents basic law office management and organization. Well-crafted assignments throughout the text help students hone practical skills such as critical thinking, organization, general communication, and computer proficiency. The text is particularly adaptable for an online or hybrid class.

Practical and engaging introduction to Law Office Management for paralegals. Features: Comprehensive overview of the basics of law office management in today's legal environment. Features real-world examples of law office management issues faced in the law office today. Includes helpful vocabulary, constructive discussion starters, and useful case excerpts underscoring core concepts. All of these help instructor's engage students with the material. Discussion questions and case studies are provided at the end of each chapter to reinforce the material. Each chapter includes review checklists and additional resources to help students master the concepts. Students are taught the ethical requirements of the legal business but are also challenged to understand their real-world underpinnings. New to the Second Edition: Updated to reflect changes in the legal profession as clients demand economically viable solutions and technology increasingly allows lawyers to provide them Coverage of The Patient Protection and Affordable Care Act in Chapter 5. Coverage of sustainability in facility management in Chapter 6 More focus on developing demonstrable skills useful in law office management, in the legal field, and beyond Greater emphasis on client relationship management and legal project management by all members of the legal team Career

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preparation tips in every chapter Chapter outcomes added to the beginning of every chapter Coverage of texts and instant messaging in Chapter 7 New section on Marketing the Law Firm in Chapter 8 Enhanced discussion of social media and its usefulness in law firm marketing

Now in its Sixth Edition, *Fundamentals of Business Organizations for Paralegals* offers basic coverage of every form of business organization in the United States. With a straightforward treatment of all pertinent topics, Deborah E. Bouchoux expertly balances substantive discussion with practical guidance for the paralegal. New to the Sixth Edition: Discussion of 2017 Tax Cuts and Jobs Act and how it affects all pass-through entities and corporations New case summaries illustrating core principles in each chapter, including a case illustration of *In re Trulia, Inc. Stockholder Litigation*, the 2016 Delaware case relating to judicial scrutiny of settlements that provide no financial recovery to shareholders who challenge mergers Discussion of the change in the U.S. system from a worldwide tax system to a modified territorial system Discussion of new trends in corporate law, including inversions (reincorporating a U.S. company in a foreign country to obtain a lower tax rate), mechanisms to deter inversions, and the use of cryptocurrencies such as bitcoin in initial coin offerings Review of new trends in corporate governance and trends in shareholder proposals New and updated sample forms Professors and students will benefit from: Thorough yet concise treatment of business organizations, offering a readable overview of each business entity in the United States. For each type of business organization, the text addresses: The nature of the business The advantages and disadvantages of each type of organization Business operation and management Transferability of ownership Formation and dissolution of the business Tax

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implications for each type of organization Up-to-date coverage of new trends and topics Helpful visual aids and charts that illustrate and highlight important topics Sample forms that appear in context throughout the book Internet resources, including a list of relevant websites in each chapter, that direct the reader to additional information, forms, and agreements online Key Terms that are defined in the margins for quick reference Discussion of the role of the paralegal in each chapter, including a list of tasks commonly performed in relation to each topic Discussion Questions that engage students in the classroom and ensure that students understand the material covered. Net Worth research questions teach students to locate information by accessing commonly used business-related Internet sites. Practice Tips in each chapter that provide professional advice for paralegals A complete glossary that provides an easy reference for terminology Teaching materials include: An Instructor's Manual with Test Bank. The Test Bank includes questions for each chapter and sample exams. PowerPoint Slides

Fundamentals of Law Office Management: Systems Procedures and Ethics, fourth edition, was created to present knowledge of the industry, an understanding of how a law office functions, and to provide essential skills. The text is divided into three sections in order to best accomplish these goals. The first section, consisting of five chapters, provides an overview of the legal industry. These chapters explain the parameters and policies of the business of law and provide a strong foundation upon which to build a legal career. The information contained in these chapters is essential to understand why law firms, and other types of legal offices, conduct business differently from other industries. The second section, consisting of five

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chapters, introduces students to the functions and procedures common to a law office environment. The third section, consisting of four chapters, provides students with essential skills that will be utilized throughout their legal career. The text is enhanced with the inclusion of features such as key words, ethics alerts, side bars, and tech tips. New to this fourth edition is material on federal employment laws and law office marketing, along with revised tables and charts and updated web resources. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Elder Law for Paralegals prepares students to assume a productive

Practical Law Office Management, 2nd Edition is targeted to the paralegal education market, including college level and certificate training coursework. However, it is also a useful on-the-job reference for practicing legal professionals.

An effective teaching and learning text, Basic Labor and Employment Law for Paralegals covers all the essential elements in depth and breadth in a rational three part structure. "Introduction to Labor and Employment Law" examines the historical development of labor and employment law in America alongside the nature of the employment relationship. "Labor-Management Relations in the Union Setting" shows how American labor law regulates labor-management relations and includes methods of selecting collective bargaining representatives, unfair labor practices by employers and unions, economic weapons in labor disputes and the formation and administration of labor contracts. "Employment Discrimination" deals with the

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various forms of discrimination and the methods and procedures of pursuing employment discrimination claims. To underscore concepts and ensure student understanding, each chapter features marginal definitions, fact scenarios illustrating the concepts, and questions about specific facts for the students to consider. Answers to the fact scenarios are included at the end of each chapter. Discussion questions and exercises are provided to help students apply the concepts, and engaging case excerpts give them experience with case analysis. The Second Edition has been completely updated to include new material analyzing the Lilly Ledbetter Fair Pay Act of 2009, a federal statute amending the Civil Rights Act of 1964. Additional new material discusses the Genetic Information Nondiscrimination Act, a federal statute prohibiting employment discrimination on the basis of genetic information. Fresh case references and examples appear throughout the text. Hallmark features of Basic Labor and Employment Law for Paralegals: Covers all essential elements of United States labor and employment law in depth Divided into three sections o Introduction to Labor and Employment Law historical development of labor and employment law in America nature of the employment relationship o Labor-Management Relations in the Union Setting how labor law regulates labor-management relations methods of selecting collective bargaining representatives unfair labor practices by employers and unions economic weapons in labor disputes the formation and administration of labor contracts o Employment Discrimination various forms of employment discrimination in American law methods and procedures of pursuing employment discrimination claims Chapter pedagogy o marginal definitions o fact scenarios illustrating the concepts

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Basic Bankruptcy Law for Paralegals, Abridged Edition evolved from a need to develop a nuts-and-bolts description of the bankruptcy system written in a manner that could be easily understood by nonlawyers. The primary intent has been to design this text as a basic primer for legal assistants or paralegal students to help them grasp the practical aspects of representing debtors or creditors within the bankruptcy system. To meet this challenge, the authors have explained practice and theory together in as concise a format as possible. This Abridged Edition focuses primarily upon consumer bankruptcy since the vast majority of bankruptcy cases are filed as consumer Chapter 7 or Chapter 13 cases.

Practical Contract Law for Paralegals: An Activities-Based Approach is a comprehensive, practical introduction to environmental law written exclusively for paralegal students. The concise, well-written text focuses on a broad understanding of the sources of environmental law and offers students numerous practical exercises as well as concrete methods for researching the law. It also includes methods for conducting due diligence in real estate transactions, a real-world concern of paralegals and a topic ignored by other textbooks. The Second Edition offers thoroughly updated exercises, websites, government forms and laws, and includes a new chapter on mining law. Features of Practical Contract Law for Paralegals: An Activities-Based Approach: Accessible, practical approach to environmental law, specifically designed for the paralegal student. Comprehensive coverage includes the basics of the judicial concepts, policies, agencies and institutions that shape environmental law A brief overview of legal research and how it applies to environmental law. Intuitive organization starts with the implementation and sources of Environmental Law and moves on to specific statutes.

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Emphasis on conducting due diligence in real estate transactions, a real-world concern of paralegals and a topic no other book addresses. Engaging hands-on assignments, exercises and website resources teach students how to research local laws and access vital information. Strong pedagogical features reinforce the material, including crossword puzzles, key terms, review questions, and practice exercises. Features employment opportunities and ethical issues Thoroughly updated, the revised Second Edition includes: New chapter on mining law. Thoroughly updated exercises, government forms, laws, and websites.

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