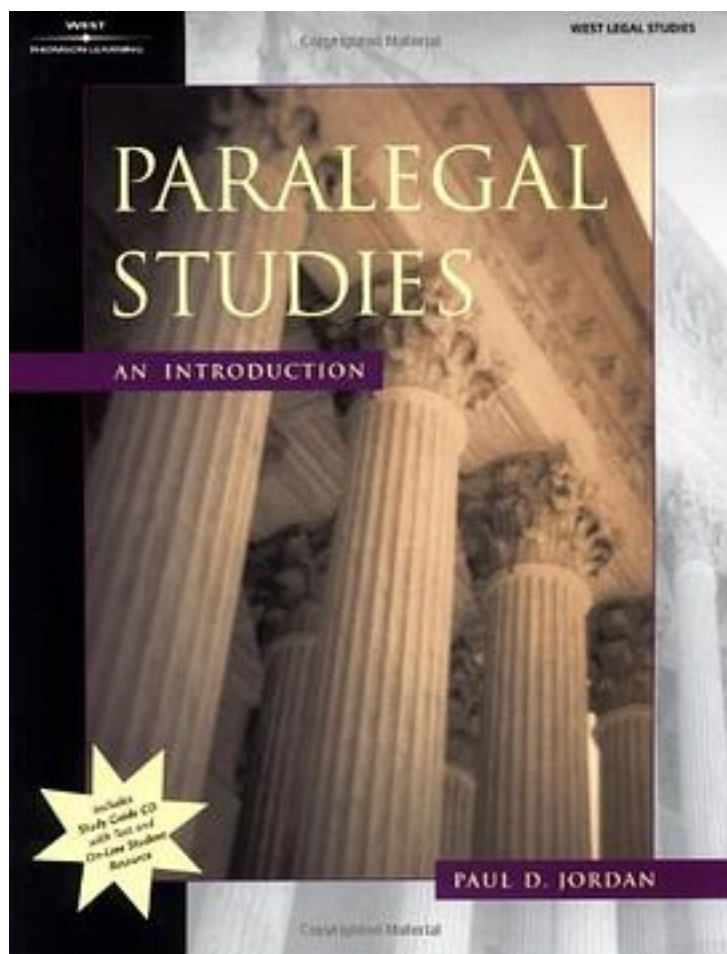


Paralegal Studies



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A primary objective of this text is to prepare students for success in their subsequent paralegal courses. Material is organized so that it is suitable for either a one-semester or two-semester course. A series of "Practice Tips" interspersed throughout the text

offer down-to-earth guidance on everything from the dynamics of professional relationships in a law firm to a simple method to prevent inadvertently faxing a sensitive document to the wrong office. Career opportunities/options, the court system, legal ethics, typical paralegal functions in law firms, legal research and writing, interviewing clients and witnesses, and using computers in the practice of law are some of the topics covered in this comprehensive guide. The entire presentation facilitates effective learning with its clarity of writing and absence of superfluous material.

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