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Introduction to Law for Paralegals Tort Law for Paralegals Introduction to Law for Paralegals Introduction to Law for Paralegals Practical Contract Law for Paralegals Introduction to Law for Paralegals Introduction to the Law for Paralegals Introduction to Law for Paralegals Paralegals, Profitability, and the Future of Your Law Practice Introduction to Law for Paralegals Family Law for Paralegals Real Estate and Property Law for Paralegals Introduction to Law for Paralegals Basic Real Estate and Property Law for Paralegals Tort Law for Paralegals Contract Law for Paralegals Basic Contract Law for Paralegals Contract Law for Paralegals Basic Contract Law for Paralegals Employment Law for Paralegals Family Law for Paralegals Civil Law & Litigation for Paralegals Tort Law for Paralegals California Property Law for Paralegals Contract and Tort Law for Paralegals Basic Bankruptcy Law for Paralegals Legal Methods McGraw-Hill's Real Estate Law for Paralegals Personal Injury Law for Paralegals Practical Administrative Law for Paralegals Legal Method Tort Law for Paralegals Basic Administrative Law for Paralegals McGraw-Hill's Criminal Law for Paralegals Elder Law for Paralegals Civil Law and Litigation for Paralegals Contract and Tort Law for Paralegals Basic Bankruptcy Law for Paralegals Legal Research and Writing for Paralegals Immigration Law for Paralegals

Introduction to Law for Paralegals

2004

now there is an introductory text for paralegals that covers the theory as well as the practical aspects of everyday legal practice introduction to law for paralegals presents a succinct and revealing examination of what paralegals do in legal practice and how they do it instructors will appreciate the skillful presentation of this exciting new text iquest the first half of the book captures student attention by addressing practical applications such as legal research trials and appellate issues the second half explores substantive legal issues ranging from personal injury and contracts to intellectual property iquest the clear engaging writing highlights the positive aspects of the legal profession and communicates the author's enthusiasm for the legal field iquest the text emphasizes practical skill acquisition in conjunction with substantive legal issues iquest excellent end of chapter activities such as chapter summaries review questions discussion questions web references ethics discussions suggestions for further reading sample documents and iquest personality quizzes iquest that help students determine which area of the law is most appropriate for them that hold student interest iquest shorter length and appropriate level of material make the text ideal for associate iquest s level paralegal courses iquest strong ancillary package includes an instructor iquest s manual with sample syllabi for courses of different lengths additional questions and practice exercises and suggestions for designing online courses a comprehensive test bank also available on cd and powerpoint slides introduction to law for paralegals is uniquely reader friendly iquest the author defines key terms and phrases on the spot iquest inset boxes explore important concepts iquest special chapter features such as iquest skills you need in the real world iquest and iquest issues at a glance iquest encapsulate important topics iquest numerous examples figures tables and hypotheticals reinforce understanding and appeal to different student learning styles

Tort Law for Paralegals

2022-01-31

tort law for paralegals by neal r bevans combines real life examples with in depth coverage of key topics in tort law tort law for paralegals prepares students with practice based assignments and a wealth of activities that reinforce the material students work with court forms and documents as they apply the law to a hypothetical case that unfolds throughout the text case excerpts in each chapter provide a basis for discussing

2023-01-26

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legal theory and its applications ethics topics are also covered in each chapter well structured pedagogy reinforces this readable text each chapter features a variety of effective learning aids including sample forms and documents as well as exercises that encourage students to apply what they have learned the skills you need in the real world feature in each chapter highlights specific paralegal skills from locating expert witnesses to creating a trial notebook and billing for time new to the seventh edition updated throughout to reflect the most recent changes in tort law issues in tort law raised by the covid 19 virus are examined new cases that exemplify what paralegals see in practice updated end of chapter questions activities and assignments to enrich learning professors and students will benefit from comprehensive coverage with a teachable mix of theory and practice presentation ensures that the topic of tort law is current and accessible for all readers practice based assignments and real world examples that show how law firms function how they assess cases for settlement value how they investigate claims and much more lucid writing and effective pedagogy one continuous hypothetical case that serves as a coherent framework for understanding legal concepts in practice

Introduction to Law for Paralegals

2013-05-30

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 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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Introduction to Law for Paralegals

2000-12

innovative and engaging this textbook is written for the student who is just starting a paralegal degree program it provides simple and concise explanations of legal concepts and topics encouraging students to develop critical thinking skills by applying the legal principles to numerous problems and exercises contained in each chapter this book introduces students to the major substantive areas of law that will be covered in depth in subsequent courses the paralegal supersite site

Practical Contract Law for Paralegals

2016-07-08

now in its fourth edition introduction to law for paralegals balances substantive law with work based knowledge and skills from the basics of the u s legal system to personal injury contracts and intellectual property neal r bevans brings it all into focus through clear writing realistic examples and engaging exercises with features like skills you need in the real world and issues at a glance the transition from classroom to law firm will be smooth sailing new to the fourth edition coverage of agency streamlined coverage of legal research and writing updated cases discussion of current technology and its use in legal practice end of chapter exercises and practice questions for test review help students master the material professors and students will benefit from essential paralegal skills and legal procedure presented in conjunction with substantive areas of law part i introduces students to the legal system with coverage of ethics evidence working in the law office trials and appeals part ii covers substantive law including torts contracts criminal law administrative law real property wills and trusts family law intellectual property and agency law part iii gives an overview of legal research and writing a succinct and direct writing style exercises that develop paralegal skills integrated throughout the text a design for learning on every page including definitions of legal terms and phrases inset boxes that illuminate concepts examples visual aids chapter summaries sample documents case excerpts and more

Introduction to Law for Paralegals

2011-10-01

this book provides advice on how to hire and use top notch paralegals to achieve success in providing clients with quality service

Introduction to the Law for Paralegals

2006-10-02

now in its fifth edition offers paralegal students comprehensive coverage historical context and legal insight into high profile topics currently under debate

Introduction to Law for Paralegals

2020-09-15

real estate and property law for paralegals by neal r bevans offers a dynamic approach that balances theory and practice designed with the paralegal student in mind this accessible introduction to real estate and property law combines a thorough presentation of key topics with examples forms and exercises that mirror legal practice with neal r bevans real estate and property law for paralegals students get a firm grasp on real estate law and procedure and a running start in their careers as paralegals new to the seventh edition new section in each chapter on covid 19 concerns addressing current and possible changes to real estate practice in response to the pandemic real world perspectives in each chapter providing practical and timely discussions of new developments in real estate law updated case excerpts reflecting new developments in the law new graphs exhibits and other visual aids demonstrate current trends sample test questions included in the text to reinforce student learning professors and students will benefit from neal r bevans clear and engaging coverage of real estate and property law lively discussion of ethics in each chapter practice exercises that reflect the work of a paralegal realistic examples based on legal practice figures tables sample forms and annotated legal documents case excerpts that expose students to the language of the law boldfaced terms with definitions in the margins timely

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references to online resources chapter objectives and review questions and in every chapter text boxes that highlight various aspects of law and practice real estate basics a at a glance skills you need in the real world tech topics

Paralegals, Profitability, and the Future of Your Law Practice

2003

insightful and clear basic real estate and property law for paralegals by jeffrey helewitz skillfully combines theory and practice in the study of real estate and property law this approachable textbook is a basic introduction to real estate law that lays out the foundations of the law in a readable helpful format a thorough yet manageable introduction with examples that clarify the paralegal s role basic real estate and property law for paralegals covers estates in land and future interests titles land use conveyancing closing procedures condos co ops and commercial property and landlord tenant law in addition the book concludes with a chapter that applies the principles of real estate title to personal property and explains the differences new to the seventh edition the impact of the covid pandemic on compromise agreements authorized by the bankruptcy court evictions based on nonpayment of rent caused by financial hardship due to the virus landlord tenant law new cases and issues provide fresh perspectives on the partitioning of realty owned by multiple persons the rule against perpetuities the effect of waste on property value the unauthorized practice of law associated with real estate closings professors and students will benefit from helpful chapter pedagogy including key terms practical tips ethical points and chapter summaries reinforces the discussions in the book edited cases in each chapter give students practice reading and analyzing case decisions legal forms in each chapter provide examples and practice documents on a topic by topic basis clear examples help students understand the material final chapter on personal property introduces students to essential concepts of tangible and intangible property extensive practice and review features with end of chapter review points exercises activities and analytical situational analyses

Introduction to Law for Paralegals

2013-05-30

for all courses in contract law for paralegals contract law for paralegals 2 e fully prepares paralegals for all facets of contract preparation including ethical practical and professional issues fully updated for current case law it thoroughly covers modern e contracts and presents relevant new

examples such as health club and cell phone contracts it combines a strong foundation in essential principles with practical insight into the issues paralegals face in researching drafting and interpreting contracts students build skills and portfolios through many drafting exercises including the creation of complete contracts for equipment real estate and business sales they also build critical thinking skills through assignments ranging from attorney briefings to critical legal thinking cases students will find up to date career information sidebars illuminating working paralegals real world experiences and extensive reference resources including a detailed glossary and extensive ucc excerpts

Family Law for Paralegals

2011

this number one best selling contracts book continues to provide the paralegal with a quick simple and straightforward introduction to the law of contracts the book begins with an overview of contracts followed by chapter on the basic concepts of offer acceptance and consideration it then continues with chapters of legality of subject matter and contractual capacity contractual intent contract provisions the uniform commercial code third party contracts discharge of obligations remedies and a final chapter on drafting simple contracts appendices of sample contracts and supplemental cases and a glossary complete with text special features brief textual explanations and lively examples illuminate the basic concepts of contract law and the skills paralegals must use in practice the book s focused approach and manageable length make it highly accessible for both students and instructors an emphasis on the impact of the uniform commercial code throughout the text a well crated pedagogy includes chapter overviews that begin each chapter highlighted examples that are set off from the text key terms clearly defined in bold face review questions sample clauses for analysis edited judicial decisions chapter summaries an outlined synopsis of the content key terms and exercises at the end of each chapter included in the third edition more ucc materials throughout the text especially in the areas of contract formation and operation making the content understandable and practical updated cases and examples throughout the book

Real Estate and Property Law for Paralegals

2022-09-15

for courses in contract law for paralegals a hands on guide to contract development contract law for paralegals introduces future paralegals to all

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facets of contract preparation including ethical practical and professional issues updated for current case law the text combines a strong foundation in essential principles with actionable insight into researching creating and interpreting contracts along the way students practice drafting contracts for equipment real estate and business sales while completing critical thinking assignments involving attorney briefings and legal cases the 3rd edition includes new and revised contract examples contract law cases and exercises that build skills provide drafting practice and generate samples for a paralegal portfolio

Introduction to Law for Paralegals

2001-03-01

the newly revised edition of the best selling text basic contract law for paralegals gives students a firm foundation in the basics of contract law this comprehensive and straightforward text speaks clearly to students engaging them with lively examples which help to bring theory to life instructors choose basic contract law for paralegals for its quick simple and straightforward introduction to all of the basics of contracts law specifically designed for paralegal students comprehensive coverage of all the key topics including a chapter on drafting simple contracts clearly written text and lively examples that help students understand the law well crafted pedagogy including chapter overviews highlighted examples key terms review questions sample clauses for analysis edited cases chapter summaries and end of chapter exercises manageable length which makes it ideal for shorter courses exciting changes to the fifth edition include new cases keep the book fresh in its fifth edition additional new cases in the supplemental cases appendix appendix with updated sample contracts and additional samples provided in the instructor s manual for instructors in search of a basic straightforward book on the key concepts in contract law basic contract law for paralegals fifth edition is just what they are looking for its student friendly design and manageable length makes this text appealing to professors and students alike an author website to support classroom instruction using this title is available at aspenlawschool.com helewitzcontracts.com

Basic Real Estate and Property Law for Paralegals

2022-01-31

family law for paralegals provides the student with a practical guide to family law including material that allows the student to understand the

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paralegal s role in the family law firm the book is written in a manner that is readily accessible to the student and uses a variety of hands on assignments that provide the student the opportunity to apply the knowledge gained in each chapter to real world situations the text is divided into two parts part i emphasizes the legal concepts associated with family law part ii introduces the student to the legal procedures associated with family law the paralegal supersite site

Tort Law for Paralegals

2009-07

unique in perspective this book explores tort law within the context of the litigation process going beyond many competing books it defines each tort and breaks it down into its essential elements so students begin to understand how to analyze a problem of law significant treatment is given to negligence and a full chapter is devoted to business related torts filled with illustrative cases and hypothetical scenarios it focuses more on application instead of memorization giving students a firm understanding of torts within the context of legal practice paralegals

Contract Law for Paralegals

2012-03-19

designed to simplify material while maximizing student interest california property law for paralegals is a well organized clearly written practical text this concise yet comprehensive book will provide students the tools they need but will not overwhelm them because it is geared specifically to the needs of paralegal students written so that class lectures can be prepared with ease this text features practical problem solving exercises and hypotheticals presented in an interesting and attention grabbing style with an eye to engaging the reader ethical issues discussed throughout the text that challenge the students and prepare them for practice an option for instructors to encourage students to draft assignments in irac form to better prepare students for the workplace and to make grading easier for instructors chapters ending with a review of important terms concepts definitions and chapter review questions the author engages both students and instructors with four special features intended to facilitate mastering the law through practical application judge for a day uses a paraphrased judicial opinion or fact pattern that does not reveal the holding of the case students are asked to predict the judge s ruling these can be used to trigger classroom discussion or used in a mock trial the client comes

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calling presents a challenge or task that a paralegal may encounter in the course of an ordinary day in a law firm this feature spotlights ethical considerations and also introduces students to the business side of the practice of law sharpening the saw an exercise in issue spotting trains paralegals to think like legal professionals students are asked to read a set of facts and then to identify and effectively convey the issue in writing this feature is presented in such a way that an instructor can determine how much emphasis to place on legal writing out of the ivory tower reminds students that clients use law firms to solve problems this feature encourages creative thinking and a focus on the big picture without a doubt california property law for paralegals is your best alternative for an easy to teach focused california specific property text aimed specifically at paralegals

Basic Contract Law for Paralegals

2000-10

this third edition represents the best bankruptcy law text for paralegals available emphasizing the bankruptcy code rules as they affect both consumers and business basic bankruptcy law for paralegals clearly shows students how to prepare debtor statements and schedules report on debtors statements and schedules for creditors prepare proofs of claims for creditors assist in claims review and objection procedures for trustees monitor debtors compliance with applicable rules research exemptions and cramdown issues investigate facts and documents for litigation draft preliminary motions complaints briefs and memoranda and prepare administrative reports for trustees with reference throughout to the latest code amendments and rules form districts nationwide basic bankruptcy law for paralegals offers step by step guidance through the paralegal s role at every stage of every bankruptcy proceeding complete with the documents and timing involved abundant examples checklists of procedures and questions for discussion all enhance the books value as the most useful and accessible text available the exceptional teaching package includes a separate forms manual to familiarize your students with the forms and documents they will encounter in practice in addition a helpful instructor s manual gives you the benefit of the authors own classroom methods

Contract Law for Paralegals

2019-03-15

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no one can know all the law but one can learn to use it distilling many years of law school and practice this guide for legal professionals teaches how lawyers lawyer that is analyze interpret and apply laws

Basic Contract Law for Paralegals

2010

real estate law for paralegals presents students with a clear easy to understand and exciting text in which they will learn about real property personal property and all of the facets inherent in real estate the text includes a chapter dedicated solely to real estate closings the students have access to numerous exercises cases and hands on learning assignments including sample forms covering topics ranging from regulations and encumbrances to recording statutes and examinations the paralegal supersite site

Employment Law for Paralegals

2018-12

personal injury law for paralegals breaks down the complex area of the law in terms for paralegals to master the concepts too often it is assumed that a paralegal is unaware of what is going on in the law office well not anymore this book contains a thorough analysis of each major area of personal injury law broken down into subsections there is numerous examples explanations and comparisons to ensure a mastery of the area of the law

Family Law for Paralegals

2008-04-21

this practical paralegal specific book takes an applied approach to administrative law chapter opening vignettes and two case studies used throughout the text illustrate how concepts apply to real world situations excerpts of legislation statutes and sample rules allow students to read

the actual law and original material sample documents sample pages from research sources and other illustrations provide examples of materials with which students will need to be familiar

Civil Law & Litigation for Paralegals

2008

this book describes not rules of law but rules about law the tools that lawyers use to lawyer a law school education is more one of learning about the law than learning the law no one person can know all the law but most can learn the tools that lawyers and judges use to analyze interpret and apply a law any law knowledge of the rules about law distinguishes the way a lawyer approaches a problem from the way a layman would approach that problem a law student or paralegal needs a foundation of knowledge about the legal method the tools that are used regardless of what area of law is involved the object of this work is to show how judges and lawyers well judge and lawyer more specifically it covers the intrinsic and extrinsic guides to statutory construction the guides for analysis and use of case law and the intrinsic and extrinsic guides to contract interpretation its primary purpose is to explain the fundamental method of analysis of any legal issue by discussing the tools for extracting meaning from legal texts about the author the author practiced law for over 35 years during his tenure as counsel with a major financial services corporation he was responsible for its law department s paralegals and paralegal development program those duties led him to develop the three foundation courses that are now available in book and digital form legal logic legal method and legal promise

Tort Law for Paralegals

2010

an up to date introduction to administrative law written specifically for the paralegal that offers clear explanations of how administrative agencies are created how they are structured and how they function agency discretion rules and regulations clients rights investigations informal and formal proceedings and judicial review are thoroughly covered this well designed textbook grounds students in the basics of administrative law as well as offering practical advice for employment opportunities for paralegals in the field key features up to date images of websites and sample forms numerous visual aids such as charts and figures helpful pedagogy in each chapter that includes examples chapter summaries key terms

review questions crossword puzzles and lists of websites examples highlight the role of the paralegal in administrative law practice the concepts journal that encourages students to observe analyze and reflect on a related topic advanced studies sections that provide opportunity for more in depth study a chapter dedicated to paralegal skills and careers that delves into career opportunities in both private and public sectors highlights of the revised fifth edition expanded coverage of administrative agency websites with information on how to access news rules documents and forms thoroughly updated with new cases and changes in the law a fresh look at the role of the paralegal in administrative law practice new state practice exercises designed to familiarize the student with state administrative law and agencies in their home jurisdiction updated internet based exercises in the electronic workbook that explore laws rules and agencies and include information on agencies websites organizational charts and career opportunities for paralegals within administrative agencies

California Property Law for Paralegals

2010-12-20

criminal law for paralegals offers students an exciting way to learn about many different crimes and their elements beginning with the different sources of criminal law and proceeding right through to the last step of a criminal trial sentencing and post trial procedures the text has numerous built in hands on assignments with a variety of exercises and cases to help the student learn and enjoy the study of criminal law the paralegal supersite site

Contract and Tort Law for Paralegals

2018

elder law for paralegals prepares students to assume a productive

Basic Bankruptcy Law for Paralegals

1997

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

Legal Methods

2005-04

the fifth abridged edition of basic bankruptcy law for paralegals builds on previous editions and offers a concise integration of theory and practice as a basis for improved learning it presents readable and succinct descriptions of the bankruptcy system with an emphasis on the paralegal s role at every stage of a bankruptcy proceeding like its parent text the abridged edition is written and formatted for paralegal students who need a practical introduction to the code and rules of bankruptcy law it focuses on the nuts and bolts of a chapter 7 consumer bankruptcy case to provide paralegals with a general understanding of other types of bankruptcy processes new to the fifth edition coverage of the small business reorganization act of 2019 throughout the book updated official bankruptcy forms citations to recent and noteworthy case opinions the most recent statutory adjustment of dollar exemption amounts and other provisions in the bankruptcy code professors and students will benefit from straightforward writing that explains basic consumer bankruptcy in ordinary english a helpful overview of the bankruptcy code and rules a comprehensive introduction to client interview skills and the client interview process an integrated narrative fact pattern allowing students to learn the topic of each chapter interactively step by step guidance through the paralegal s role at every stage of the bankruptcy proceeding simple instructions for completing and submitting documentation in a timely manner content focused on consumer bankruptcy primarily from the debtor s perspective means testing concepts covered in a dedicated chapter a useful tutorial on means testing procedure abundant learning aids including examples procedural checklists summaries of the law discussion questions learning objectives and a glossary of common bankruptcy terms

McGraw-Hill's Real Estate Law for Paralegals

2008-01-10

legal research and writing for paralegals emphasizes the skills and issues that paralegals encounter in practice thoroughly up to date the ninth edition continues to combine clear text with visual aids writing samples tips and pointers designed specifically for paralegal students deborah bouchoux s classroom tested approach teaches cutting edge research skills writing style and proper citation form to equip students with an essential skill set and well founded confidence the author s logical and comprehensive approach enhances students understanding part i covers primary authorities part ii discusses secondary authorities and part iii covers the basics of legal writing in addition bouchoux integrates writing strategies into each research chapter to demonstrate the link between the two processes thorough coverage of electronic research includes chapters on both internet research and fee based services bouchoux thoroughly explains proper citation form and the process of updating validating legal authorities the legal writing section includes samples of legal writing such as letters a court brief and a legal memorandum new to the ninth edition new sidebar feature in all research chapters that provides quick tips showing how the material in that chapter applies to computer assisted legal research systems such as lexis westlaw and bloomberg law discussion of govinfo which provides free public access to official and authenticated publications from all three branches of the federal government coverage of new tools used for cite checking including eva and bestlaw discussion of westlaw edge westlaw s new research platform extensive new coverage of the increasing use of artificial intelligence in legal research and writing discussion of new sources that provide free public access to the law including harvard s caselaw access project and courtlistener new sections on preparing email letters and email memoranda including assignments all new research questions and internet legal research assignments have been included for each chapter professors and students will benefit from pedagogy designed to enhance the accessibility of the material including helpful charts and diagrams that synthesize complex topics practice tips offering realistic and helpful suggestions for workplace success and ethics alerts in every chapter targeted and ample exercises help students learn how to use a wide range of research sources charts and practice tips updated for this edition that help students apply what they have learned tips on how to effectively use electronic resources are included throughout the text conscientious revision ensures that the book has the most up to date material presented in a readable and accessible format

Personal Injury Law for Paralegals

2019-03-13

note this new edition does not include a cd with forms uscis is constantly revising and updating forms and in order to make sure the correct form is submitted readers should download the current version from the uscis gov website immigration law for paralegals is an indispensable and practical guide on u s immigration citizenship and visa procedures for instructing and training students or anyone interested in a career as an immigration paralegal or legal assistant this fifth edition updates and expands the fourth including coverage on temporary protected status tps along with updating documents to submit new regulations and updated policies contents of immigration law for paralegals include interviewing gathering information case management and document preparation techniques analysis of temporary and permanent employment visas analysis of family based petitions political asylum and naturalization and samples of completed applications a glossary of terms and useful appendices each visa category is set forth in a clear and concise manner with real life and hypothetical situations at the end of each chapter allowing students to visualize actual problems and issues that arise when processing a case further in responding to the hypothetical situations students will look to the united states immigration statutes rules regulations precedent and administrative policies to resolve issues additionally each section contains a completed sample application definitions of legal terms and exercises modeled after tasks paralegals may encounter on the job including the preparation of relative petitions form i 130 and the adjustment of a status package forms i 485 i 130a i 131 i 765 i 864a and g 28 in keeping with the concise format of each chapter excerpts from federal aao and bia decisions will be cited or footnoted where relevant the glossary and appendices include immigration law resources uscis local regional and service center addresses questions and answers for the naturalization exam blank uscis forms credential evaluation sample request forms and a list of agencies sample uscis color photograph specifications and sample medical form i 693 and irs individual tax id number request ss 4

Practical Administrative Law for Paralegals

1996-01-01

Legal Method

2005-12-31

Tort Law for Paralegals

2010-01-01

Basic Administrative Law for Paralegals

2018-06-25

McGraw-Hill's Criminal Law for Paralegals

2008-01-07

Elder Law for Paralegals

2011

2023-01-26

Civil Law and Litigation for Paralegals

2016-09-16

Contract and Tort Law for Paralegals

2012-05

Basic Bankruptcy Law for Paralegals

2020-02-02

Legal Research and Writing for Paralegals

2019-09-13

Immigration Law for Paralegals

2023

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