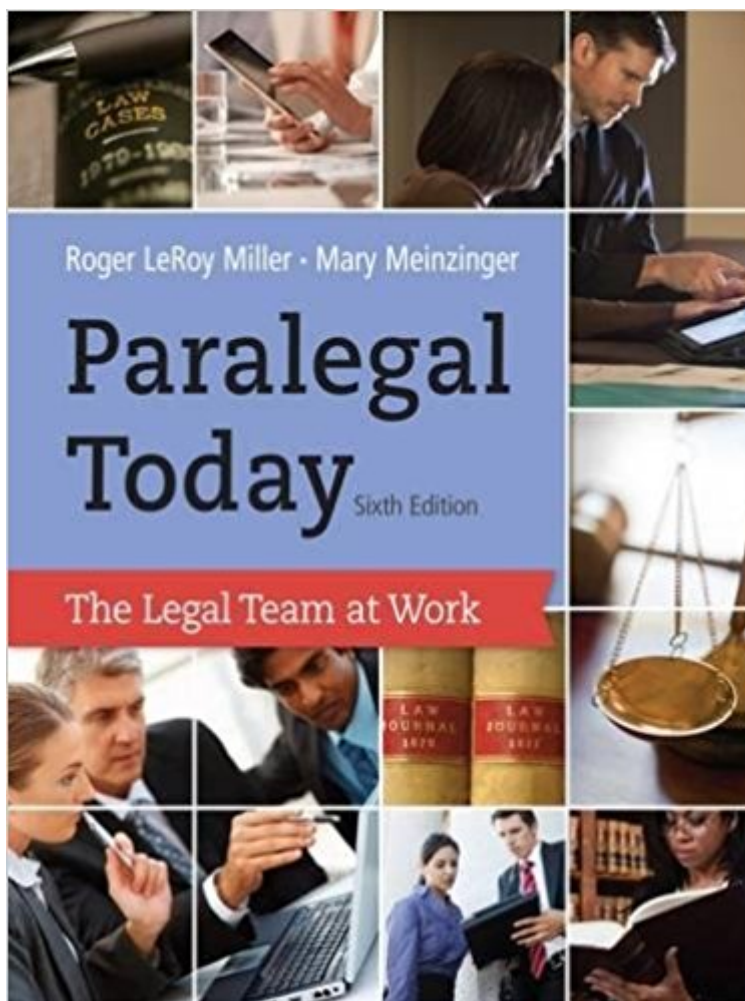


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# Paralegal Today: The Legal Team At Work (West Legal Studies Series)



## Synopsis

Designed to provide readers with a comprehensive introduction to the legal system, the sixth edition of *PARALEGAL TODAY: THE LEGAL TEAM AT WORK* uses real-world examples, practical applications, ethical dilemmas, and hands-on assignments to prepare readers to thrive in the legal environment. With coverage of general information as well as specific areas of the law, this book ensures that readers develop a comprehensive understanding of the laws in our society, the importance of ethical and professional responsibility, and the skills needed to succeed in the legal world. The sixth edition includes increased coverage of technology in the workplace, including critical topics such as confidentiality issues, e-mail policies, technology in the courtroom, and the use of social media in crime detection and enforcing delinquent court judgments. In addition, "Social Media Today" boxed features explain how social media such as Twitter, Facebook, Google+, and LinkedIn can be used in the legal field.

## Book Information

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## Customer Reviews

"The Miller/Urisko text has struck the right balance between legal information and its applicable "real world" practice. ... I have yet to find a text that covers paralegal ethics and career opportunities in such depth...This text is written more in the style of the way students today learn, by staying away from long stretches of text and interspersing it with eye catching insets and references to media. ... I'm partial to the text because it has been and continues to be a 'toolkit' for entry-level and experienced paralegals. This is the type of book I call a 'keeper'"This is an excellent text. The three part content arrangement into Profession, Skills and Substantive Law is very useful for course

organization purposes. It is equally user friendly for both instructors and students, striking a balance between the need to impart an enormous amount of information to students and a style which makes it look like it is not an intimidating amount of information. Just right!"

Roger LeRoy Miller studied at the University of California at Berkeley and the University of Chicago. He has been on the staff of a number of universities, including the University of Washington, Clemson University, and the University of Miami School of Law, where he taught, among other subjects, intellectual property and entertainment law. He has published in the Insurance Counsel Journal, Defense Research, California Trial Lawyers Journal, Antitrust Bulletin, Wisconsin Law Review, and Connecticut Law Review. He has authored or co-authored numerous leading textbooks, including BUSINESS LAW: TEXT AND CASES, THE LEGAL ENVIRONMENT OF BUSINESS: TEXT AND CASES, BUSINESS LAW TODAY, FUNDAMENTALS OF BUSINESS LAW, and THE LEGAL ENVIRONMENT TODAY. Mary Meinzinger is the paralegal program chair at Madonna University. She is highly respected and is an active member of AAFPE.

I thought that this book was very informative. It introduced us, me and my classmates, to many aspects of law, not just the duties of a paralegal. The textbook covers guidelines for practicing legal assistants, branches of the state and federal court systems, how to read and write citations, which publications and websites paralegals need to use when employed in the field, a glossary, helpful hints provided by legal scholars and attorneys, the full US Constitution (including the amendments), diagrams, sample documents, and much more. "Paralegal Today" even included a 38 page SKILL PREP index, offering students suggestions about studying. I recommend this book for anyone whether you are pursuing a degree or certificate.

Great text book, very informative and gives a great overview of the law, court systems and procedures. This text book was used in my LEGL 1001 Introduction to paralegal studies and ethics course. A great book for every American to read if they want to have a better understanding of what the legal system and law office is about. The book also contains in the Appendix copies of NALA and NFPA code of ethics, and the U.S. Constitution. This is a book that you could keep throughout your legal studies, or trade / sell back too. This review was posted with four classes left in the course.

I recently enrolled in a ABA approved Paralegal Certification program at a local university, and we

were required to buy this book for a class. I was a little taken aback at the price first, but it is not as bad as some of the books I had to buy when I was an undergraduate majoring in Political Science (and our books were never as expensive as medical or science majors!) But I think this book is worth the price. The book is very easy to read and well organized into meaningful sections. One thing I noticed about this book in comparison to most other text books is that it gives you examples of tasks, salaries, and opinions of actual paralegals. Along with supplying you with knowledge of the law and court systems, the book tells you how to market yourself as a paralegal, how to negotiate salary and advance yourself even after you've certified as a paralegal/legal assistant. I found that to be a very refreshing aspect. Also, important definitions are clearly displayed in the margins, outlines are given for each chapter and test your knowledge questions are also available at the end of each chapter. The book also comes with a CD-ROM to further supplement the reading. All in all the book seems very relevant to today's paralegal professional and useful probably even after I finish classes and have begun work as a paralegal. My one minor complaint is that sometimes the writer(s) feel the need to give generic examples or long explanations for concepts that are easily understood. I'm not an educator, but I think this book is pretty excellent!

This is a great book. I've used another legal book by the same author and he does a wonderful job making difficult concepts easy to understand.

I rented this book for my Intro to Paralegal Studies class. I ended up purchasing a copy for myself because we weren't able to finish. I found the information invaluable for a strong foundation in paralegal studies.

I rented this book through my kindle. It was perfect for my class. I didn't have to carry around a heavy book and had all the information at my fingertips. The content of the book itself was a good overview of the paralegal field. I would recommend it to anyone who is interested in paralegal studies.

Awesome for first time students

I enjoy the format of the book a great deal. It offers a nice overview of the subject, with enough detail to give you a basic education on the topics covered. It suggests web sites to explore, which have been enjoyable and informative to browse. Also, it has a visually appealing layout. It comes

with a CD that has flash cards and quizzes, which I use, but I also use the free resources on the publishers web site for tougher quiz questions. I find studying a lot of fun with all these options. I would like to see some pronunciations for the Latin legal terms though.

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