

## Nala Manual Paralegals Legal Assistants

Succeed on the job--and in your course--and prepare for the Certified Paralegal examination with the NALA Manual. More than 100 leading authorities with a wide range of experience in legal disciplines and management have contributed to this comprehensive manual since it was introduced in 1976. Covering all the skills required of paralegals today, the updated manual includes a collection of successful solutions to actual assignments accomplished by working paralegals nationwide. These proven techniques and procedures can be used as starting points from which you can make changes, adaptations, and modifications when you encounter similar situations on the job. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Apply important legal concepts and skills you need to succeed Get educated, land a job, and start making money now! Want a new career as a paralegal but don't know where to start? Relax! Paralegal Career For Dummies is the practical, hands-on guide to all the basics -- from getting certified to landing a job and getting ahead. Inside, you'll find all the tools you need to succeed, including a CD packed with sample memos, forms, letters, and more! Discover how to

- \* Secure your ideal paralegal position
- \* Pick the right area of the law for you
- \* Prepare documents for litigation
- \* Conduct legal research
- \* Manage a typical law office

Sample resumes, letters, forms, legal documents, and links to online legal resources. Please see the CD-ROM appendix for details and complete system requirements.

This thorough introduction to the field, with an emphasis on litigation, is written by members of one of the premier paralegal associations in the country. The third edition has extensively

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revised coverage of legal research & ethics & includes an entire chapter on the American Legal System. This book has proved popular as a course textbook, an on-the-job reference, & as review for the CLA exam.

Prepare for success on the Certified Paralegal (CP) Examination with the only comprehensive review manual prepared in partnership with the National Association of Legal Assistants (NALA). Whether you are an experienced paralegal professional or new to the profession, **CERTIFIED PARALEGAL REVIEW MANUAL: A PRACTICAL GUIDE TO CP EXAM PREPARATION, 4E** offers an indispensable resource for preparing to take the CP Exam administered by NALA . New material covers the latest areas of paralegal practice and technology while detailing the most recent changes in the CP Exam. New examples, extensive outlines, realistic practice tests, and helpful exam tips prepare you for the exam. After an unmatched overview of test essentials, this complete manual dedicates full chapters to examine specific content areas of the test. You'll find the skills and best practices you need achieve your best on today's CP exam. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Succeed on the job--and in your course--and prepare for the Certified Paralegal examination with the NALA Manual. More than 100 leading authorities with a wide range of experience in legal disciplines and management have contributed to this comprehensive manual since it was introduced in 1976. Covering all the skills required of paralegals today, the updated manual includes a collection of successful solutions to actual assignments accomplished by working paralegals nationwide. These proven techniques and procedures can be used as starting points from which you can make changes, adaptations, and modifications when you encounter similar

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situations on the job.

Updated for 2020, Trivium Test Prep's unofficial, NEW Paralegal Study Guide 2020-2021: Exam Prep Book and Practice Test Questions for the Paralegal Advanced Competency Exam (PACE) isn't your typical exam prep! Because we know your time is limited, we've created a product that goes beyond what most study guides offer. With Paralegal Study Guide 2020-2021, you'll benefit from a quick but total review of everything tested on the exam with current, real examples, graphics, and information. These easy to use materials give you that extra edge you need to pass the first time. NALA was not involved in the creation or production of this product, is not in any way affiliated with Trivium Test Prep, and does not sponsor or endorse this product. Trivium Test Prep's Paralegal Study Guide 2020-2021 offers: A full review of what you need to know for the Paralegal exam Practice questions for you to practice and improve Test tips to help you score higher Trivium Test Prep's Paralegal Study Guide 2020-2021 covers: Communications Jargon, Slang and Colloquialisms Grammar and Parts of Speech Commonly Confused/Misused Words Punctuation Vocabulary Human Resources and Interviewing Ethics NALA Code of Ethics and Professional Responsibility Legal Research Latin Legal Terms Substantive Law The American Legal System Business Organizations Civil Litigation Contracts Judgment and Analytical Ability ...and includes a FULL practice test! About Trivium Test Prep Trivium Test Prep is an independent test prep study guide company that produces and prints all of our books right here in the USA. Our dedicated professionals know how people think and learn, and have created our test prep products based on what research has shown to be the fastest, easiest, and most effective way to prepare for the exam. Unlike other study guides that are stamped out in a generic fashion, our study materials are

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specifically tailored for your exact needs. We offer a comprehensive set of guides guaranteed to raise your score for exams from every step of your education; from high school, to college or the military, to graduate school. Let our study guides guide you along the path to the professional career of your dreams!

This clear and up-to-date introduction to Administrative Law, written specifically for the paralegal, is a straightforward text that explains how administrative agencies are created, how they are structured, and how they function. Classroom tested through three editions, *Basic Administrative Law for Paralegals, Fourth Edition*, offers not only a grounding in the basics of Administrative Law but practical advice for employment opportunities for paralegals in the field. This text is available in ebook format from the VitalSource Store. To download and use the ebook, you will need the free VitalSource Bookshelf software. **DOWNLOAD NOW** Among the features that make this text such a reliable resource: thorough topical coverage and—from how administrative agencies are created to agency discretion, rules and regulations, clients and rights, investigations, informal and formal proceedings, and judicial review numerous visual aids and learning tools and—such as charts and figures, examples, chapter summaries, key terms, and review questions end-of-chapter exercises and resources and—including crossword puzzles, fill-in-the-blank exercises, and lists of useful websites an electronic workbook on CD bound into the book and—providing ample opportunity for practice a chapter dedicated to paralegal skills and careers and—delving into career opportunities for paralegals in both the private and public sectors New to the Fourth Edition: the electronic workbook has been thoroughly updated and offers research exercises and guidance for accessing laws, rules, and agencies online the and “Paralegal Practice and” boxes contain new topics, including

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retirement and immigration law updated forms This current, affordable text, directed exclusively at the paralegal, is an excellent choice for teaching your students the fundamentals of Administrative Law as well as providing them with a realistic, practical look at career opportunities.

This public domain book is an open and compatible implementation of the Uniform System of Citation.

Designed as a self-study tool, NALA's CLA/CP STUDY GUIDE AND MOCK EXAMINATION, fourth edition will help sharpen test-taking skills. This study guide offers details and tips for taking the CLA Exam, as well as a series of self-tests for each exam category. The end of the book contains a CLA mock exam with an answer key. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Designed for anyone considering a career as a paralegal, the 7th edition of PARALEGAL TODAY: THE ESSENTIALS provides students with a comprehensive introduction to the legal system through real-world examples, practical applications, ethical dilemmas, and hands-on assignments. With thorough coverage of the basic, key areas of paralegal studies, this text ensures that students develop a comprehensive understanding of the laws in our society, the importance of ethical and professional responsibility, and the skills needed to thrive in the legal environment. The text 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. Important Notice: Media content referenced within the product description or the product text may not be

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available in the ebook version.

This is a practical, hands-on text designed for paralegal courses that cover day-to-day law office management topics. The text focuses on such important topics as client relations and communication skills; legal fees, timekeeping, and billing; client trust funds and law office accounting; calendaring, docket control, and case management; legal marketing; and file and law library management. A demonstration version of Thomson's Elite full featured ProLaw software, a deep time and billing, accounting, document management, and case management program, is included along with in depth software tutorials. Special features of this revision include an expanded focus on technology and ethics; up to date charts and graphs that present material in an easy to understand context; Internet sites and Internet exercises in each chapter; quotes from practicing legal assistants that provide current and real-life commentary; and an emphasis on hands-on, practical exercises including projects, cases, practical problems, and Excel tutorials for timekeeping and billing and trust accounting. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Succeed in your course and your career as a paralegal with **PARALEGAL TODAY: THE LEGAL TEAM AT WORK**. This updated Seventh Edition shows you how current technology and social media tools are used in practice, while helping you develop an understanding of the laws in our society, the importance of ethical and professional responsibility, and the skills needed to thrive in today's legal environment. Real-world examples, practical applications, ethical dilemmas, hands-on assignments, and an entire chapter on paralegal careers (with salary information) prepare you to meet the challenges of today's paralegal working

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environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A ground-breaking resource for paralegal instructors, *The Texas Paralegal* has made teaching critical state-specific material easier, and more organized, than ever. The book's unique approach works by providing students with the information, documents, and resources they need to understand the basic workings of Texas law, thereby eliminating the tedious instructor task of gathering this material piecemeal. Instead, the legwork is done for you -- the vital content is compiled into a single, handy resource that presents it in a practical, logical, and useful way. Coverage includes an overview of the paralegal profession, ethics, the legal system, research, and even a comprehensive legal dictionary - all as they pertain to Texas State laws and statutes. Packed with the most relevant concepts, and packaged in a user-friendly format, students will find this an invaluable reference throughout their academic and professional careers. Instructors will find that they can spend less time preparing to teach and more time teaching. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The American Bar Association defines a paralegal, or legal assistant, as "a person...who is employed...by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible."

Teens learn that a paralegal can specialize in distinct fields, including corporate law, criminal law, and environmental law. They investigate this faced-paced career, and understand the facets of the legal services industry. Besides outlining education requirements and training programs, this accessible volume covers professional responsibilities, ethic codes, kinds of

employers, job searches, resume building, and work environments.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This complete guide to modern legal research offers a unique balance of traditional print research techniques with newer online methods. Throughout, LEGAL RESEARCH helps students fully understand the issues they are researching, so they can apply analytical thinking to achieve superior results. Students discover how laws are made, how to decide which law is applicable, how to read the law, how to search modern legal databases, and how to apply the law in a client's unique situation. The text offers insights for overcoming research obstacles, and provides many examples, figures, and reference checklists. Extensive pedagogical features include opening scenarios, lists of key terms, case excerpts, media and web resources, and many forms of practice, from Quick Check quizzes to detailed Research Assignments. The text also helps students link research to effective legal writing by presenting a full chapter on the writing process, from prewriting through proofreading.

Hames and Ekern's Introduction to Law , 4/e will teach students the basic legal concepts related to substantive and procedural law, introduces them to cases, statutes, and the constitution, and develops their legal vocabulary and analytical skills. A new chapter on constitutional law, expanded coverage of employment and environmental law, and information on technology makes this an excellent resource for any

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Introduction to Law course for all disciplines of study including pre-law, legal studies, and business programs. Using this text, your students will learn how to develop their own critical-thinking skills, read high-interest cases, expand their legal vocabulary and discuss case law and issues impacting today's legal system.

Our cat likes to hide. Can you find her? This book contains over 100 photos of our cat, Kitty Nala, who likes to hide in funny and random places. Over 60 of the photos are "puzzles" that challenge you to find her. Each photo puzzle has a matching photo "answer" showing you where she is. It's fun trying to find the kitty, and you'll chuckle at her creative hiding spots and her winning personality.

Prepare for success on any of the top three paralegal certification exams with the only comprehensive review handbook specifically designed to help new or experienced paralegal professionals earn certification. Koerselman Newman's **THE COMPLETE PARALEGAL CERTIFICATION HANDBOOK, 5E** equips you to take certification exams from the National Association of Legal Assistants (NALA), National Association of Legal Secretaries and Legal Professionals (NALS), or National Federation of Paralegal Associations (NFPA). You learn from an experienced author and attorney who applies years of teaching and professional experience to help you achieve certification goals. New side-by-side comparisons present areas of paralegal practice that are tested with details of eligibility, application and testing requirements, and essential content for each exam. Three new chapters focus on the latest developments in interviewing, estate

planning and probate, and tort law. New examples, outlines, practice tests, and testing tips help refine your skills for certification testing and career success.

Master the hands-on skills you'll need to succeed in a modern law office with **INTRODUCTION TO PARALEGALISM, 8e**. Ten critical skills are covered in the book: identifying legal issues, breaking rules into elements, applying rules to facts interviewing clients, investigating facts, digesting discovery documents, providing litigation assistance, researching the law, drafting documents, and representing clients at administrative agencies where authorized by law. Packed with real-life insights and real-world examples, the text helps you understand the ethical guidelines that lawyers and paralegals must follow and covers the efforts underway to regulate the profession in legislatures, courts, bar associations, and paralegal associations. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Previous ed. has sub-title: Concepts and applications.

Designed for today's student, **eDiscovery for the Legal Professional** introduces the basics of electronic discovery. In the current, fast-paced legal environment, legal professionals need to understand how technology influences the practice of law, how to communicate this information to their clients, and the most cost-effective discovery tools available. This text offers comprehensive and timely coverage, including historical development of the eDiscovery field, substantive legal precedent and case studies,

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procedural changes based on recent revisions to the Federal Rules of Civil Procedure, practical application of eDiscovery tools and resources, discussion of changing technology definitions, usage and trends, and ethical considerations for the legal professional when managing electronic discovery and data. Professors and students will benefit from: Accessible text that explains technical eDiscovery concepts in layman terms. Up-to-date discussion of current Federal Rules of Civil Procedure covering eDiscovery. Effective pedagogy with Examples and Exercises in every chapter, excerpts from cases and the Federal Rules, helpful lists and summaries, and Key Points that highlight essential concepts and practical applications. Key topics covered include: Impact of Electronically Stored Information (ESI) on discovery, Data Management, Case Management, Spoliation, and Ethical Considerations such as competence, confidentiality, and informed consent. A comprehensive glossary that helps students with new and unfamiliar vocabulary

Clearly written, and replete with design elements that facilitate study and review, the Concise Guide to Paralegal Ethics provides succinct coverage that focuses on the professional paralegal. Perfect for use in shorter courses, or substantive courses with an ethics component, the Fifth Edition provides timely and thorough coverage of all major legal ethics topics. New to the Fifth Edition: Discussion of how the ethics of technology affects paralegals in matters of confidentiality and privilege, competence, conflicts of interest, and advertising Changes in legal practice that add to the responsibilities of paralegals Refreshed review questions, discussion questions, hypotheticals, and projects Professors and students will benefit from: Consistent

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emphasis on how the rules of ethics affect paralegals Authoritative writing in a well-organized format Helpful overviews in every chapter Italicized key terms with corresponding definitions in the margins Review questions, hypotheticals, discussion points, and projects Relevant ethics codes, conveniently located in the Appendix Teaching materials include: Instructor's Manual with Test Bank PowerPoint slides

Student supplement associated with: PACE Candidates Application/Handbook, 1/e NFPA, National Federation of Paralegal Association ISBN: 0135150779

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. Features: Clear introduction to the fundamentals of civil litigation for paralegal students. Provides students with an in-depth analysis of a wide variety of civil cases, laying out the basic foundation of the American legal system, proceeding through the investigation and implementation of a civil case, and following the case through to appeal.

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Designed to help prepare students for the practical world of divorces, car wreck cases, and medical malpractice claims that they will see every day in civil practice. Each chapter presents students with examples of the important role that paralegals play in every stage of civil litigation, from client intake to bringing an appeal. Understandable writing style with strong pedagogy, resulting in a teachable and accessible text. Each chapter includes Practice Pointers, Search Suggestions, Tech Topics, and Legal Legwork boxes, along with case excerpts, forms, and ethics. Helpful pedagogy includes Chapter Objectives that focus learning and review, Boldfaced key terms and marginal definitions for convenient reference, Review questions at the end of each chapter, and references to web sites that facilitate legal research. Developed by the National Association of Legal Assistants (NALA), this trusted self-study guide helps you master the format and content of the CP Exams and prepare for certification success. The CP STUDY GUIDE AND MOCK EXAMINATION, Fifth Edition, includes detailed tips and proven techniques to help you sharpen your test-taking skills, as well as a series of self-tests in each exam category to provide invaluable hands-on practice. For even more thorough, realistic preparation, the guide also includes a Certified Paralegal mock exam and answer key, allowing you to simulate a full test experience. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Never HIGHLIGHT a Book Again! Includes all testable terms, concepts, persons, places, and events. Cram101 Just the FACTS101 studyguides gives all of the outlines, highlights, and quizzes for your textbook with optional online comprehensive practice tests. Only Cram101 is Textbook Specific. Accompanies: 9781133591863. This item is printed on demand.

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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.

Aspen Publishers, The leader in legal education, introduces the first of many new products in the Emanuel Bar Review line. The Rigos Bar Review series, by James J. Rigos, provides a complete, yet manageable approach to Bar Exam preparation, and is an excellent home-study tool for students who are first-time or repeat test-takers. Using the time-tested and effective methods of Jim Rigos' more than 27 years of Bar Review expertise, this volume of the Multistate Bar Exam (MBE) Review covers Contracts, Torts, and Real Property, and is an invaluable self-study tool in Bar Review. The text contains comprehensive coverage of these three MBE subjects, and offer strategies for analyzing MBE questions. The unique Magic Memory Outlines software and Make Your Own Exam feature on the free, included CD present a whole new element to studying for the MBE – allowing students to develop successful outlines for memorization of MBE topics while continuing to hone their skills in necessary practice For The exam. Students using Multistate Bar Exam (MBE) Review are not just receiving a print book – they are receiving an entire program built within a successfully

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validated model. Why students will love Rigos : Comprehensive : Combines excellent coverage and outlines with practice questions with full answer rationales Dependable : Rigos is powered by Emanuel – the same Emanuel who got you through law school with CrunchTime, Law in a Flash, and Emanuel Law Outlines Affordable : Rigos volumes can be purchased individually or as a full set, and provide all the benefits of a comprehensive Bar Review course without requiring you to pay thousands of dollars A name you know. A name you trust. Emanuel Bar Review – helping law students succeed.

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.

This book provides a comprehensive guide to the essential rules of legal writing. Unlike most style or grammar guides, it focuses on the special needs of legal writers, answering a wide spectrum of questions about grammar and style -- both rules and exceptions. It also gives detailed, authoritative advice on punctuation, capitalization, spelling, footnotes, and citations, with illustrations in legal context. Designed for law students, law professors, practicing lawyers, and judges, the work emphasizes the ways in which legal writing differs from other styles of

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technical writing. Its how-to sections deal with editing and proofreading, numbers and symbols, and overall document design. Features: \* Cautions on use of 500 stuffy phrases and needless legalisms, along with their everyday English translations \* Details rules for 800 words with required prepositions in certain contexts \* Explains the correct usage of more than 1,000 words that are often troublesome to legal writers \* Gives tips on preparing briefs and other court documents, opinion letters and demand letters, research memos, and contracts \* Provides model documents of all types of legal documents and pleadings Reviews 200 terms of art that take on new meanings in legal contexts

Not sure about the meaning of "curtilage?" Want to find out what "pro hac vice" entails? The perfect study aid for law students and the ideal quick reference for legal professionals, this up-to-date, comprehensive 3-panel (6-page) guide provides the most commonly used legal terms--complete with fluff-free definitions--in an easy-to-read A-to-Z format. Including such need-to-know terms as, affidavit, defendant, estoppel, juvenile, quid pro quo, res ipsa loquitur, zoning, and more, this guide proves beyond a reasonable doubt why QuickStudy is America's #1 legal reference chart!

Prepare for any of the top three paralegal certification exams with the only comprehensive review resource designed to help new or experienced paralegal professionals earn certification. Koerselman Newman's THE COMPLETE PARALEGAL CERTIFICATION HANDBOOK, 5E equips you to take certification exams from the National Association of Legal Assistants (NALA), National Association of Legal Secretaries and Legal Professionals (NALS), or National Federation of Paralegal Associations (NFPA). The author applies years as an attorney, instructor, and working professional to help you achieve certification goals. New side-

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by-side comparisons present areas of paralegal practice that are tested with details of eligibility, application and testing requirements, and essential content for each exam. Three new chapters focus on the latest test content, including interviewing, estate planning and probate, and tort law. New examples, outlines, practice tests, and testing tips help refine your skills for certification testing and career success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. The revised NALA Manual is a valuable reference guide for professionals and students in the legal studies field. Working paralegals will not only find it helpful as an on-the-job reference, but also beneficial when preparing for the Certified Legal Assistant/Certified Paralegal examination. Paralegal programs can also use the manual as a reference for students or a textbook for capstone courses. The Manual 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. More than 100 leading authorities with a wide range of experience in legal disciplines and management have contributed to this comprehensive manual since it was introduced in 1976. The expertise and commendable dedication of these individuals has consistently produced an authoritative and reliable reference for paralegals with each updated edition. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in

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solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

This book is exceptional in the sense that it provides an introduction to law in general rather than the law of one specific jurisdiction, and it presents a unique way of looking at legal education. It is crucial for lawyers to be aware of the different ways in which societal problems can be solved and to be able to discuss the advantages and disadvantages of different legal solutions. In this respect, being a lawyer involves being able to reason like a lawyer, even more than having detailed knowledge of particular sets of rules. Introduction to Law reflects this view by focusing on the functions of rules and on ways of arguing the relative qualities of alternative legal solutions. Where 'positive' law is discussed, the emphasis is on the legal questions that must be addressed by a field of law and on the different solutions which have been adopted by, for instance, the common law and civil law tradition. The law of specific jurisdictions is discussed to illustrate possible answers to questions such as when the existence of a valid contract is assumed.

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