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This is an excellent introduction to administrative law for paralegal students and active paralegals. The book provides the readers with actual excerpts from cases with additional notes to assist the readers with the issues presented in the cases. The paralegal practice examples illustrates real-life scenarios paralegals must contend with.

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~~Resources for the Legal Assistant/Paralegal~~

This means that paralegals working in administrative law venues not only have the traditional job roles of paralegals everywhere, but also take on the roles that lawyers usually fill. This can include: Providing advice about administrative law matters; Representing clients before administrative law courts; Communicating with other parties to the case

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Basic Administrative Law for Paralegals is a definitive coursebook in paralegal studies, with thorough topical coverage and an accessible, easy-to-use electronic workbook that keeps students engaged. The Fifth Edition includes a new section on the Nuclear Regulatory Commission and a new discussion of the paralegal job market. Sections on the Social Security Administration and the Labor department have been updated to address United State's economic crises. The electronic workbook exercises have been updated, as have government forms, along with a current list of pertinent URLs for speedier Internet access to supplement research projects. Features: Complete, up-to-date introduction to administrative law, written exclusively for paralegal students. Accessible text with lively, timely examples. Focus on paralegal skills and careers. Final chapter on public- and private-sector career opportunities. Comprehensive coverage of all aspects of administrative agencies, rules and regulations, clients’ rights, and informal and formal proceedings. Extensive pedagogy, including chapter summaries, key terms, review questions and examples. Electronic workbook focuses on Internet access and exercises. URLs assist students in accessing online government records, including the Federal Register. Thoroughly updated, the revised Fifth Edition includes: New section on Nuclear Regulatory Commission. New discussion of the paralegal job market. Practice-ready skills at the end of each chapter. Updated government forms. Updated electronic workbook exercises.

The clear exposition of Basic Administrative Law for Paralegals ensures that students are truly engaged in the process of building a solid foundation in administrative law and agencies. This up-to-date introduction to the field, written specifically for the paralegal, 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. Helpful pedagogy guides students through the material, and examples highlight the role of the paralegal in administrative law practice. New to the Sixth Edition: New Chapter 10 on the Right to Know and the Right to Privacy Text thoroughly edited for this edition, with a focus on creating more context for the students and improving understandability of the text Substantial updating of the current status of the law, reflecting developments since the previous edition New Chapter Preface at the beginning of each chapter to give students a frame of reference for the material that follows Professors and student will benefit from: The flexible organization of chapters lends itself equally well to long or shorter classes. Numerous visual aids, such as charts and figures Excellent pedagogy that includes examples, chapter summaries, key terms, review questions, crossword puzzles, and lists of websites Flexible Student Practice exercises that can be used in the classroom as a written assignment or as voluntary practice for individual students: The Concepts Journal is a practical experience that enables each student to observe, analyze, and write on a pertinent topic in administrative law. Advanced Studies offers an opportunity for more in-depth study on selected topics. State Practice Exercises familiarize the student with state administrative law and agencies in their home jurisdiction. A companion workbook, available for download, provides additional exercises and guidance for conducting on-line research of administrative laws, rules, and agencies. A chapter dedicated to paralegal skills and careers that delves into career opportunities in both private and public sectors

them with a realistic, practical look at career opportunities.

Basic Contract Law for Paralegals is a clear, comprehensive, and straightforward introduction to all of the basics of contract law, specifically designed for paralegal students. Lively examples and well-crafted pedagogy cover all key topics in a contracts course—from offer, acceptance, and consideration, to discharge of obligations, and remedies. An appendix of twelve sample contracts provides a useful ongoing reference tool for paralegals working with contracts. Features: Comprehensive coverage of all the key topics. A culminating chapter walks students through the process of drafting a simple contract. Clearly written text and lively examples help students understand the law. Well-crafted pedagogy includes chapter overviews, highlighted examples, key terms, review questions, sample clauses for analysis, edited cases, chapter summaries, and end-of-chapter exercises Manageable length makes this book ideal for shorter courses. New cases provide up-to-date coverage of: Express and implied contracts and promissory estoppel Bilateral and unilateral contracts The mirror image rule and acceptance Consideration Implied-in-fact conditions and conditions precedent Third party beneficiaries Anticipatory repudiation and how to measure damages.

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.

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