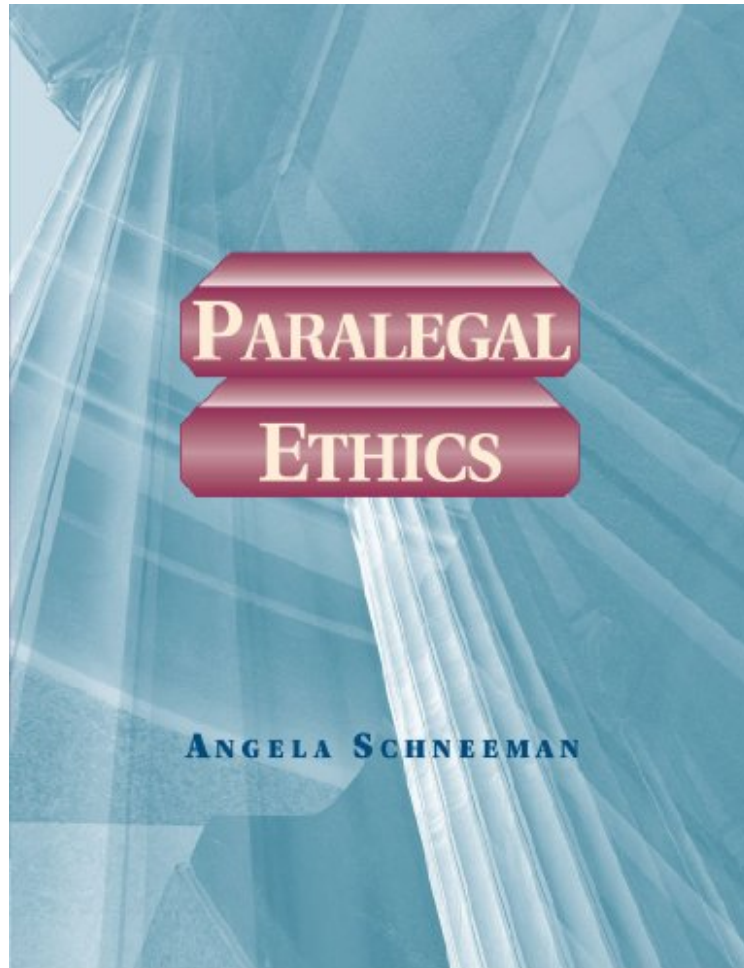


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Paralegal Ethics (Paralegal Series)

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NFPA rules and guidelines focus on practical advice and information paralegals can use to comply with the pertinent rules of ethics. Hypotheticals and cases on each topic are included, as well as chapter summaries, summary questions, and helpful hints.

Chapter 1: An Introduction to Legal Ethics. Chapter 2: Unauthorized Practice of Law. Chapter 3: Confidentiality. Chapter 4: Conflict of Interest. Chapter 5: Competent, Diligent, and Zealous Representation of the Client. Chapter 6: The Ethics of Legal Fees and Financial Matters. Chapter 7: Maintaining Integrity and Public Respect for the Legal Profession. Chapter 8: Advertising and Solicitation. Chapter 9: Business Ethics for Everyone. Chapter 10: Ethics for the Twenty-First Century. Appendix A: Missouri's Rules of Professional Conduct. Appendix B: New Hampshire's Guidelines for the Utilization of Legal Assistant Services. Appendix C: Code of Ethics and Professional Responsibility of the National Association of Legal Assistants. Appendix D: National Federation of Paralegal Associations, Inc. Model Code of Ethics and Professional Responsibility and Guidelines for Enforcement. Appendix E: Directory of Paralegal Associations. Glossary. Index.

About the Author
Angela Schneeman is a writer, research specialist, and freelance paralegal. She has worked for law firms, corporate legal departments, and a major accounting firm. The author of five paralegal textbooks, Ms. Schneeman received her Legal Assistant Certificate and a Bachelor of Science Degree in Business and Legal Studies from the University of Minnesota.