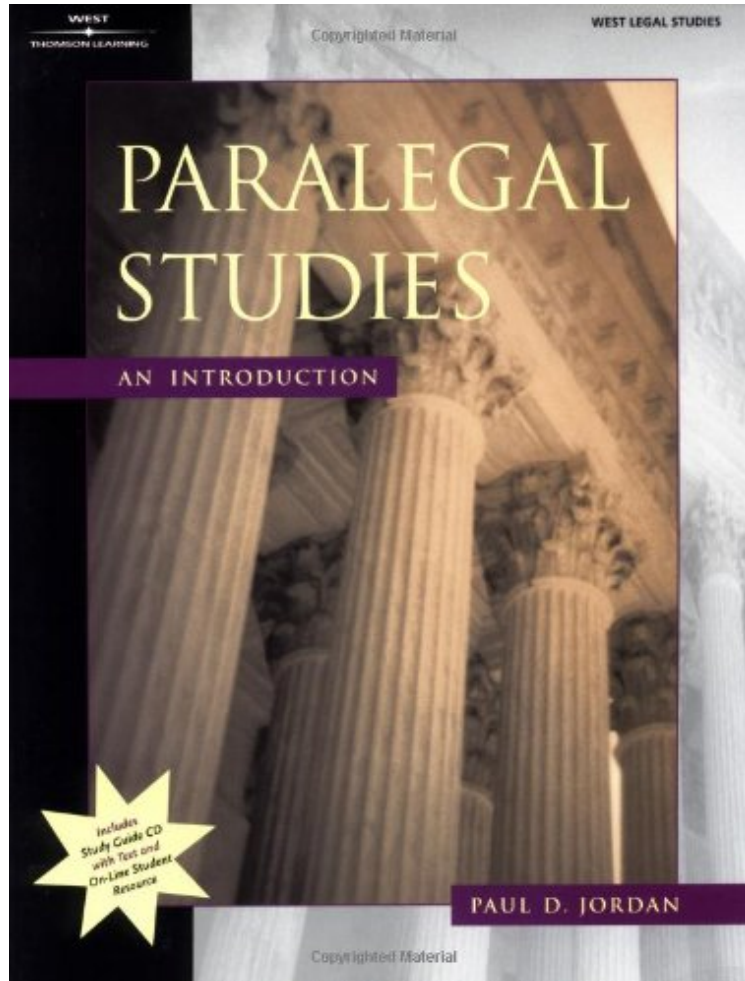



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Paul D. Jordan

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writing and absence of superfluous material.

Chapter 1: Paralegals: A Profession Evolves. Chapter 2: Careers in Law Firms and Beyond. Chapter 3: Paralegal Ethics and Other Professional Issues. Chapter 4: The Law: Its Source and Application. Chapter 5: Legal Persons, Property, Contracts and Crimes. Chapter 6: Interviewing and Investigations. Chapter 7: Tort Law and the Indispensable Specialty: Civil Litigation. Chapter 8: Basics of Legal Research and Writing. Chapter 9: Computer Basics for Paralegals. Chapter 10: The Paralegal Role in Family, Probate, Bankruptcy and Administrative Law. Chapter 11: Identifying--and Getting--the Right Job for You. Appendix A: Shepard's Notations. Appendix B: Sample Time Sheets. Appendix C: Cite Check: "The Supremacy Clause" Appendix D: Sample Deposition Transcripts and Summaries. Appendix E: Sample Brief of Court Opinion. Appendix F: Sample Memorandum of Law. Appendix G: Sample Resumes and Cover Letters. Appendix H: Independent Paralegals: "Working for the Public". Recommended Reading. Glossary. Index.

About the Author Paul D. Jordan is a full-time Executive Director for the Coast Federation of Educators and he is also a part-time Instructor in the Legal Assistantship Program University Extension. He is a member of the Orange County Paralegal Association and the National Association of Legal Assistants. He has a Certificate in Legal Assistantship with Honors from the University Extension, University of California, Irvine.