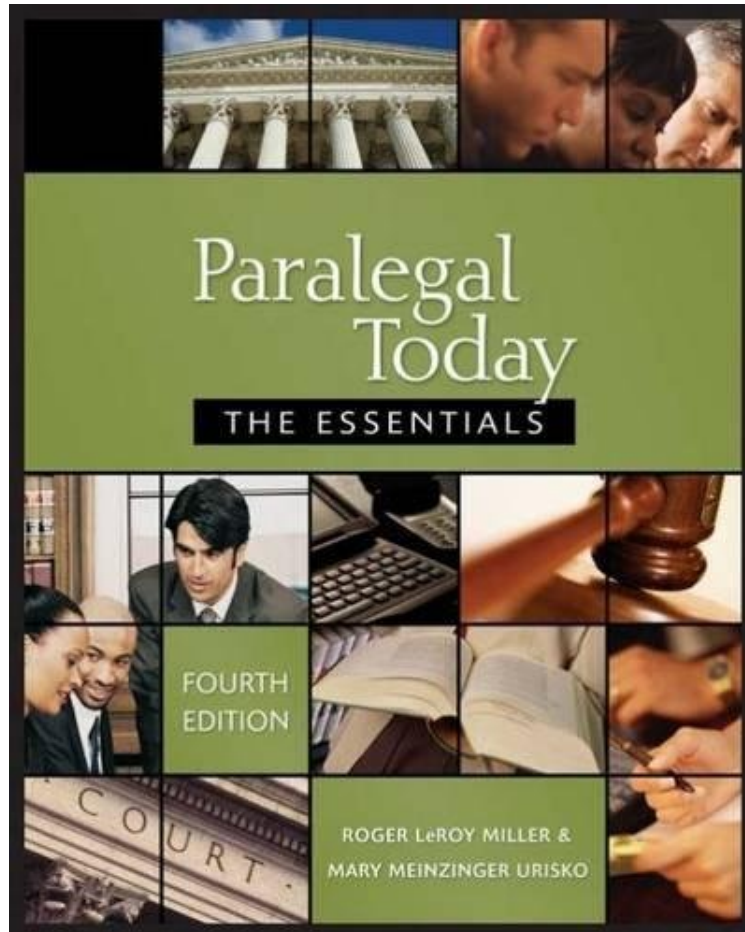


Paralegal Today: The Essentials Bankruptcy Supplement Package

Roger LeRoy Miller, Mary Meinzinger
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Paralegal Today: The Legal Team at Work, fourth edition, makes the paralegal field come alive for the student. It uses real-world examples, offering practical application of each concept discussed, and further enhances this focus with

hands-on activities throughout. The text gives the student a thorough introduction to not only the legal system in general, but to specific areas of the law and the paralegal's integral role as a member of the legal team. The student gains a comprehensive understanding of the laws in our society, the importance of ethical and professional responsibility, and the skills needed to thrive in this environment. Technology features, including spotlights on how technology is changing litigation, legal research, and overall office management, convey the importance of developing strong skills in this area. "Paralegal Profiles" and "Featured Guests" bring a personal touch to the material- as students learn how professionals truly work in each area of the law and how each skill directly translates on-the-job. Ethical dilemmas challenge the students to further understand their professional duties and critical thinking questions provide an opportunity to sharpen their proficiency. In this way, paralegal students learn not only about the substantive areas of the law, but how to excel as a professional in each one.

Introduction Chapter 1: Today's Professional Paralegal Chapter 2: Career Opportunities Chapter 3: Ethics and Professional Responsibilities Chapter 4: The Inner Workings of the Law Office Chapter 5: The American Legal System Chapter 6: The Civil Litigation Process Chapter 7: Conducting Interviews and Investigations Chapter 8: Legal Research, Analysis, and Writing Chapter 9: Computer-Assisted Legal Research Appendices Glossary

About the Author Roger LeRoy Miller has served on the faculty of several universities, including the University of Washington, Clemson University, and the University of Miami School of Law. As professor he has taught intellectual property law, entertainment law, and other subjects. A widely published and respected author, his work has appeared in the Insurance Counsel Journal, Defense Research, California Trial Lawyers Journal, Antitrust Bulletin, Wisconsin Law , and Connecticut Law . He has authored or co-authored numerous authoritative textbooks on law, including BUSINESS LAW: TEXT CASES, BUSINESS LAW TODAY: TEXT SUMMARIZED CASES, and THE LEGAL ENVIRONMENT TODAY. He completed his studies at the University of California at Berkeley and University of Chicago. Mary Meinzinger is the paralegal program chair at Madonna University. She is highly respected and is an active member of AAFPE.