

Paralegal and Legal Secretary Handbooks and Procedure Manuals Bibliography



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Books

Introduction to Paralegal Studies and the Law: A Practical Approach, by Linda L. Edwards and J. Stanley Edwards, 2002. Provides an overview of the law then moves into how to research a case, discovery, trial methodology, and chapters on the topics of criminal, business, family, real estate and probate law.

KF320 .L4 E39 2001

Introduction to Paralegalism: Perspectives, Problems and Skills, 6th ed., by William P. Statsky, 2003. Introduces the role of the paralegal in the legal system, then moves on to skills a paralegal should have, such as interviewing, investigation, litigation assistantship, legal research and writing, and office administration.

KF320 .L4 S73 2002

Basic Litigation Case Management for Legal Assistants: A Satellite Program, chair, Laurie P. Roselle, 2001. Discusses ethics, case management, how to interview clients, sources of information, file management, discovery, and how to prepare for a trial. **KF242 .P746 B2 2001**

Books, cont.

Ohio Attorney's/Paralegal's/Secretary's Handbook, 2005. Includes addresses and names of Ohio court judges and officials, as well as listing court fees.

KFO77 .O36 1997

Effective Legal Writing for Paralegals in Ohio by Anthony W. Greco and David McCallister, 1999. Gives basic tips on legal writing and provides examples of forms, such as motions, that paralegals may need to prepare.

KFO75 .G73 1999

Advanced Issues in Probate for the Paralegal in Ohio, by Jennifer E. Peck and Deborah A. Smith, 1999. Chapters provide paralegals with guidelines to follow when working with an estate, and include information about preparing an inventory, fiduciary responsibilities and liabilities, and preparation of federal fiduciary income tax returns. **KFO144 .Z9 A38 1999**

The Paralegal's Role in the Real Estate Transaction in Ohio, by Rick L. Brunner and Jennifer M. McGowan, 1998. Provides basic real estate definitions, discusses title issues, real estate financing, and the closing process. **KFO112 .Z9 H37 1998**

Florida Legal Secretary, by Kathleen J. Hill, 2004, with CD. Covers various topics, such as: real estate, business organizations, civil and criminal litigation, dissolution of marriage, estate planning and guardianship. Sample forms are included.

KFF77 .H55

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Books, cont.

Bankruptcy Courts & Procedures, by Pamela I. Everett, 2005 with forms CD. Chapters include: “Overview of Bankruptcy,” “Role of the Trustee,” “The Debtor’s Estate,” “Straight Bankruptcy,” “Family Farmer Bankruptcy,” “Wage Earner’s Adjustment of Debts,” “Involuntary Proceedings,” “Creditors’ Proceedings,” and “Appeals.” **KF1527 .A8 E92 2D**

Legal Secretary: Federal Litigation, by Pamela I. Everett, 2004, with CD. Covers the basics of federal litigation, including an overview of the federal court system. The book includes directories of and filing requirements for the District Courts, Appeals Courts, Supreme Court, and Special Courts. **KF319 .C67**

Paralegal Discovery: Procedures and Forms, 3d ed. by Pat Medina, 1999. Includes detailed information on investigation, depositions, requests for admission, medical examinations, interrogatories, and expert witnesses. **KF8900 .M39 1999**



Web Sites

National Federation of Paralegal Associations at: <http://www.paralegals.org> has a list of legal resources, a career center, information about continuing education opportunities, and online professional development programs.

National Association of Legal Assistants at: <http://www.nalanet.org> maintains a list of education programs and links to legal sites.

American Association for Paralegal Education at: <http://www.aafpe.org> lists AAFPE member institutions that provide paralegal training.

Legal Assistant Today at: <http://www.legalassistanttoday.com> offers “tips & timesavers” for paralegals, and includes summaries of articles that appear in the periodical.

Stark County Law Library Association Legal Links at: <http://www.starklawlibrary.org/legallinks.htm> provides links to court rules, municipal ordinances, Ohio and federal government agencies, and more.

*The law is not a series
of calculating machines
where definitions come
tumbling out when the
right levers are pushed.*

—William O. Douglas



Stark County Law Library
Suite 401, 110 Central Plaza S.
Canton, Ohio 44702
(330)451-7380
www.starklawlibrary.org