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Introduction to Paralegalism, seventh edition, explores the dynamic of working in a modern law office setting, and provides new paralegals with the hands-on skills and real-world context necessary to succeed in the field. Foremost attention is given to the rules of ethics, including rules from all fifty states and the District of Columbia, and in particular, the ethical guidelines that lawyers and paralegals must follow. Introduction to Paralegalism, seventh edition, also provides students important insight to the efforts underway to regulate the profession in legislatures, courts, bar associations, and paralegal associations. Ten critical skills are covered in the book: identifying legal issues, breaking rules into elements, applying rules to facts, interviewing clients, investigating facts, digesting discovery documents, providing litigation assistance, researching the law, drafting documents, and representing clients at administrative agencies where authorized by law.

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