

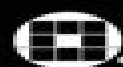
PARALEGAL SERIES

Stephen P. Parsons

INTERVIEWING AND INVESTIGATING

Essential Skills for the Legal Professional

SEVENTH EDITION



Wolters Kluwer

Interviewing Investigating Essen Skills Paralegal 2nd

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Interviewing Investigating Essen Skills Paralegal 2nd:

Interviewing and Investigating Stephen P. Parsons, 2000 In his exciting new book author Stephen Parsons drives home the point that interviewing and investigating skills are to be mastered not memorized He also instills in students the fact that these skills are essential For The well trained paralegal every bit as critical as legal research skills As such his approach is two fold First join textual discussion of the subject matter with hands on learning activities And second provide varied and realistic scenarios in which the student applies the principles studied The first part of the book s two part organization Foundations for Interviewing and Investigation introduces the student To The legal contexts in which interviewing and investigating skills are utilized The second part Formulating and Executing a Plan of Investigation walks the student step by step through an investigation Parsons puts students on a path to being able to effectively assist an attorney in case or project investigation by helping them Understand The critical connection between law and fact engage in effective factual analysis develop communication skills commit To The highest standards of legal ethics get grounded in the adversarial system The formal discovery rules in civil and criminal cases The distinctions between formal and informal investigation And The basic rules of evidence Special features at a glance Numerous brief examples sprinkled throughout the text are drawn from a variety of both civil and criminal litigation and non litigation scenarios Frequent illustrations accompany the examples Lengthier hypotheticals positioned at key points throughout each chapter presents a specific factual and legal context in which students can see the application of the concepts Discussion questions enable students to engage in immediate analysis as they reinforce the lessons taught by the hypotheticals Learn by Doing exercises provide hands on learning activities related To The subject covered in the chapter Four case studies a murder case a personal injury case a domestic relations case and a real estate development project are designed to be used with the Learn by Doing exercises in each chapter and provide realistic scenarios for applying the concepts Excellent appendices provide resources for students including extensive information on on line resources for investigators Instructor s Manual includes teaching tips suggested answers for discussion questions sample test questions a model syllabus and detailed information for using the case studies in the text

Instructor's Manual and Test Bank to Accompany Interviewing and Investigating, Essential Skills for the Paralegal Stephen P. Parsons, 1999 **Interviewing and Investigating** Stephen P. Parsons, 2004 INTERVIEWING AND INVESTIGATION Essential Skills For The Paralegal Second Edition reflects important developments in an accessible appealing format The author captures student attention through a practical approach that gives a strong foundation in interviewing and investigating skills as well as the civil criminal and non litigation contexts in which they are utilized demonstrating learning by doing where the author teaches the critical connection between law and fact how to engage in effective analysis And The essentials of good communication skills well crafted pedagogy that provides varied and realistic materials in which the student applies the principles including illustrations examples hypotheticals and Learn by Doing

exercises that appear in every chapter examples drawn from civil and criminal scenarios and litigation and non litigation settings four case studies a murder case a personal injury case a domestic relations case and a real estate development project supplying realistic scenarios for applying the concepts excellent appendices containing special resources for students including extensive information on online resources for investigators What's in the Second Edition updated citations to all websites references to many new websites and court decisions and a new Sleuth on the Loose feature more Learn by Doing exercises and refined hypotheticals and exercises throughout the book new glossary to students with terminology coverage of important new federal statutes and regulations that will affect the paralegal's investigation task including the Homeland Security Act The E Government Act of 2002 The Federal Financial Modernization Act Gramm Leach Bliley Act And The new HHS health privacy rules streamlined presentation makes the book easier to use *Essentials of Paralegalism* William P. Statsky,1998 A briefer essentials version of the leading text this edition provides an up to date and practical introduction to the paralegal field Changes include extensive coverage of ethics state specific resources and coverage of resources on the internet and a full color insert on the steps students can take to ensure success as a paralegal *Current Publications in Legal and Related Fields* ,2005 **West's Paralegal Today** Roger LeRoy Miller,Mary Meinzinger,1996 This full color text introduces beginning paralegal and legal assistant students to the field of paralegalism West's Paralegal Today is also available in two less comprehensive versions or in a customized version West's Paralegal Today Comprehensive Edition offers the most substantive law coverage Six additional chapters have been added to cover special forms of business organization torts and product liability employment law family law wills trusts and estates and bankruptcy law The texts emphasize skills ethics teamwork and professionalism Numerous opportunities to practice and apply what has been learned appear at the end of each chapter The most extensive supplement package available today accompanies the text *Paralegal Assistants* United States. Congress. Senate. Committee on the Judiciary. Subcommittee on Representation of Citizen Interests,1974 *American Book Publishing Record* ,2007 *Paralegal Assistants* United States. Congress. Senate. Committee on the Judiciary,1974 **Paralegal Career Starter** ,2006 The paralegal profession is among the fastest growing careers in the United States Working as a paralegal offers an exciting career in law without the expensive and lengthy schooling required to become an attorney But because a paralegal does many of the same things as a lawyer proper training is essential This practical guide offers step by step advice on getting the best training and making the smart career choices that will lead you to a top salary with the right firm *Interviewing and Investigating* Stephen P. Parsons,2024-07-22 Buy a new version of this textbook and receive access to the Connected eBook on Casebook Connect including lifetime access to the online ebook with highlight annotation and search capabilities Access also includes an outline tool and other helpful resources Connected eBooks provide what you need most to be successful in your law school classes *Interviewing and Investigating Essential Skills for the Paralegal Ninth Edition* provides a thorough and practical approach to helping paralegal students establish a

strong foundation in interviewing and investigating skills Experienced author Stephen Parsons carefully places that instruction in exactly the context of civil disputes criminal prosecutions and commercial business transactions where modern lawyers need assistants with those skills Students learn how to identify and locate witnesses obtain vital information from both public and private sources and how to arrange and conduct effective interviews of clients and witnesses both in the office and in the field Throughout the text uses explanations examples and illustrations along with realistic case studies with vetted student role playing assignments to accomplish its pedagogical goals New to the Ninth Edition New and freshened examples hypotheticals and Learn by Doing exercises Updated references to the Federal Rules of Civil Procedure the Federal Rules of Criminal Procedure and Federal Rules of Evidence All forms have been updated Updated references to numerous online resources Chapters 1 and 2 contain expanded discussion of attorney responsibility and potential liability for paralegal conduct including new ABA Formal Opinion 506 dealing with the use of paralegals for intake work Chapter 2 also expands coverage of the movement toward non lawyer legal licensing Revised coverage of personal jurisdiction in civil litigation in Chapter 3 In the chapters on communication skills and interviewing fresh consideration of concepts such as implicit bias as the potential enemy of communication and comprehension Continued emphasis on the latest developments in communication technology Expanded discussion of the implications of the growing participation by individuals and entities in social media on the tasks of identifying and locating witnesses interviewing clients and witnesses and e discovery in civil and criminal cases New coverage of Artificial intelligence AI and facial recognition technology Professors and students will benefit from Dynamic pedagogy including hypotheticals with questions Learn by Doing exercises chapter summaries and basic review questions in every chapter Examples from civil criminal litigation and non litigation scenarios Emphasis on ethical and professional standards integrated throughout the text and focused on in a chapter devoted to ethical issues Four realistic cases for analysis and use in the Learn by Doing exercises homicide personal injury domestic relations and a commercial real estate development project Keep in Mind feature emphasizes and recaps important points Interviewing and Investigating

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amendments Summaries of newly decided cases dealing with ESI issues including spoliation and proportionality raised by the recent amendments to FRCP 26 c 1 B 37 e and 16 b 3 Updated coverage of the Federal Rules of Evidence including newly amended FRE 902 13 regarding self authentication of electronic records and 803 16 regarding ancient records Discussions of the latest developments in online social networking and technology including smart phones social networking and constant Internet as well as the role of public and private surveillance cameras and surveillance drones Professors and students will benefit from A dynamic pedagogy including hypotheticals Learn by Doing exercises chapter summaries and basic review questions in every chapter Examples from civil criminal litigation and non litigation scenarios Emphasis on ethical and professional standards integrated throughout the text and focused on in a chapter devoted to ethical issues Four realistic cases for analysis and use in the Learn by Doing exercises homicide personal injury domestic relations and a real estate development project **NLADA Washington Memo** ,1972 *Study Guide to Accompany West's Paralegal Today* Roger LeRoy Miller,2000 *Clearinghouse Review* ,1978 **Bowker's Complete Video Directory** ,2000 *Interviewing and Investigating* Stephen P. Parsons,2013 Interviewing and Investigating delivers a strong foundation in skills as well as the civil criminal and non litigation context in which they are used The practical emphasis throughout the text encourages students to learn by doing The author brings almost thirty years of experience as a practitioner and teacher to bear showing students the critical connection between law and fact the best ways to engage in effective analysis and the essentials of good communication skills Well crafted pedagogy in every chapter helps students apply the principles under review illustrations examples hypotheticals and Learn by Doing exercises Examples are drawn from a variety of both civil and criminal litigation and non litigation scenarios A key chapter on ethical issues and related material throughout the book emphasizes the professional standards expected of the paralegal Four case studies designed to be used with the Learn by Doing exercises in each chapter provide realistic scenarios for applying concepts Useful appendices provide resources including extensive information on online assistance for investigators Thoroughly updated the revised Fifth Edition presents new Learn by Doing and Sleuth on the Loose features more than a dozen new cases references to the Federal Rules of Civil Procedure brought into compliance with the Federal Courts Jurisdiction and Venue Clarification Act of 2011 references to the Federal Rules of Criminal Procedure and to the Federal Rules of Evidence updated to the latest amendments approved by Congress Foundations for Interviewing and Investigating expanded material on personal and subject matter jurisdiction in civil cases venue and alternative dispute resolution in greater detail with new Examples and Illustrations coverage of the Federal Rules of Evidence expanded with Examples particularly in connection with the hearsay rule and its exceptions discussion of continuing changes in communication technology chapters dealing with federal rules of civil and criminal procedure and evidence direct students to online sites for current versions of the rules rather than appendices Resources for the Investigator appendix more comprehensive and practical than ever before **Introduction to Paralegalism** William P.

Statsky,1997 A comprehensive introduction to the field with a real world practical emphasis which also makes it a valuable on the job reference This is the market leader and has been updated and enhanced to include a new full color insert outlining key steps to success as a paralegal The text is packed with real life insights and information on working as a paralegal Each chapter contains the following helpful features Chapter Outline Assignments Examples Checklists Chapter Summary and Key Terms Revisions include a new Internet appendix updated ethical codes and expanded supplement package This text can be customized to fit the instructor s needs Selected Publications Added to the Law Library Law Library (Calif.),1974

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