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## Books. The list may include print and digital titles. Browse the shelves to search for items @ K-KFT

Paralegal's Guide to Professional Responsibility. Garwin, Arthur H. "This book is designed to help paralegals understand key areas of the Model Rules and related ethics issues."—Publisher's website.

*Cite-Checker: Your Guide to Using the Bluebook.* Bouchoux, Deborah E "This practical book is the most comprehensive guide to legal citations for legal practitioners. It explains the rules established in "The Bluebook" and provides a complete and thorough overview of citation from exclusively for practitioners. The chapters are arranged in a building block approach, and examples and answer keys are provided so that readers can verify their progress and proficiency enabling them to master cite checking one step at a time."

### Ethics for Paralegals. Wendling, Linda A.

"Introduces students to the basic tenets of legal ethics, this text explores the regulations affecting the paralegals relationships with clients and ethical requirements that legal professionals follow within the justice system. The book closely aligns to the NALA and NFPA codes of responsibility, providing side-by-side

comparison of their similarities and differences that offers students opportunities for critical analysis."

#### NALA Manual for Paralegals and Legal Assistants.

"Paralegal programs can use as a reference for students or a textbook for capstone courses. The Manual is a collection of proven techniques and procedures used by paralegals nationwide. The techniques described are examples of successful solutions to actual assignments accomplished by working legal assistants. They may be used as starting points from which changes, adaptations, and modifications may be made by legal assistants in similar situations."



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