

Preface

Civil litigation is the lifeblood of private legal practice as well as an important part of government practice. Paralegal students are far more likely to be involved in civil lawsuits than criminal cases, business disputes, and intellectual property suits combined. Civil litigation courses are part of the core curriculum in every paralegal program in the country. In this third edition, the author has incorporated many of the electronic developments that have changed the day-to-day practice of civil law, especially in regard to e-discovery. In addition to discussing theoretical constructs, the text also offers extensive ancillary materials and supplemental material.

In *Civil Law and Litigation for Paralegals, Third Edition*, the author provides the student with an in-depth analysis of the wide variety of civil cases, laying out the basic foundation of the American legal system, proceeding through the investigation and implementation of a civil case, and following the case through to appeal. The author has supplemented the text with new features including sample questions for students — with answers provided in Appendix C. In addition, the author expanded on the role that technology continues to play in modern legal practice. The premise of the book is to teach the basics of civil litigation and to give students the chance to build a skill set and create materials that could go into a portfolio that they can then show to prospective employers.

The text also addresses the specific duties of paralegals in civil practice. Each chapter provides examples of the important role that paralegals play in every stage of civil litigation, from client intake to bringing an appeal. The text balances the theoretical underpinnings of the law with the practical examples and hands-on experience that all students need to completely understand the topic.

KEY CHARACTERISTICS OF *CIVIL LAW AND LITIGATION FOR PARALEGALS*:

—THE WRITING STYLE

The author's clear and coherent writing is one of the best features of the text. The author clearly communicates his enthusiasm for the topic throughout the text.

—CHAPTER FEATURES

Each chapter has a standard format, including:

- **Clearly stated chapter objectives**
Each chapter sets out a minimum of five objectives for the student.
- **Introductory paragraph**
The major topics in the chapter are set out in this introduction to the chapter.
- **Material presented in a logical way**
The topics discussed in the chapter flow in a logical, commonsense manner.
- **Material supplemented by numerous sidebars, charts, and diagrams**
The text contains numerous charts, diagrams and illustrations, and sidebars designed to illuminate specific topics throughout the chapter.
- **Learning styles are taken into consideration**
The topics in the chapters are discussed in a variety of ways to take advantage of different student-reader learning styles.
- **Significant cases**
The text places a strong emphasis on seminal or otherwise important cases in specific areas of practice to help demonstrate the importance of case law to civil litigation.
- **Terms and legal vocabulary**
All terms and legal vocabulary are defined immediately for the student — the first time a key word or legal term is mentioned in the text, a definition of it appears in the margin. This helps students grasp the meaning without breaking into the flow of the reading by having to turn to the glossary.
- **Extensive use of hypotheticals**
The author uses hypothetical questions and other scenarios to illustrate the points under discussion in each chapter. These scenarios also provide an excellent foundation for classroom discussion.
- **Case excerpts**
Each chapter contains a significant case designed to expand on the topics discussed in the chapter. There are also questions for students based on the case to further assist their understanding of the case and its relevance to the chapter concepts.

■ **“Real world” flavor**

The text also places heavy emphasis on the practical aspects of civil litigation practice. Each chapter contains a wealth of information on the day-to-day practice in civil firms.

■ **Ethical issues**

Ethics is crucial for any legal professional. Each chapter explores an important ethical question and explains the relevance of ethical systems for the day-to-day practice of civil law.

■ **Examples of court documents**

The text presents numerous court documents for the student-reader, including contracts of representation, complaints, answers, discovery requests, motions, and many others. Each of these court documents is annotated with explanations of the various component parts.

■ **Sample quizzes in different formats**

The text has been revised to include new sections with sample quizzes in several formats that allow students to check their progress in their comprehension of the materials.

PEDAGOGY

The text has numerous features that take advantage of the varying learning styles that students bring to the learning process. Because students who apply their newly acquired knowledge often retain it much better than those who do not, this text requires students to exercise the knowledge that they have gained. Each chapter has practical examples of court documents, pleadings, motions, and other real-life exercises that emphasize the material discussed in each chapter.

The text is clearly written in easy to follow language that engages the student, keeps the reader's interest, and presents information in a variety of styles to take advantage of different learning styles. Each new concept is introduced and constructed in a multilayer fashion, first with the basic concepts and then adding greater complexity once the intellectual foundation is laid. Charts and diagrams are provided to illustrate concepts as they are discussed and to provide the instructor with additional material for class discussion. Sidebars, tables, and interviews are also presented to supplement the chapter information in a different format for students who may not fully grasp the concepts on initial presentation. Finally, practical hands-on assignments and discussion questions are presented to reiterate and emphasize the concepts. This allows for greater comprehension and retention by the student. The author fills the text with a balance of theoretical discussions and practical examples, all presented in a well-written, enjoyable style.

INSTRUCTOR'S MANUAL

The author has developed an impressive instructor's manual to accompany the text. Recognizing the needs of instructors for multiple resources, the author has provided the following features:

- **Suggested syllabi and lesson plans**
- **A new feature emphasizing the changes that the global pandemic has had on day-to-day legal practice, including the impact of judicial decrees on statutes of limitation, filing and service of process, among many others**
- **Annotated outlines for each chapter**
- **Answers to all end-of-chapter questions**
- **Test bank**
The test bank includes a variety of test questions, including:
 - Essay questions (5 per chapter)
 - Short answer (10 per chapter)
 - Multiple choice (25 per chapter)
 - True-false (10 per chapter)
- **PowerPoint slides for each chapter**