

2011 Paralegal Education Catalog



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We hope to hear from you soon!

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Paralegal Education Legend

Enhance the learning in your class with a variety of technology solutions. Availability of these resources for your text is noted by one or more of the following symbols on the product page. If you have questions regarding these or other resources, please contact your sales representative for more information.

Bb **BLACKBOARD**
Bundle Available.

L **LOISLAW**
Free Access

BC **BEST CASE BANKRUPTCY**
Exercises Included.

VS **VITALSOURCE eBOOK**
Format Available.

eC **eCOLLEGE** Course
May Be Available

V **VIDEO SERIES**
Available.

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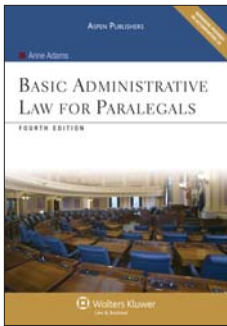
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ADMINISTRATIVE LAW



Basic Administrative Law for Paralegals, FOURTH EDITION

Anne Adams

2010. 380 pages. ISBN: 978-0-7355-7773-2.

Includes CD with forms. Instructor's Manual with Test Bank and PowerPoint slides.

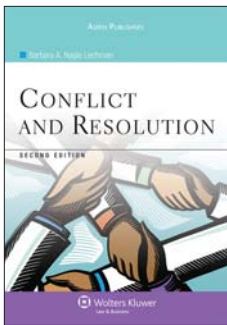
Companion website: www.aspenparalegaled.com/adams4

This clear and up-to-date introduction to Administrative Law, written specifically for the paralegal, is a straightforward text that explains how administrative agencies are created, how they are structured, and how they function. Classroom tested through three editions, **Basic Administrative Law for Paralegals, Fourth Edition**, offers not only a grounding in the basics of Administrative Law but practical advice for employment opportunities for paralegals in the field.

Summary of Contents

1. Administrative Law and Administrative Agencies
2. Development of Administrative Law
3. Agency Discretion
4. Client Rights
5. Agency Rules and Regulations
6. Investigations and Information Gathering
7. Informal Proceedings
8. Administrative Agency Hearings
9. Judicial Review
10. Paralegalism in Administrative Law

ALTERNATIVE DISPUTE RESOLUTION



Conflict and Resolution, SECOND EDITION

Barbara A. Nagle Lechman

2008. 186 pages. Paperback. ISBN: 978-0-7355-6732-0.

Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/nagle_conflictresolution

Conflict and Resolution, Second Edition, provides students with a working knowledge of the major forms of Dispute Resolution, leaving them with a firm understanding of Negotiation, Mediation, and Arbitration. Through the use of hands-on exercises and role-playing scenarios, theory is put into practice, allowing students to translate lessons learned into true-to-life situations.

Summary of Contents

1. Introduction
2. Conflict
3. Negotiation
4. Mediation
5. Arbitration
6. Other Forms of Dispute Resolution
7. Policy, Ethical, and Practical Issues

BEST CASE[®] BANKRUPTCY

Wolters Kluwer Law & Business

This industry-leading bankruptcy software enhances your curriculum.

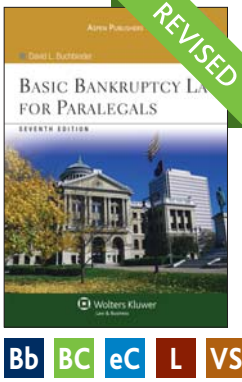
With this interactive learning experience, your students can:

- evaluate official bankruptcy forms and debtor scenarios
- prepare client petitions from start to finish
- simplify the means test and Chapter 13 plan with the Best Case calculators
- practice filing cases

Exercises are included with Aspen's Instructor Materials.

For more educational tools, go to www.bestcase.com/edu.





Basic Bankruptcy Law for Paralegals, EIGHTH EDITION

David L. Buchbinder

2011. 528 pages. ISBN: 978-0-7355-0786-9.

Paperback with CD-ROM. Instructor's Manual with Test Bank, and PowerPoint slides.

Companion website: www.aspenparalegaled.com/books/buchbinder_bankruptcy

Basic Bankruptcy Law for Paralegals focuses on what paralegals need to know to be effective paralegals in a bankruptcy practice. Comprehensive yet accessible, this proven-effective text offers a step-by-step overview of the bankruptcy code and rules. With a consistent emphasis on practice, **David Buchbinder** vividly describes the role of the paralegal at every stage of a bankruptcy proceeding, providing practical information along the way. A wealth of examples, checklists, and summaries put bankruptcy law squarely within reach.

Thoroughly updated, the **Eighth Edition** includes new Supreme Court cases that interpret bankruptcy law and recent changes to the Federal Rules of Bankruptcy Procedure.

Summary of Contents

Introduction: Paralegals and the Bankruptcy System

Part I. History and Introduction

1. A Short History of Bankruptcy
2. Introduction to the Bankruptcy Code
3. Filing a Petition
4. Chapter 1: General Provisions
5. "Needs Based Bankruptcy" or Means Testing
6. Useful Definitions—Section 101

Part II. Debtor Relief

7. Overview of Chapter 7
8. Conversion and Dismissal
9. Exemption
10. Trustees, Examiners, and Creditors Committees
11. Preparing a Proceeding for a Trustee

Part III. Bankruptcy Litigation

12. The Automatic Stay—11 U.S.C. §362
13. Objections to Discharge and Dischargeability of Debts
14. Property of the Estate and Turnover Complaints
15. Avoiding Powers—Introduction

16. Avoidable Preferences—11 U.S.C. §547

17. Fraudulent and Postpetition Transfers

Part IV. Liquidation and Claims

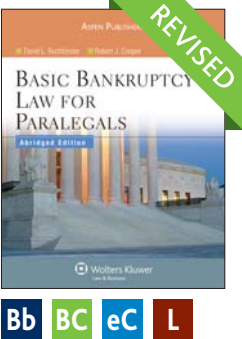
18. Use, Sale, or Lease of Property
19. Executory Contracts and Leases
20. Miscellaneous Provisions Regarding Property of the Estate
21. Claims
22. Administration

Part V. Reorganization Proceedings

23. Chapter 13: Reorganization Proceedings
24. Chapter 11: Introduction and Administration
25. Chapter 11: Elements of a Plan
26. Chapter 11: Plan Confirmation
27. Chapter 12: Reorganization Proceedings

Part VI. Review

28. Introduction to Courts and Jurisdiction
29. Statements and Schedules Tutorial
30. Means Testing Tutorial
31. Researching Bankruptcy Issues



Basic Bankruptcy Law for Paralegal, ABRIDGED SECOND EDITION

David L. Buchbinder • Robert Cooper

2011. 416 pages. Paperback. ISBN: 978-0-7355-9879-9.

Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/books/bankruptcy_abridged

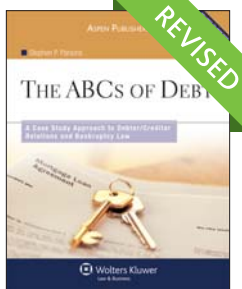
The **Abridged Edition** of **Basic Bankruptcy Law for Paralegals**, this concise text focuses on consumer bankruptcy—and what your students need to know to become effective paralegals in practice. A step-by-step overview of the bankruptcy code and rules, David Buchbinder clearly describes the role of the paralegal at every stage of a bankruptcy proceeding. A wealth of examples, checklists, and summaries put bankruptcy law squarely within reach.

Thoroughly updated, the **Second Edition** offers new case rulings interpreting bankruptcy law and reflects the most recent changes in the Federal Rules of Bankruptcy Procedure.

Summary of Contents

1. A Short History of Bankruptcy
2. Introduction to the Bankruptcy Code
3. Filing a Petition
4. Chapter 1: General Provisions
5. Needs Based Bankruptcy or "Means Testing"
6. Useful Definitions—Section 101
7. Overview of Chapter 7
8. Conversion and Dismissal
9. Exemptions
10. Trustees, Examiners, and Creditors Committees
11. The Automatic Stay—11 U.S.C. §362
12. Objections to Discharge and the Dischargeability of Individual Debts

13. Property of the Estate, Turnover Complaints, and Introduction to Avoiding Powers
14. Avoiding Powers
15. Liquidation Provisions
16. Claims and Administration
17. Chapter 13: Reorganization Proceedings
18. Chapter 11: Reorganization Proceedings
19. Chapter 12: Reorganization Proceedings
20. Introduction to Courts and Jurisdiction
21. Statements and Schedules Tutorial
22. Means Testing Tutorial
23. Researching Bankruptcy Issues



Bb BC eC

The ABCs of Debt A Case Study Approach to Debtor/ Creditor Relations and Bankruptcy Law, SECOND EDITION

Stephen P. Parsons

2011. 480 pages. Paperback. ISBN: 978-0-7355-9881-2.
Instructor's Manual with Test Bank and PowerPoint slides.

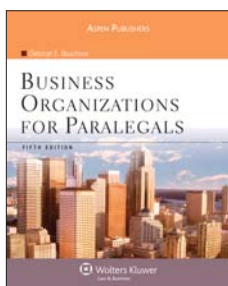
Companion website: www.aspenparalegaled.com/parsons_abcdebt

The second edition of **The ABCs of Debt: A Case Study Approach to Debtor/Creditor Relations and Bankruptcy Law**, offers practical and timely coverage of bankruptcy, debt creation, secured transactions, the law of liens, and debt collection. With hands-on teaching tools that include case studies and learn-by-doing exercises, **The ABCs of Debt** provides a critical bridge between simply knowing about a subject and being able to function successfully as a paralegal in a law office.

Summary of Contents

1. Introduction to Debtor/Creditor Law and the Case Study Approach
- Part A: The Creation of Debt**
2. How Debt is Created
3. Loans, Credit Arrangements, and Credit Reporting Practices
4. Sureties, Guarantors, and Mortgages in Real Property
5. Security Interests in Personal Property
6. Non-Consensual Liens (Statutory and Equitable Liens)
- Part B: The Collection of Debt**
7. Pre-Litigation Efforts to Collect Delinquent Debt
8. Reducing a Debt or Claim to Final Judgment: Part 1
9. Reducing a Debt or Claim to Final Judgment: Part 2
10. Executing on a Final Judgment: Part 1
11. Executing on a Final Judgment: Part 2
- Part C: The Discharge or Reorganization of Debt in Bankruptcy**
12. An Overview of Bankruptcy Practice and Alternatives to Bankruptcy
13. The Chapter 7 Case: The Means Test and Other Qualifications to File
14. The Chapter 7 Case: The Petition and Supporting Schedules and Statements
15. The Chapter 7 Case: From the Order for Relief to the First Meeting of Creditor
16. The Chapter 7 Case: Creditor Claims and Property of the Estate
17. The Chapter 7 Case: Liquidation, Distribution, and Discharge
18. The Chapter 13 Reorganization for an Individual with Regular Income: Filing the Case
19. The Chapter 13 Case: Determining the Applicable Commitment Period and Debtor's Disposable Income
20. The Chapter 13 Case: Treatment of Secured and Unsecured Claims in the Plan
21. The Chapter 13 Case: Plan Confirmation, Modification, Discharge, and Comparisons with Chapter 12
22. The Chapter 11 Business Reorganization: Filing the Case
23. The Chapter 11 Case: Operating the Business Prior to Plan Approval
24. The Chapter 11 Case: The Plan of Reorganization

BUSINESS ORGANIZATIONS



Bb eC L VS

Business Organizations for Paralegals, FIFTH EDITION

Deborah E. Bouchoux

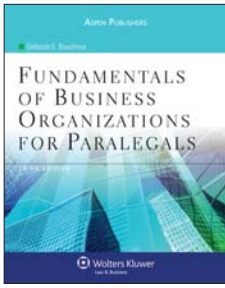
2010. 760 pages. ISBN: 978-0-7355-7628-5.
Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/bouchoux_busorgs5

This complete overview of Business Organizations, written specifically for paralegal students, provides a basic and thorough understanding of the various types of business organizations in a format that won't overwhelm students. Comprehensive, yet accessible, **Business Organizations for Paralegals, Fifth Edition** provides students with the practical knowledge they will need.

Summary of Contents

1. Introduction to Business Organizations and Agency Law
2. Sole Proprietorships
3. General Partnerships
4. Limited Partnerships
5. Registered Limited Liability Partnerships
6. Limited Liability Companies
7. Other Unincorporated Organizations
8. Introduction to Corporations
9. Formation of Corporations
10. Corporate Finances
11. Corporate Management
12. Corporate Dividends
13. Securities Regulation and the Stock Exchanges
14. Changes in the Corporate Structure and Corporate Combinations
15. Qualification of Foreign Corporations
16. Termination of Corporate Existence
17. Corporate Variations
18. Employee Compensation and Employment Agreements
19. Special Topics in Business Law



L

Fundamentals of Business Organizations for Paralegals, THIRD EDITION

Deborah E. Bouchoux

2010. 312 pages. ISBN: 978-0-7355-7912-5.

Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/bouchoux_fundamentals

Fundamentals of Business Organizations for Paralegals, Third Edition offers a concise treatment of all of the forms of business organizations in the United States. The author provides thorough, succinct treatment of all pertinent topics, making this book the ideal choice for instructors who teach a shorter course and need a text that covers critical topics with a more straightforward approach.

Summary of Contents

1. Introduction to Business Organizations and Agency Law
2. Sole Proprietorships
3. General Partnerships
4. Limited Partnerships
5. Limited Liability Partnerships
6. Limited Liability Companies
7. Introduction to Corporations
8. Formation of Corporations
9. Corporate Financial Structure
10. Corporate Management
11. Corporate Dividends
12. Changes in the Corporate Structure and Corporate Combinations
13. Qualification of Foreign Corporations
14. Termination of Corporate Existence
15. Corporate Variations

CONTRACT LAW



Bb eC L VS

Basic Contract Law for Paralegals, SIXTH EDITION

Jeffrey A. Helewitz

2010. 496 pages. ISBN: 978-0-7355-8726-7.

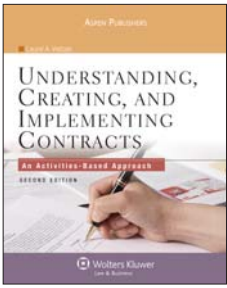
Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/helewitz_contracts

Balanced coverage, lively examples, and clear explanations make **Basic Contract Law for Paralegals**, now in its **Sixth Edition**, a perennial favorite in its field. This proven-effective text offers comprehensive coverage of all of the key topics of contract law, lucid text and examples that thoroughly explain and illustrate contract law, and a thoughtful design for learning. The Sixth Edition includes new cases dealing with the law of foreclosure and case summaries from *federal* courts along with ethical problems at the end of each chapter to raise awareness of professional responsibility in practice, even when drafting a simple contract. **Basic Contract Law for Paralegals, Sixth Edition** is a text that strikes all the right notes with clarity and depth for today's paralegal student.

Summary of Contents

1. Overview of Contracts
2. Offer
3. Acceptance
4. Consideration
5. Legality of Subject Matter and Contractual Capacity
6. Contractual Intent
7. Contract Provisions
8. The Uniform Commercial Code
9. Third Party Contracts
10. Discharge of Obligations
11. Remedies
12. Drafting Simple Contracts



Understanding, Creating, and Implementing Contracts An Activities-Based Approach, SECOND EDITION

Laurel A. Vietzen

2011. 340 pages. Paperback. ISBN: 978-0-7355-9016-8.
Instructor's Manual with Test Bank and PowerPoint slides.

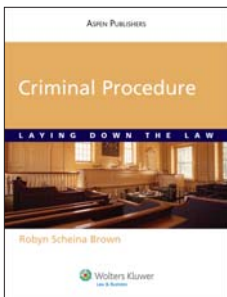
Companion website: www.aspenparalegaled.com/vietzen_contracts

The timely **Second Edition, Understanding, Creating, and Implementing Contracts: An Activities-Based Approach** offers a concise overview of contract law followed by numerous hands-on assignments. After using this text, students will be able to perform legal research in contract law, summarize cases, and find their own answers – so that they can “hit the ground running” in the law office.

Summary of Contents

1. What is Contract Law?
2. Sources of Contract Law: Common Law and Uniform Commercial Code
3. Agreement
4. Invalid Assent
5. Consideration
6. Legality
7. Capacity
8. Statute of Frauds
9. Third Parties/Secured Transactions
10. Performance: Required or Excused?
11. Remedies
12. Contract Interpretation
13. Working with Contracts

CRIMINAL LAW AND PROCEDURE



Criminal Procedure Laying Down the Law

Robyn Scheina Brown

2009. 288 pages. Workbook. ISBN: 978-0-7355-7316-1.
Instructor's Manual with Test Bank, Exam Review Materials, and PowerPoint slides.

Companion website: www.aspenparalegaled.com/brown_criminalprocedure

Criminal Procedure: Laying Down the Law is an effective and dynamic workbook designed to help students understand the constitutional provisions that shape and guide the criminal justice system. Through a step-by-step approach to critically analyzing and applying constitutional concepts in hypothetical scenarios, **Robyn Scheina Brown** enables students to fully grasp the principal legal tenets of the criminal justice system.

Summary of Contents

- Part I: The Pre-Trial Process**
 1. Unreasonable Searches and Seizures
 2. The Warrant Requirement and Exceptions
 3. Self-Incrimination
 4. Identification of a Suspect
 5. Double Jeopardy
- Part II: The Trial Process**
 6. Due Process
 7. Assistance of Counsel
 8. Speedy Trial
 9. Jury Trial
 10. Confrontation
- Part III: The Post-Trial Process**
 11. Cruel and Unusual Punishment
 12. Sentencing and Appeals

Clear explanation of the basic elements of criminal offenses.

NEW

Criminal Law and Procedure for the Paralegal

Edward Carter

2011. Approx. 480 pages. ISBN: 978-0-7355-7012-2.

Instructor's Manual with PowerPoint slides.

Companion website: www.aspenparalegaled.com/books/crimlaw_crimpro

Criminal Law and Procedure for the Paralegals uses actual paralegal assignments from practice to teach students what to do when they work for a defense attorney, prosecutor, or law enforcement agency. With coverage of local, state, and federal-level criminal cases, paralegal students learn about the different types of cases that are handled by lawyers and by regulatory agencies—and their role as paralegals in the investigation and prosecution of those crimes.

Summary of Contents

Section I. Introduction to the Criminal Justice System

1. The Criminal Justice Process
2. The Nature of Crime
3. Investigation of Crime in the United States
4. Prosecution of Crime in the United States

Section II Criminal Law and Criminal Procedure

5. The Distinction Between Criminal Law and Criminal Procedure

Section III Substantive Criminal Law

6. Principles of Criminal Jurisdiction Recognized by Customary International Law
7. The American Federal System and Criminal Jurisdiction
8. Constitutional Limits on the Power to Define Crimes
9. Accountability for Criminal Conduct
10. Categories and Types of Criminal Offenses

11. How Criminal Offenses are Defined

12. Affirmative Defenses - Excuse
13. Affirmative Defenses - Justification
14. Affirmative Defenses - Failure of Proof and Offense Modification Defenses
15. Affirmative Defenses - Non-Exculpatory Defenses

Section IV Criminal Procedure

16. Criminal Procedure During the Investigative Stage - Search and Seizure
17. Criminal Procedure During the Investigation Stage - Privilege Against Self Incrimination and Other Rights
18. Criminal Procedure at the Charging Stage
19. Criminal Procedure During the Pre-Trial Stage
20. Criminal Procedure During the Trial Stage
21. Criminal Procedure During the Post-Trial Stage—Sentencing and Beyond

With emphasis on the role of paralegals, lawyers, and law enforcement.

NEW

Fundamentals of Criminal Practice Law and Procedure

Thomas McClure • Thomas Eimmermann

2011. 512 pages. Paperback. ISBN: 978-0-7355-7094-8.

Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/books/crimpracticelaw_procedure

Fundamentals of Criminal Practice: Law and Procedure focuses on the types of actions that are taken by the police, prosecutors, defense attorneys, and paralegals who handle criminal cases. From investigation and discovery, to trial and sentencing, this text traces every step of the way through four hypothetical criminal cases that illustrate procedure, raise discussion questions, and engage students in skill-building exercises. Realistic and practical, **Fundamentals of Criminal Practice** prepares paralegal students for success in a prosecutor or defense counsel's office.

Summary of Contents

Section I. Criminal Law

1. The Criminal Justice System
2. Basic Principles of Criminal Law
3. Types of Offenses

Section II. Criminal Procedure: From Commission of the Offense to Plea Bargaining and Diversion

4. Investigation of Criminal Behavior
5. The Prosecutor's Role in Initiating Cases
6. Defending the Accused
7. Discovery and Disclosure

8. Legal Defenses

9. Pretrial Motions, Plea Bargaining and Diversion Programs

Section III. Criminal Procedure: Trials and their Aftermath

10. The Nature of Criminal Trials
11. Preparation for the Trial
12. Conduct of the Trial
13. Sentencing
14. Appeals

Addresses cultural and generational differences.

NEW

Elder Law for Paralegals

Laurel A. Vietzen

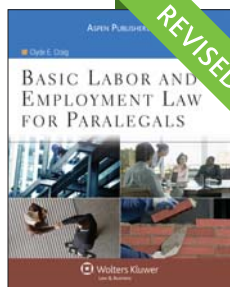
2011. 420 pages. ISBN: 978-0-7355-0867-5.
Instructor's Manual with PowerPoint slides.

Companion website: www.aspenlegaled.com/books/elderlaw_paralegals

Elder Law for Paralegals prepares students to assume a productive role in law firms that focus on elder law. A wealth of learning and teaching aids reinforces the lessons in the text. A highly adaptable structure and generous ancillary support make teaching Elder Law and related courses a pleasure—even if you've never taught it before.

Summary of Contents

- | | |
|---------------------------------|--|
| 1. The Practice of Elder Law | 9. Housing |
| 2. Advance Directives | 10. Abuse, Neglect, and Financial Exploitation |
| 3. Guardianship/Conservatorship | 11. Financial Matters |
| 4. Social Security | 12. End-of-Life |
| 5. Medical Matters | 13. Family Matters |
| 6. Medicare | 14. Discrimination |
| 7. Medicaid | 15. Veterans |
| 8. Estate Planning | |



REVISED

Bb eC

Basic Labor and Employment Law for Paralegals SECOND EDITION

Clyde E. Craig

2011. 544 pages. Paperback. ISBN: 978-0-7355-0777-7.
Instructor's Manual with Test Bank and PowerPoint slides.

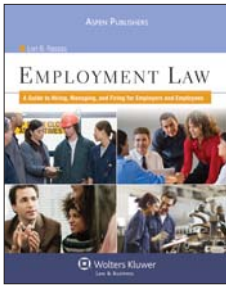
Companion website: www.aspenparalegaled.com/craig_labor

Designed and written specifically for paralegal students, **Basic Labor and Employment Law for Paralegals** explores all of the essential elements of labor and employment law in depth. **Clyde E. Craig** uses fact scenarios with accompanying questions and exercises to illustrate new concepts and their applications. Case excerpts provide opportunities for case analysis.

At an interesting moment in history, the **Second Edition** traces significant developments in employment law. The author also looks at the potential for genetic profiling and discrimination in the workplace, the impact of the Lilly Ledbetter Fair Pay Act, and the implications of state medical marijuana laws. The decision in *Gross v. FBL Financial Services, Inc.*, included here, represents the Supreme Court's current interpretation of the law regarding age discrimination.

Summary of Contents

- | | |
|---|--|
| Part I: Introduction to Labor and Employment Law | 7. Labor Contracts |
| 1. The Origins of Labor and Employment Law in America | Part III: Employment Discrimination |
| 2. The Employment Relationship | 8. The Civil Rights Act of 1965 |
| Part II: Labor-Management Relations in the Union Setting | 9. Race Discrimination |
| 3. Selection of Representatives | 10. Sex Discrimination |
| 4. Employer Unfair Labor Practices | 11. Religious and National Origin Discrimination |
| 5. Union Unfair Labor Practices | 12. Disability Discrimination |
| 6. Economic Weapons: Strikes, Picketing, Boycotts, and Lockouts | 13. Age Discrimination |



Bb eC L VS

Employment Law

A Guide to Hiring, Managing, and Firing for Employers and Employees

Lori B. Rassas

2011. 360 pages. ISBN: 978-0-7355-8421-1.

Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/rassas_employment

Employment Law: A Guide to Hiring, Managing, and Firing for Employers and Employees offers a coherent overview that follows the sequence of day-to-day events – from job creation to recruitment, including compensation and benefits, and all the way to the conclusion of the employment relationship. This title offers a complete coverage of discrimination topics and a practice-based approach, helping to educate the reader with a wealth of context and insight.

Summary of Contents

1. Introduction to Employment Law and the Employment Relationship
- Part I. Workplace Discrimination**
2. Title VII—the Foundation of Workplace Discrimination
3. Race, Color, and National Origin Discrimination
4. Religious Discrimination
5. Sex, Pregnancy, and Genetic Discrimination
6. Age Discrimination
7. Disability Discrimination
- Part II. Hiring**
8. Employees versus Independent Contractors
9. Recruiting and Assembling a Diverse Applicant Pool
10. Collection of Information: the Application and Interview
11. Pre-Employment Testing
- Part III. Managing Employees**
12. Compensation and Benefits
13. Paid and Unpaid Leave
14. Performance Management
15. Workplace Harassment
16. Workplace Privacy and Personal Expression
17. Regulation of Off-Duty Conduct
- Part IV. Firing**
18. Employment-at-Will
19. Ending the Employment Relationship
20. Severance and Post-Employment Obligations

Loislaw

Wolters Kluwer Law & Business

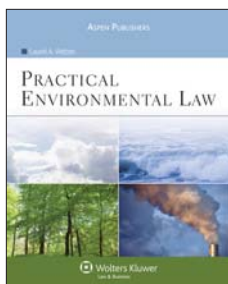
Effective legal research skills are critical to your students' classroom and professional success. Most Aspen texts include **four months of free access to Loislaw**. Students can:

- Access up-to-date cases, statutes, rules, regulations, and other primary law for all 50 states and federal jurisdictions
- Submit research assignments for their courses
- Master the use of tools like *GlobalCite*®, *LawWatch*, and *Find Cases by Citation*

www.loislawschool.com



ENVIRONMENTAL LAW



Bb eC L VS

Practical Environmental Law

Laurel A. Vietzen

2008. 432 pages. ISBN: 978-0-7355-7242-3.

Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/vietzen_environmental

Practical Environmental Law is a comprehensive, practical introduction to environmental law. This concise, well-written text focuses on a broad understanding of the sources of environmental law and offers students numerous practical exercises as well as concrete methods for researching the law.

Summary of Contents

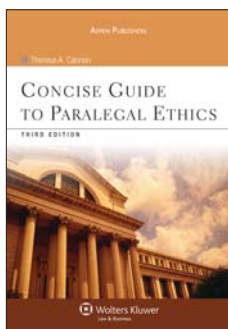
Part I: Implementation of Environmental Law

1. Introduction to the Study of Law
2. Administrative Agencies in Environmental Law
3. The Courts in Environmental Law
4. The Constitution and The Executive In Environmental Law
5. Protection of the Environment at the Local and International Levels
6. Due Diligence in Transactional Law

Part II: The Statutes

7. National Environmental Policy Act (NEPA)
8. The Air We Breathe
9. Water
10. CERCLA, SARA, EPCRA, and TSCA
11. Solid Waste, Hazardous Waste
12. Wild Things, Wild Places: ESA, Federal Land, and FIFRA

ETHICS AND PROFESSIONAL RESPONSIBILITY



Bb eC

Concise Guide to Paralegal Ethics, THIRD EDITION

Therese A. Cannon

2010. 260 pages. ISBN: 978-0-7355-7867-8.

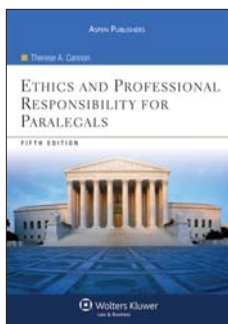
Instructor's Manual with PowerPoint slides.

Companion website: www.aspenparalegaled.com/cannon_conciseethics3

This concise version of **Therese Cannon's** highly acclaimed and successful textbook provides authoritative, concise coverage of ethical principles from the perspective of the practicing paralegal. This succinct, reliable text is the ideal tool for teaching students about paralegal ethics in the real world.

Summary of Contents

1. Regulation of Lawyers and Paralegals
2. Unauthorized Practice of Law
3. Confidentiality
4. Conflicts of Interest
5. Advertising and Solicitation
6. Fees and Client Funds
7. Competence
8. Special Issues in Advocacy
9. Professionalism and Special Issues for Paralegals



Bb eC L VS

Ethics and Professional Responsibility for Paralegals, SIXTH EDITION

Therese A. Cannon

2011. 512 pages. ISBN: 978-0-7355-9867-6.

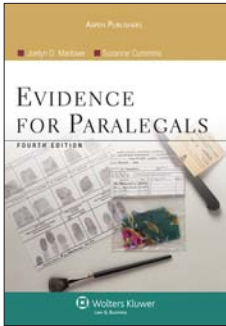
Instructor's Manual with Test Bank and PowerPoint slides.

Companion Website: www.aspenparalegaled.com/cannon_ethics5

Ethics and Professional Responsibility for Paralegals provides complete coverage of legal ethics tailored to the needs of the practicing paralegal. Now in its **Sixth Edition**, Therese Cannon's authoritative and widely adopted textbook continues to provide paralegal students with invaluable insights into the ethical principles they will face in practice.

Summary of Contents

1. Regulation of Lawyers
2. Regulation of Paralegals and Ethics Guidelines for Paralegals
3. Unauthorized Practice of Law
4. Confidentiality
5. Conflicts of Interest
6. Advertising and Solicitation
7. Fees and Client Funds
8. Competence
9. Special Issues in Advocacy
10. Professionalism



Bb eC VS

Evidence for Paralegals, FOURTH EDITION

Joelyn D. Marlowe • Suzanne Cummins

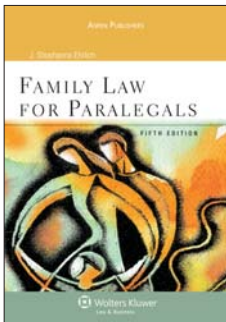
2008. 340 pages. Paperback. ISBN: 978-0-7355-5852-6.
Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/marlowe_cummins4

In its **Fourth Edition**, **Evidence for Paralegals** continues to help students understand how evidentiary principles are applied in practice situations. This short, concise text focuses on the relationship between the Federal Rules of Evidence and the paralegal practice. The subject matter is clearly written and draws on true-to-life scenarios to illustrate its lessons. This combination of characteristics makes **Evidence for Paralegals** a successful and accessible text for paralegal students.

Summary of Contents

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Introduction 2. Relevance 3. Character 4. Habit and <i>Modus Operandi</i> 5. Witnesses and Competency 6. Impeachment 7. Lay and Expert Opinions | <ol style="list-style-type: none"> 8. Settlement, Negotiation, and Remedial Measures 9. Hearsay 10. Hearsay Exceptions 11. Authentication, Identification, and Exhibits 12. Constitutional Constraints on the Admissibility of Evidence 13. Common Law Privileges |
|--|---|



Bb eC L V

Family Law for Paralegals, FIFTH EDITION

J. Shoshanna Ehrlich

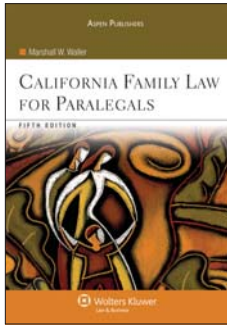
2011. 704 pages. Paperback. ISBN: 978-0-7355-8773-1
Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/ehrllich_familylaw

Family Law for Paralegals, now in its **Fifth Edition**, enriches and expands on basic coverage of key concepts with historical context and engaging discussions of contemporary topics of debate. Author J. **Shoshanna Ehrlich** ensures that students also gain an appreciation for how the law has evolved and how it continues to adapt to encompass the complex issues of our time.

Summary of Contents

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Marriage 2. Premarital Agreements 3. Domestic Violence 4. The Law of Divorce, Annulment, and Legal Separation 5. Child Custody 6. Child Support 7. Spousal Support | <ol style="list-style-type: none"> 8. Division of Marital Property 9. Jurisdiction 10. The Divorce Process 11. Paternity: The Weight and Meaning of Fatherhood When Parents are Unmarried 12. Child Abuse and Neglect 13. Adoption |
|---|--|



California Family Law for Paralegals, FIFTH EDITION

Marshall W. Waller

2009. 666 pages. ISBN: 978-0-7355-7097-9.

Instructor's Manual with Test Bank and PowerPoint slides.

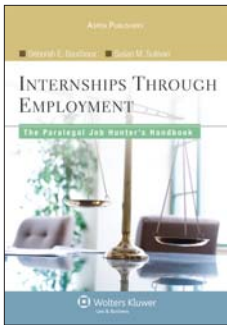
Companion website: www.aspenparalegaled.com/waller_cafamily5

California Family Law for Paralegals is the only textbook for paralegals that focuses specifically on California Family Law. In its **Fifth Edition**, this straightforward textbook continues to provide California paralegals students with a practical framework for examining the full range of Family Law issues under California Law.

Summary of Contents

1. Introduction to Family Law
2. Parents and Children
3. Child Custody
4. Child Visitation
5. Child Support
6. Spousal Support
7. Property Rights and Obligations
8. The Litigation Process
9. Resolving Issues before Trial
10. Enforcement
11. Selected Issues

INTERNSHIPS AND EMPLOYMENT



Internships Through Employment The Paralegal Job Hunter's Handbook

Deborah E. Bouchoux • Susan M. Sullivan

2008. 372 pages. ISBN: 978-0-7355-6247-9.

Instructor's Manual, PowerPoint slides and additional sample letters and résumés.

Companion website: www.aspenparalegaled.com/bouchoux_jobhunter

Written by authors with extensive experience in placing paralegal students in successful internships and permanent jobs, **Internships Through Employment: The Paralegal Job Hunter's Handbook** is the only text in the field to focus on internships and permanent employment. Divided into three sections – internships, finding the right permanent job, and ensuring success in the workplace – this concise text, which can be used as a coursebook or handbook, offers practical information with a variety of samples, valuable advice not covered elsewhere, and a readable accessible style.

Summary of Contents

- Part I: Laying the Foundation for a Successful Internship and Career**
1. Internship and Career Strategies: The Preliminaries
 2. Internships: Setting the Stage
 3. Building an Effective Résumé and Cover Letter
 4. The Internship Experience
- Part II: Finding the Right Job**
5. Revising Your Internship Résumé and Cover Letter for Permanent Employment
 6. Interviewing and Negotiating
- Part III: The Workplace**
7. The Law Firm Environment
 8. Keeping Your Job and Advancing in Your Career
 9. Quitting Your Job and Getting Your Next Job
 10. Trading in Your Backpack for a Briefcase: Strategies for Success in the Workplace
 11. Alternative Career Paths



Interviewing and Investigating Essential Skills for the Legal Professional, FOURTH EDITION

Stephen P. Parsons

2010. 592 pages. Paperback. ISBN: 978-0-7355-8735-9.
Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/parsons_investigating

Now in its **Fourth Edition**, **Interviewing and Investigating: Essential Skills for the Legal Professional** uses realistic case scenarios, practical exercises, illustrations, and examples to teach the essential skills of interviewing and investigating encompassing civil, criminal, and non-litigation practice. Led by **Stephen P. Parsons**, an experienced practitioner and author, students will make connections between law and fact, engage in critical analysis, and develop specific communication skills that will prove indispensable in practice.

Summary of Contents

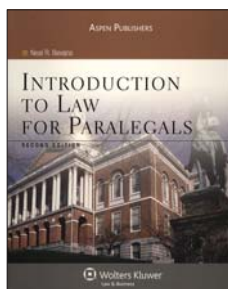
Part I. Foundations for Interviewing and Investigating

1. Introduction to Interviewing and Investigation
2. Ethical and Professional Responsibilities in Interviewing and Investigating
3. The Adversarial System and Pre-Filing Investigation
4. Formal Discovery in Civil Litigation
5. Formal Discovery in Criminal Litigation
6. Rules of Evidence for the Investigator—Part I
7. Rules of Evidence for the Investigator—Part II
8. Communication Skills for the Investigator

Part II. Formulating and Executing a Plan of Investigation

9. Formulating the Plan of Investigation
10. Preparing for a Client Interview
11. Conducting a Client Interview
12. Preparing for a Witness Interview
13. Conducting a Witness Interview
14. Identifying and Locating Fact Witnesses
15. Working with Expert Witnesses
16. Public Sources of Information—Federal
17. Public Sources of Information—State and Local
18. Private Sources of Information

INTRODUCTION TO LAW



Introduction to Law for Paralegals, SECOND EDITION

Neal R. Bevans

2008. 424 pages. Paperback. ISBN: 978-0-7355-6920-1.
Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/bevans_intro2

Introduction to Law for Paralegals, Second Edition echoes the features that have made it a success in the first edition. It has since been updated to reflect changes in legislation and offers a greater coverage of the use of computer technology in the law office. This text prepares students for the transition from classroom to courtroom, offering balanced coverage of procedural concepts along with an introduction to specific areas of the law.



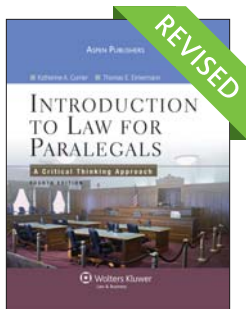
Summary of Contents

Part I: Introduction to Law

1. An Introduction to Law
2. Researching the Law
3. The Participants in the Legal System
4. Bringing a Legal Action
5. Ethics
6. Trials
7. Appeals

Part II: Specific Types of Law

8. Personal Injury Law (Torts)
9. Contracts and Business Law
10. Criminal Law
11. Administrative Law
12. Real Property Law
13. Wills and Trusts
14. Family Law
15. Intellectual Property



Bb eC L VS

Introduction to Law for Paralegals FIFTH EDITION

Katherine A. Currier • Thomas E. Eimermann

2011. 864 pages. ISBN: 978-0-7355-9875-1.
Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/currier_introtolaw4

Introduction to Paralegal Studies, Fifth Edition, balances complete, manageable coverage of law and the legal system along with practical information about the work of a paralegal. **Currier** and **Eimermann's** critical thinking approach encourages active learning through hypotheticals, examples, and well-crafted questions.

A thoughtful revision that streamlines and updates the text, the **Fifth Edition** ushers in new cases, new web exercises, updated internet references, and additional legal reasoning exercises. For convenient reference, your students can now find the complete U.S. Constitution in the appendix.

Summary of Contents

Part I. The American Legal System

1. Introduction to the Study of Law
2. The Role of the Paralegal
3. Sources of the Law
4. Classification of the Law
5. Structure of the Court System
6. Civil Litigation and Its Alternatives

Part II. Finding and Analyzing the Law

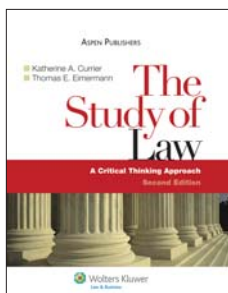
7. Finding and Interpreting Statutory Law
8. Finding and Interpreting Court Opinions

9. Finding the Law

10. Applying the Law

Part III. Legal Ethics and Substantive Law

11. Legal Ethics
12. Torts
13. Contract Law
14. Property and Estate Law
15. Laws Affecting Business
16. Family Law
17. Criminal Law and Procedure



Bb eC

The Study of Law

A Critical Thinking Approach SECOND EDITION

Katherine A. Currier • Thomas E. Eimermann

2009. 656 pages. ISBN: 978-0-7355-6950-8.
Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/currier_studyoflaw2

The second edition of **The Study of Law**, written by the well-known and respected authors and educators, **Katherine A. Currier** and **Thomas E. Eimermann**, continues to provide students with an introduction to the legal system. This compact yet comprehensive text also provides students with an appropriate depth of coverage of the legal system, legal procedure, and legal analysis while balancing it with a real-world view of the practice of law.

Summary of Contents

Part I: The American Legal System

1. Introduction to the Study of Law
2. Functions and Sources of Law
3. Classification of the Law
4. Structure of the Court System
5. Civil Litigation and Its Alternatives

Part II: Substantive Law and Ethical Issues

6. Constitutional Law

7. Torts

8. Contract Law

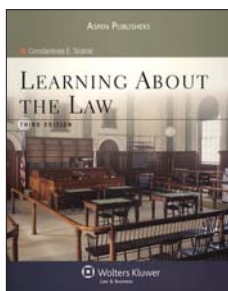
9. Property and Estate Law

10. Laws Affecting Business

11. Family Law

12. Criminal Law and Procedure

13. Ethical Dilemmas Facing Attorneys



Learning About the Law, THIRD EDITION

Constantinos E. Scaros

2008. 432 pages. Paperback. ISBN: 978-0-7355-6838-9.
Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/scaros3

Concise and readable, the student-friendly text **Learning About the Law, Third Edition** is designed to give students an understandable introduction to the legal system. Through the use of Scaros' text, students will develop a firm foundation in the basics of the law.

Summary of Contents

1. The American Legal System
2. Legal Research: Finding the Law
3. Briefing a Case
4. Legal Writing: Basic Organization
5. Introduction to Law

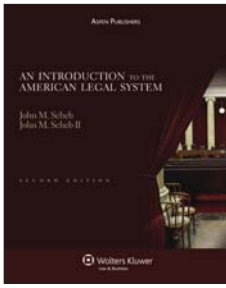
6. Contracts

7. Torts

8. Criminal Law

9. Ethics

10. Careers



Bb eC VS

An Introduction to the American Legal System, SECOND EDITION

John M. Scheb • John M. Scheb, II

2010. 544 pages. ISBN: 978-0-7355-7925-5.

Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/scheb_introlegal

The **Second Edition** of this successful text, **An Introduction to the American Legal System** continues to offer an accessible, practical overview of the American Legal System. It introduces students to legal concepts, procedures, and principles while giving them a solid grounding in important areas of substantive law as well as in legal history.

Summary of Contents

Part I: Foundations Of The Legal System

1. Development of American Law
2. Structures of American Law

Part II: The Substance Of The Law

3. Constitutional Law
4. Criminal Law
5. Torts
6. Property Law
7. Contracts and Business Law

8. Family Law

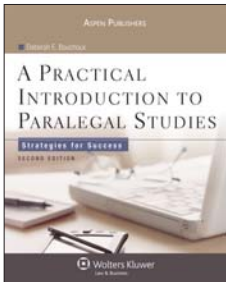
Part III: The Legal Process

9. Civil Procedure, Evidence and the Appellate Process
10. Criminal Procedure

Part IV: Legislative And Administrative Developments In The Law

11. Legislation
12. Administrative Law and Procedure

INTRODUCTION TO PARALEGALISM



VS

A Practical Introduction to Paralegal Studies Strategies for Success, SECOND EDITION

Deborah E. Bouchoux

2009. 482 pages. ISBN: 978-0-7355-6947-8.

Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/bouchoux_practicalintro2

Bridging the gap between the classroom and the real world, respected author **Deborah E. Bouchoux** offers this thorough exploration of the entire paralegal profession, as well as a specific inventory of what students will be expected to know and the tasks they will be expected to perform as working paralegals. This concise yet thorough orientation to the work of the paralegal provides practical guidance for transferring and applying classroom lessons to the law office environment.

Summary of Contents

Part I: Fundamentals for Success in the Paralegal profession and the American Legal System

1. Student Survival Guide: Learning to Learn
2. The Paralegal Profession
3. Ethics and Professional Responsibility
4. The American Legal System

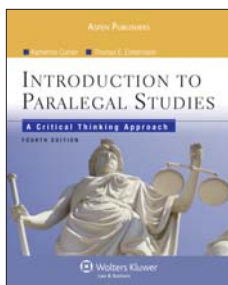
Part II: Paralegal Skills

5. Legal Research and Analysis
6. Legal Writing and Communications

7. Interviewing and Investigating

Part III: Paralegals in the Workplace

8. Civil Litigation
9. Paralegal Practice Specialties: What Paralegals Do
10. Career Strategies: Getting a Job, Keeping a Job, and Quitting a Job
11. The Law Office Environment
12. Putting It Together: Strategies for Success in the Workplace



Introduction to Paralegal Studies A Critical Thinking Approach, FOURTH EDITION

Katherine A. Currier • Thomas E. Eimermann

2010. 684 pages. ISBN: 978-07355-7864-7.

Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/currier_introparalegal

Introduction to Paralegal Studies: A Critical Thinking Approach introduces paralegal students to the law and legal concepts while providing them with practical information about what paralegals actually do in the legal system. Now in its Fourth Edition, this text continues to deliver a comprehensive, intelligent overview of all the key concepts typically covered in introduction to paralegal studies or introduction to law courses.

Summary of Contents

Part I: Paralegals and the American Legal System

1. Introduction to the Study of Law and the Paralegal Profession
2. Paralegals in the Legal System
3. Functions and Sources of Law
4. Classification of the Law
5. Structure of the Court System
6. Civil Litigation and Its Alternatives

Part II: Substance of the Law

7. Torts
8. Contracts and the Uniform Commercial Code (UCC)
9. Property and Specialized Practice Areas

10. Criminal Law and Procedure

11. Legal Ethics

Part III: Legal Analysis and Research

12. Finding and Interpreting Statutory Law
13. Finding and Interpreting Court Opinions
14. Finding the Law
15. Applying the Law

Part IV: Paralegals and the Work World

16. Interviewing
17. Evidence and Investigations
18. Computers and Case Management

LAW OFFICE MANAGEMENT

A
complete
overview of
law office
management.

NEW

Contemporary Law Office Management

Lori Tripoli

2011. 528 pages. Paperback. ISBN: 978-0-7355-7235-5.

Instructor's Manual with Test Bank and PowerPoint slides.

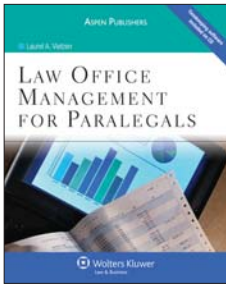
Companion website: www.aspenparalegaled.com/books/contemporary_officemanagement

Timely and engaging, **Contemporary Law Office Management** comes to life through actual examples of issues that managers handle every day. This comprehensive overview of today's work environment prepares paralegal students to take on the responsibilities and challenges of law office management with confidence.

Summary of Contents

1. Introduction: What Do Law Office Managers Do?
2. The Changing Structure of Law Firms from Solo to Mega
3. Clients
4. Ethics
5. Human Resources
6. The Physical Law Office
7. Communications
8. Marketing
9. Money Management
10. File Management
11. Docket Management
12. Records Management
13. Law Firm Library Management
14. Technology

L



Law Office Management for Paralegals

Laurel A. Vietzen

2010. 360 pages. ISBN: 978-0-7355-8507-2.

Instructor's Manual with Test Bank and Power Point slides.

Bind-in CD of sample *PracticeMaster* timekeeping software.

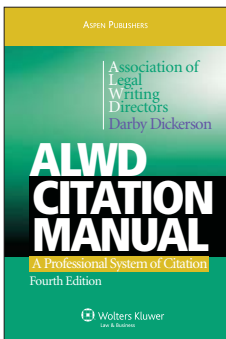
Companion website: www.aspenparalegaled.com/vietzen_lawoffice

Drawing on her extensive background as a professor and practitioner, author **Laurel A. Vietzen** clearly presents basic law office management and organization. Supported by visual aids and innovative learning devices, **Law Office Management for Paralegals** offers complete coverage to help students understand and practice essential law office skills.

Summary of Contents

- | | |
|--|---|
| 1. Law Firm Structure and Regulation in the Legal Profession | 6. Law Office Accounting |
| 2. About Technology | 7. Office and Equipment |
| 3. Law Office Communications: The Medium | 8. Records Management |
| 4. Law Office Communications: The Message | 9. Employees |
| 5. Law Office Systems: Conflicts and Calendars | 10. Personal and Professional Development |
| | 11. Attracting and Retaining Clients |

LEGAL RESEARCH AND WRITING – CITATION



ALWD Citation Manual

A Professional System of Citation, FOURTH EDITION

Association of Legal Writing Directors • Darby Dickerson

2010. 640 pages. Wire O bound. ISBN: 978-0-7355-8930-8.

Instructor's Manual, PowerPoint CD, and Essentials for Law Journals CD.

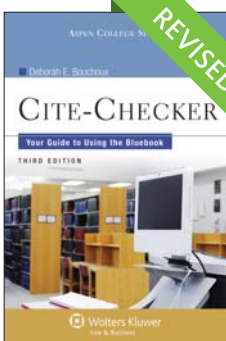
Companion website: www.alwdmanual.com

Also Available: ALWD Speed Cite, ISBN: 978-0-7355-5575-4.

ALWD Citation Manual: A Professional System of Citation, now in its **Fourth Edition**, upholds a single and consistent system of citation for all forms of legal writing. Self-stick tabs now included in the book encourage students to flag frequently referenced passages for added convenience. Clearly and attractively presented in an easy-to-use format and edited by **Darby Dickerson**, a leading authority on American legal citation, the **ALWD Citation Manual** is simply an outstand teaching tool.

Summary of Contents

- | | |
|---------------------------------------|--|
| Part 1. Introductory Material | Part 4. Electronic Sources |
| Part 2. Citation Basics | Part 5. Incorporating Citations into Documents |
| Part 3. Citing Specific Print Sources | Part 6. Quotations |



Cite-Checker

A Hands-On Guide to Learning Citation Form, THIRD EDITION

Deborah E. Bouchoux

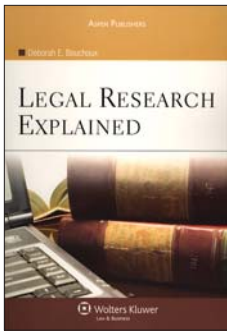
2011. 150 pages. ISBN: 978-0-7355-8766-3.

Companion website: www.aspenparalegaled.com/books/bouchoux_citechecker

Cite-Checker: A Hands-On Guide to Learning Citation Form, Third Edition, provides students with a comprehensive self-paced guide to citation form according to *The Bluebook*. This concise paperback is rich with lucid explanations and sound advice and will prove a valuable complement to any legal writing or research course.

Summary of Contents

- | | |
|--|--|
| 1. Introduction to Cite-Checking | 6. Administrative Materials, Electronic Databases, the Internet, Record Materials, and Public Domain Citations |
| 2. The Bluebook Trap: Typeface Conventions | 7. Punctuation, Quotations, Omissions, Alterations, and Parentheticals |
| 3. Citation Form for Cases | 8. Short Forms, Signals, Related Authority, and Capitalization |
| 4. Citation Form for Statutes, Legislative Materials, Uniform Acts, Court Rules, and Constitutions | 9. Putting It Together |
| 5. Secondary Sources | 10. The Final Review |



Legal Research Explained, SECOND EDITION

Deborah E. Bouchoux

2010. Approx. 416 pages. Paperback. ISBN: 978-0-7355-8767-0.
Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/bouchoux_explained

Developed from the author's highly respected *Legal Research and Writing for Paralegals*, **Legal Research Explained, Second Edition**, offers accessible, up-to-date coverage designed specifically for Legal Research courses. Deborah E. Bouchoux's popular building-block approach ensures that all students can master the essential skills of legal research.

Summary of Contents

Section I. Legal Research: Primary Authorities

1. Finding the Law and Introduction to Legal Research
2. The Federal and State Court Systems
3. Statutory Law
4. Case Law and Judicial Opinions
5. Finding Cases: The Use of Digests and Annotated Law Reports

Section II. Legal Research: Secondary Authorities

6. Encyclopedias, Periodicals, Treatises, Restatements, and Miscellaneous Secondary Authorities
7. Special Research Issues

Section III. Using Electronic and Computer Resources

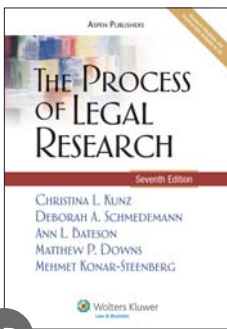
8. The Digital Library: LexisNexis, Westlaw, and Non-Print Research Sources
9. E-Research: Legal Research Using the Internet

Section IV. Citing and Validating the Authorities

10. Legal Citation Form
11. Updating and Validating Your Research

Section V. Putting It Together: An Overview of the Research Process

12. An Overview of the Research Process



The Process of Legal Research, SEVENTH EDITION

Christina L. Kunz • Deborah A. Schmedemann • Ann L. Bateson

Matthew P. Downs • Mehmet Honar-Steenberg

2008. 500 pages. Paperback. ISBN: 978-0-7355-6977-5.
Exercises on CD included with text. Instructor's Manual.

Companion website: www.aspenparalegaled.com/kunz7

With a proven-effective process approach that has made this book a continual best seller, **The Process of Legal Research, Seventh Edition**, offers comprehensive coverage in a format that is pedagogically rich, meaningfully organized, and surprisingly concise. Written and organized to explain and show the process of Legal Research, this popular text includes extensive illustrations and examples, a focus on best research practices, integrated coverage of electronic research, and extensive, well-researched problem sets on a CD included with the book.

Summary of Contents

Unit I: Overview

1. The Lay of the Land: The Importance of Legal Research, Legal Authorities, and Research Media
2. From Curiosity to Closure: Eight Cognitive Tasks
Interlude No 1: Browsing the internet

Unit II: Commentary

3. Encyclopedias
4. Treatises
5. Legal Periodicals
6. A.L.R. Annotations
7. Restatements
8. Additional Types of Commentary and Strategy
Interlude No 2: Research in Commentary

Unit III: Case Law

9. Case Reporters, Digests, and Their Alternatives
10. Case Citators
Interlude No 3: Research in Case Law

Unit IV: Enacted Law

11. Constitutions and Statutes
12. Legislative Process Materials
Interlude No 4: Research in Enacted Law

Unit V: Administrative Materials

13. Regulations
14. Agency Decisions
15. Looseleaf Services
Interlude No 5: Research in Administrative Materials

Unit VI: Rules of Procedure and Legal Ethics

16. Rules of Procedure
17. Rules of Professional Responsibility

Unit VII: Conclusion

18. Developing an Integrated Strategy



Basic Legal Research Tools and Strategies, FOURTH EDITION

Amy E. Sloan

2009. 400 pages. ISBN: 978-0-7355-7672-8.
Instructor's Manual and PowerPoint slides.

Companion website: www.aspenparalegaled.com/sloan_research

Basic Legal Research: Tools and Strategies maintains its best-selling status by concentrating on fundamental skills and offering premium teaching support for professors and students. **Amy E. Sloan's** text offers comprehensive coverage, a proven methodology for learning, and generous teaching support. Students can find helpful end-of-chapter checklists, clear examples, and summary charts that support comprehension and memory.

Basic Legal Research Workbook, FOURTH EDITION

Amy E. Sloan • Steven D. Schwinn

2011. Approx. 248 pages. Workbook.
ISBN: 978-0-7355-9454-8.

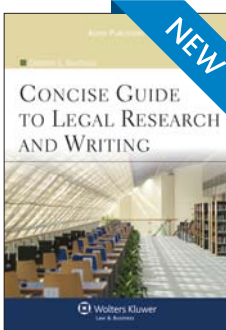
Companion website: www.aspenparalegaled.com/sloan_workbook

This tried-and-true workbook provides a well-chosen range of exercises and assignments to familiarize students with basic research sources

Summary of Contents

1. Introduction to Legal Research
2. Generating Search Terms
3. Secondary Source Research
4. Case Research
5. Research with Citators
6. Statutory Research
7. Federal Legislative History Research
8. Federal Administrative Law Research
9. Subject-Matter Service Research
10. Electronic Legal Research
11. Developing a Research Plan

LEGAL RESEARCH AND WRITING – RESEARCH AND WRITING



Concise Guide to Legal Research and Writing

Deborah E. Bouchoux

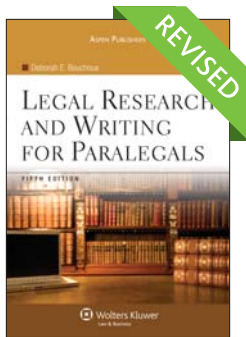
2011. 480 pages. ISBN: 978-0-7355-9198-1.
Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/books/bouchoux_concise

This clear, well-organized text for the introductory legal research and writing course, which is designed specifically for paralegal students, provides a building-block approach to the fundamentals of legal research and writing. **Concise Guide to Legal Research and Writing** covers legal research and legal writing in a concise and pragmatic manner and is ideal for abbreviated legal research and writing courses or online courses.

Summary of Contents

- | | |
|---|---|
| Section I. Legal Research: Primary Authorities <ol style="list-style-type: none">1. Finding the Law and Introduction to Legal Research2. The Federal and State Court Systems3. Statutory Law4. Case Law and Judicial Opinions5. Locating Cases Through Digests and Annotated Law Reports | Section IV. Legal Research: Citing and Validating the Authorities <ol style="list-style-type: none">10. Legal Citation Form11. Updating and Validating Your Research |
| Section II. Legal Research: Secondary Authorities and Special Research Issues <ol style="list-style-type: none">6. Secondary Authorities7. Special Research Issues | Section V. Putting It Together: An Overview of the Research Process <ol style="list-style-type: none">12. Overview of the Research Process |
| Section III. Legal Research: Using Electronic and Computer Resources <ol style="list-style-type: none">8. The Digital Library: LexisNexis, Westlaw, and Non-Print Research Tools9. E-Research: Legal Research Using the Internet | Section VI. Legal Writing: Putting Your Research to Work <ol style="list-style-type: none">13. The Basics of Legal Writing14. Strategies for Effective Writing15. Legal Correspondence16. Legal Memoranda17. Legal Briefs18. Proofreading and Document Design |



Legal Research and Writing for Paralegals, SIXTH EDITION

Deborah E. Bouchoux

2011. 848 pages. Paperback. ISBN: 978-0-7355-9865-2.

Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/bouchoux_legalresearch6

Focusing on the issues that paralegals face on the job, **Legal Research and Writing for Paralegals** presents an organized and practical introduction to legal research and writing. The carefully updated **Sixth Edition** takes a close look at new products and developments in electronic research while continuing to build on the strength of its pedagogy.

Summary of Contents

Section I. Legal Research: Primary Authorities

1. Finding the Law
2. The Federal and State Court Systems
3. Statutory Law
4. Case Law and Judicial Opinions
5. The Use of Digests, Annotated Law Reports, and Words and Phrases

Section II. Legal Research: Secondary Authorities and Other Research Aids

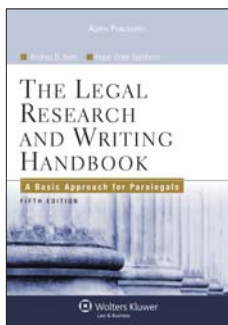
6. Encyclopedias, Periodicals, Treatises, and Restatements
7. Miscellaneous Secondary Authorities
8. Legal Citation Form

9. Updating and Validating Your Research

10. Special Research Issues
11. New Technology in Legal Research
12. Legal Research Using the Internet
13. Overview of the Research Process

Section III. Legal Writing

14. Back to Basics
15. Strategies for Effective Writing
16. Legal Correspondence
17. Legal Memoranda
18. Legal Briefs
19. Postwriting Steps



The Legal Research and Writing Handbook

A Basic Approach for Paralegals, FIFTH EDITION

Andrea B. Yelin • Hope Viner Samborn

2009. 608 pages. Paperback. ISBN: 978-0-7355-6738-2.

Instructor's Manual with Exam Questions and PowerPoint slides.

Companion website: www.aspenparalegaled.com/yelin_research5

Written specifically for paralegal students, the **Fifth Edition** of **The Legal Research and Writing Handbook: A Basic Approach for Paralegals** offers comprehensive coverage of both research and writing, dynamic pedagogy, and a clear, step-by-step approach to teaching. A separate student workbook provides extensive practice opportunities to students and an in-depth Instructor's Manual provides sample syllabi, tests, memos, discussion topics, and in-class exercises.

The Legal Research and Writing Workbook, FIFTH EDITION

Andrea B. Yelin • Hope Viner Samborn

2009. 112 pages. ISBN: 978-0-7355-6741-2.

Now in its **Fifth Edition**, **The Legal Research and Writing Workbook** enables your students to expand their understanding of research and writing concepts and processes through topical review questions and project assignments that are similar to those performed by practicing paralegals.

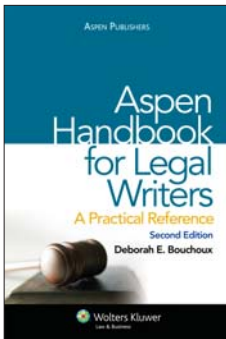
Summary of Contents

Part I: Legal Research

1. Introduction to Legal Research
2. What Law Governs
3. Court Decisions
4. Digests
5. Validating
6. Secondary Authority
7. Constitutions and Statutes
8. Legislative History
9. Administrative Materials and Looseleaf Services
10. Computerized Legal Research
11. Practice Rules
12. Ethical Rules
13. Practitioner's Materials
14. Research Strategy

Part II: Legal Writing

15. Getting Ready to Write
16. Clear Writing and Editing
17. Writing Basics
18. Case Briefing and Analysis
19. The Legal Memorandum
20. Questions Presented and Conclusions or Brief Answers
21. Facts
22. The IRAC Method
23. Synthesizing Cases and Authorities
24. Outlining and Organizing a Memorandum
25. Letter Writing



VS

Aspen Handbook for Legal Writers A Practical Reference, SECOND EDITION

Deborah E. Bouchoux

2009. 368 pages. Comb bound. ISBN: 978-0-7355-6856-3.
CD-ROM for Instructors with supplemental exercises.

Companion website: www.aspenparalegaled.com/bouchoux_aspenhandbook

Concise and compact, the **Aspen Handbook for Legal Writers: A Practical Reference, Second Edition**, offers thorough coverage of proper legal writing technique and style to help students resolve questions and develop strong writing skills.

Summary of Contents

Section I: The Mechanics of Writing: Grammar, Punctuation, and Spelling

1. Grammar
2. Punctuation
3. Spelling

Section II: Features of Effective Legal Writing and Organization

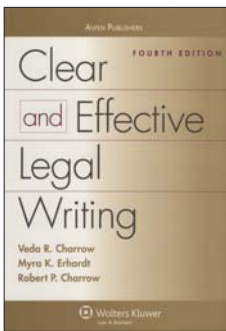
4. Features of Effective Legal Writing
5. Organization and the Legal Writing Process

Section III: Legal Documents, Legal Conventions, and Common Legal Writing Blunders

6. Legal Correspondence
7. Legal Memoranda
8. Legal Briefs
9. Pleadings and Transactional Documents
10. Legal Conventions and Legal Writing Blunders

Section IV: Postwriting Steps and Document Design

11. Postwriting Steps
12. Document Design



Clear and Effective Legal Writing, FOURTH EDITION

Veda R. Charrow • Myra K. Erhardt • Robert P. Charrow

2007. 500 pages. ISBN: 978-0-7355-5229-6.
Instructor's Manual.

Companion website: www.paralegaled.com/charrow_legalwriting4

Updated and including important new materials, **Clear and Effective Legal Writing, Fourth Edition**, continues to provide students with a systematic approach to effective legal writing. Concise and accessible, the text focuses on memo and brief writing while reinforcing key writing skills. This proven teaching tool provides the student with excellent examples and numerous skill-honing exercises.

Summary of Contents

Part I: Learning to Read Legal Materials

1. A Short History of Legal Language
2. Categories of Legal Writing
3. Sources of Law and Our System of Courts
4. The Litigation Process
5. Reading, Analyzing, and Briefing a Case
6. Synthesizing the Law from a Series of Cases

Part II: Learning to Write Legal Documents

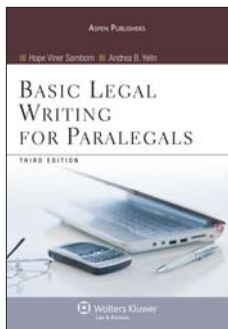
7. A Systematic Approach to Legal Writing
8. Understanding Your Context

9. Getting Organized

10. Writing Clearly
11. Writing Effectively
12. Reviewing and Editing

Part III: Creating Specific Legal Documents

13. Writing an Intraoffice Memorandum
14. Writing a Memorandum of Points and Authorities
15. Writing an Appellate Brief



Basic Legal Writing for Paralegals, THIRD EDITION

Hope Viner Samborn • Andrea B. Yelin

2010. 360 pages. Paperback. ISBN: 978-0-7355-7858-6.

Instructor's Manual and PowerPoint slides.

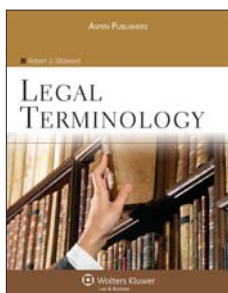
Companion website: www.aspenparalegaled.com/samborn_basicwriting

Tailored to the specific needs of paralegal students, **Basic Legal Writing for Paralegals, Third Edition** offers a modern approach to effective legal writing. The authors provide comprehensive coverage in a readable, accessible format. Focused exclusively on legal writing material for paralegals, this text provides an overview of the legal system that contextualizes the different types of writing covered in the text.

Summary of Contents

1. Introduction to Legal Research
2. Legal Authorities and How to Use Them
3. Getting Ready to Write
4. Clear Writing and Editing
5. Writing Basics
6. Case Briefing and Analysis
7. The Legal Memorandum
8. Questions Presented and Conclusions or Brief Answers
9. Facts
10. The IRAC Method
11. Synthesizing Cases and Authorities
12. Outlining and Organizing a Memorandum
13. Persuasive Writing
14. In-House and Objective Client Documents
15. Letter Writing

LEGAL TERMINOLOGY



Legal Terminology

Robert J. Glidewell

2009. 368 pages. ISBN: 978-0-7355-7697-1.

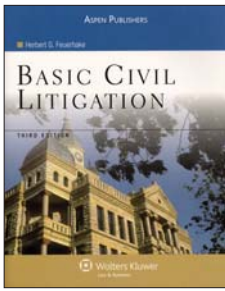
Instructor's Manual with Test Bank, Sample Exams, Lesson Plans and PowerPoint slides.

Companion website: www.aspenparalegaled.com/glidewell_terminology

Legal Terminology offers clear definitions, examples, and summaries. A wealth of engaging exercises reinforces learning and relates new terms and concepts to real life – making it ideal for any introductory course. This text has the coverage you want, logically organized and thoughtfully presented to create context, provide teaching opportunities, and reinforce learning.

Summary of Contents

- | | |
|--|--|
| Section I. Practice and Procedure <ol style="list-style-type: none">1. Introduction to Law and the Legal Process2. Civil Litigation—Pleadings and Pre-trial3. Civil Litigation—Trial and Appeal | Section IV. Business Law <ol style="list-style-type: none">9. Agency Relationships10. Business Organizations—Corporations11. Commercial Law—The Uniform Commercial Code |
| Section II. Criminal Law <ol style="list-style-type: none">4. Criminal Procedure5. Criminal Law | Section V. Law and the Family <ol style="list-style-type: none">12. Domestic Relations13. Wills, Estates, and Trusts |
| Section III. Traditional Civil Law <ol style="list-style-type: none">6. Contract Law7. Property Law8. Tort Law | Section VI. Law and the Government <ol style="list-style-type: none">14. Constitutional Law15. Administrative Law |
| | Section VII. Law and the Legal Professional <ol style="list-style-type: none">16. The Legal Professional and the Law Office |



Basic Civil Litigation, THIRD EDITION

Herbert G. Feuerhake

2007. 480 pages. ISBN: 978-0-7355-5846-5.

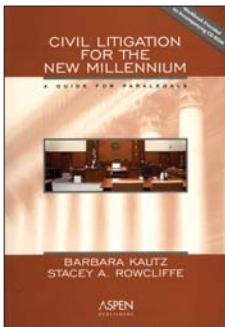
Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/feuerhake3

Comprehensive and practical in nature, the **Third Edition** of **Basic Civil Litigation** is designed to provide paralegal students with a thorough explanation of the fundamentals of civil litigation. A student-friendly tone discusses all key topics relevant to the practicing paralegal.

Summary of Contents

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Introduction to Civil Litigation 2. Basic Law Office Structure and Procedure 3. The Paralegal and the Case 4. Investigation 5. Evidence 6. The Complaint 7. Motion Practice and Other Subsequent Activity | <ol style="list-style-type: none"> 8. The Answer, Additional Claims, and Multiparty Practice 9. Discovery 10. Resolution Before Trial: Dispositive Motions and Settlement 11. Trial and Appeal 12. Administrative Hearings, Arbitration, and Alternative Dispute Resolution |
|--|--|



Civil Litigation for the New Millennium A Guide for Paralegals

Barbara Kautz • Stacey A. Rowcliffe

2003. 512 pages. Paperback. ISBN: 978-0-7355-2789-8.

Electronic Workbook on CD included with the text.

Instructor's Manual with Test Bank and PowerPoint slides.

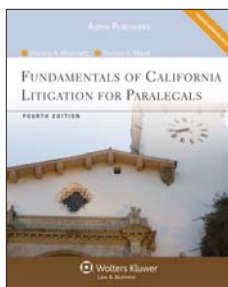
Case Files and software also available.

Companion website: www.aspenparalegaled.com/kautz_civillitigation

This Basic Litigation text was the first to integrate today's high-tech tools and skills into a thorough treatment of the civil litigation process. Each chapter features technology discussions, explaining how litigation software, online sources, and other electronic tools are used for more efficient case preparation. As your students follow the litigation process, they will be learning the kind of high-tech skills demanded by today's most advanced law firms. The accompanying workbook and instructor ancillaries make it easy to incorporate an array of high-tech resources into your current litigation course. The **electronic student workbook**, based on an extended case involving a helicopter crash, gives your students hands-on practice with litigation software. This text is a terrific way to create a more stimulating, interactive course while giving your students advanced career skills.

Summary of Contents

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Setting the Stage 2. Litigation, Client Contact, Interviewing, and General Legal Theory 3. Determining Case Strategy—Filing the Complaint 4. Investigation 5. Managing Documents 6. Damages | <ol style="list-style-type: none"> 7. Further Discovery and Depositions 8. Defending the Lawsuit and Use of Motions 9. Special Issues in Managing Complex Litigation 10. Evidence 11. Settlement, ADR, and Mediation 12. Trial Preparation 13. Trial 14. Post-trial Considerations |
|---|--|



Fundamentals of California Litigation for Paralegals, FOURTH EDITION

Marlene A. Maerowitz • Thomas A. Mauet

2010. 528 pages. Paperback. ISBN: 978-0-7355-8729-8.

Includes student workbook on CD.

Instructor's Manual with Test Bank, and PowerPoint slides.

Companion website: www.aspenparalegaled.com/maerowitz_calitigation

Fundamentals of California Litigation for Paralegals, Fourth Edition offers the same comprehensive coverage, clarity, and pedagogical richness of Maerowitz and Mauet's illustrious basic litigation textbook – tailored to the California rules. Written with the paralegal student in mind, this text is the complete package: impeccable pedigree, eminently clear writing, well-crafted examples and exercises, a complete case file, case study, forms, and a detailed Instructor's Manual.

Summary of Contents

Part I. Investigating and Planning the Litigation

1. Introduction to Litigation
2. Informal Fact Gathering and Investigation
3. Case Evaluation and Strategy
4. Parties and Jurisdiction

Part II. Pretrial Litigation

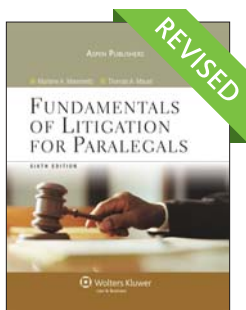
5. Pleadings
6. Complaints, Answers, and Cross-Claims
7. Special Pleadings
8. Introduction to Motions
9. Motions Attacking the Pleadings

10. Summary Judgments

11. Provisional Remedies
12. Evidence
13. Introduction to Discovery
14. Written Discovery
15. Depositions

Part III. Settlement, Trial, and Post-Trial

16. Settlements
17. Trial Preparation, Trial, and Appeal
18. Enforcement of Judgments
19. Alternative Dispute Resolution



Fundamentals of Litigation for Paralegals, SEVENTH EDITION

Marlene A. Maerowitz and Thomas A. Mauet

2011. 514 pages. ISBN: 978-0-7355-9869-0.

Instructor's Manual with Test Bank, PowerPoint slides, and Workbook on CD.

Companion Website: www.aspenparalegaled.com/maerowitz_litigation6

Fundamentals of Litigation for Paralegals is a popular and widely-respected text that conveys to students a complete understanding of the litigation process, from the time the client walks into the office, through trial and post-judgment, and including settlements and alternative forms of resolutions. Well-adapted to a range of teaching approaches, the revised **Seventh Edition** focuses on advances in technology and how it is used to support a litigation case.

Summary of Contents

Part I. Investigating and Planning the Litigation

1. Introduction to Litigation
2. Informal Fact Gathering and Investigation
3. Case Evaluation and Strategy
4. Parties and Jurisdiction

Part II. Pretrial Litigation

5. Pleadings
6. Law and Motions
7. Motion Practice

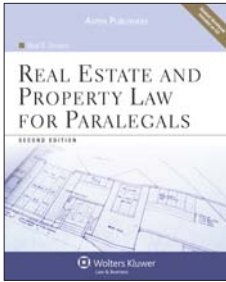
8. Provisional Remedies

9. Evidence
10. Discovery

Part III. Settlement, Trial, and Post-Trial

11. Settlements
12. Trial Preparation, Trial, and Appeal
13. Enforcement of Judgments
14. Alternative Dispute Resolution





Real Estate and Property Law for Paralegals, SECOND EDITION

Neal R. Bevans

2008. 496 pages. ISBN: 978-0-7355-6944-7.

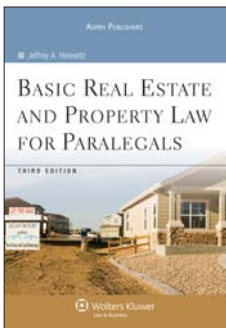
Workbook on CD included with text. Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/bevans_realestate2

Real Estate and Property Law for Paralegals, Second Edition provides a solid foundation of the basics of Real Estate Law, including the practicalities of daily legal work. This user-friendly text covers all the key topics in Real Estate Law that paralegals need to know, including the basic elements of real property, the different methods used to record and describe property, the methods used to transfer title, the rights associated with real estate ownership, the elements of real estate contracts, an extensive discussion of landlord/tenant law, deeds, mortgages, restrictions on land use, title insurance and title examinations, the closing process, and tax implications.

Summary of Contents

- | | |
|--|--|
| 1. An Introduction to Real Estate | 8. Real Estate Deeds |
| 2. Estates in Real Property | 9. Mortgages and Financing the Purchase of Real Estate |
| 3. Property Descriptions and Determining Property Boundaries | 10. Public and Private Restrictions on the Use of Land |
| 4. Transferring Title to Real Estate | 11. Real Estate Professions |
| 5. Rights Associated with Real Estate | 12. Title Insurance and Title Examinations |
| 6. Real Estate Contracts | 13. The Closing |
| 7. Landlord and Tenant Law | 14. Taxation Issues in Real Property |



Basic Real Estate and Property Law for Paralegals, THIRD EDITION

Jeffrey A. Helewitz

2009. 300 pages. ISBN: 978-0-7355-7631-5.

Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/helewitz_basicrealestate3

Basic Real Estate and Property Law for Paralegals provides a thorough yet easily accessible introduction to the law underlying complex real estate transactions. In its **Third Edition**, this teachable text continues to explain the foundations of the law as well as to offer useful examples that clarify the paralegal's role.

Summary of Contents

- | | |
|---|--|
| 1. Estates in Land and Future Interests | 6. Condominiums, Cooperatives, and Commercial Property |
| 2. Rights Incident to Titles in Reality | 7. Landlord-Tenant Law |
| 3. Land use | 8. Personal Property |
| 4. Conveyancing | |
| 5. Real Estate Closing Procedures | |



eTextbooks

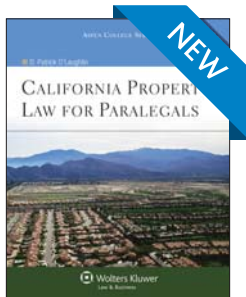
from www.VitalSource.com

Many Aspen Paralegal textbooks are available in eTextbook format from www.VitalSource.com. Students can:

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California Property Law for Paralegals

D. Patrick O'Laughlin

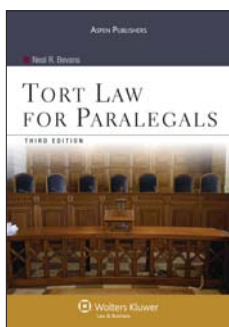
2011. 320 pages. ISBN: 978-07355-8452-5.
Instructor's Manual with Test Bank and PowerPoint slides.

Designed to simplify material while maximizing student interest, **California Property Law for Paralegals** is a well-organized, clearly written, practical text. The text offers practical problem-solving exercises and hypotheticals and covers ethical issues that will challenge students and prepare them for practice. This concise yet comprehensive book will provide students the tools they need but will not overwhelm them because it is geared specifically to the needs of paralegal students.

Summary of Contents

- | | |
|--|---|
| 1. An Introduction to Property Law in California | 11. Tenant—Landlord Law |
| 2. Forms of Ownership | 12. Fair Housing |
| 3. Estates in Real Property | 13. Transfers of Real Property |
| 4. Property Title in California | 14. Common Interest Developments in California |
| 5. Agency Law | 15. Restrictions on Land Use |
| 6. The Rights and Duties of Landowners | 16. Environmental Law |
| 7. Disputes Between Neighbors in California | 17. Litigating a Real Property Case in California |
| 8. Involuntary Liens in California | 18. Negotiation |
| 9. Foreclosure Law in California | 19. Personal Property |
| 10. California Real Estate Sales Contracts | |

TORT LAW AND PERSONAL INJURY LAW



Tort Law for Paralegals, THIRD EDITION

Neal R. Bevans

2009. 540 pages. Paperback. ISBN: 978-0-7355-7873-9.
Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/bevans_tort3

In **Tort Law for Paralegals, Third Edition**, the easy-to-read and engaging style of experienced author **Neal Bevans** utilizes numerous examples and illustrations to provide an in-depth discussion of tort law, combined with a solid foundation in the practicalities of daily legal work.

Summary of Contents

- | | |
|--|--|
| 1. An Introduction to Tort Law | 8. Damages |
| 2. Intentional Torts | 9. Defenses to Negligence |
| 3. Defenses to Intentional Torts | 10. Strict Liability and Products Liability |
| 4. Introduction to Negligence | 11. Defamation |
| 5. Duty | 12. Malpractice |
| 6. Breach of Duty Under Negligence Law | 13. Insurance |
| 7. Proximate Cause | 14. Fraud, Misrepresentation, and Business Torts |

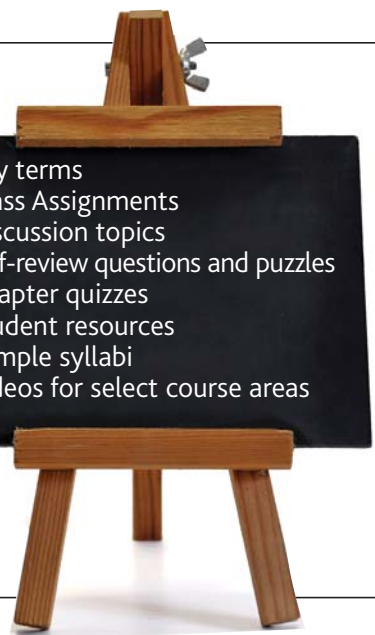


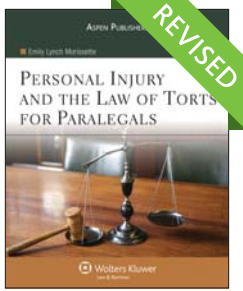
Blackboard learn⁺

and Other LMS Course Companions

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- Key terms
- Class Assignments
- Discussion topics
- Self-review questions and puzzles
- Chapter quizzes
- Student resources
- Sample syllabi
- Videos for select course areas





Bb eC V

Personal Injury and the Law of Torts for Paralegals, SECOND EDITION Emily Lynch Morisette

2011. 420 pages. Paperback. ISBN: 978-0-7355-9877-5.
Instructor's Manual with Test Bank and PowerPoint slides.

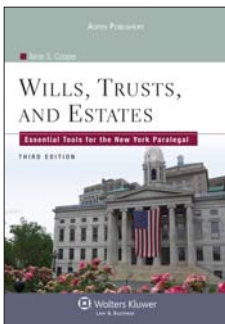
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Summary of Contents

- | | |
|---|--|
| 1. Introduction to Torts and Negligence | 10. Intentional Torts to Property |
| 2. First Element of Negligence: Duty | 11. The Defenses to Intentional Torts and Immunities |
| 3. Second Element of Negligence: Breach of Duty | 12. Strict Liability and Products Liability |
| 4. The Third Element of Negligence: Causation of Injury | 13. Nuisance |
| 5. The Fourth Element of Negligence: Damages | 14. Workers' Compensation |
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WILLS, TRUSTS, AND ESTATES



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Gerry W. Beyer • John K. Hanft

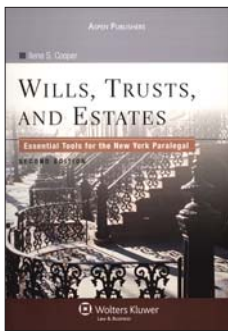
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Summary of Contents

- | | |
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| Part I: Intestate Succession | 13. Reasons People Use Nonprobate Transfers |
| 2. Descent and Distribution | 14. Inter Vivos Transfers |
| 3. Treatment of Certain Categories of Potential Heirs | 15. Co-Ownership of Property |
| 4. Other Intestate Succession Issues | 16. Multiple-Party Accounts |
| Part II: Wills | 17. Contracts |
| 5. Requirements for a Valid Will | Part V: Trusts |
| 6. Changing Circumstances after Will Execution—Property | 18. Introduction to Trusts |
| 7. Changing Circumstances after Will Execution—Persons | 19. Trust Creation |
| 8. Revocation of Wills | 20. Trust Administration |
| 9. Interpretation and Construction | 21. Trust Enforcement |
| 10. Will Contests | 22. Resulting Trusts |
| 11. Other Will Issues | 23. Constructive Trusts |
| Part III: Estate Administration | Part VI: Other Estate Planning Concerns |
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Ilene S. Cooper

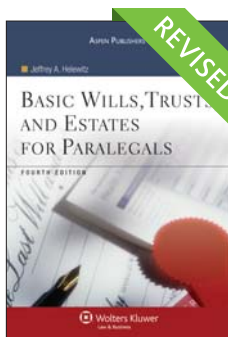
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2. Intestate Administration
3. Status
4. The Elective Share Statute
5. Probate of Wills
6. Contested Probate Proceedings
7. Revocation of Wills
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10. Gift Transactions
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13. Fiduciary Duties in Administering an Estate
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Basic Wills, Trusts and Estates for Paralegals, FIFTH EDITION

Jeffrey A. Helewitz

2011. 496 pages. Paperback. ISBN: 978-0-7355-9873-7.
Instructor's Manual with Test Bank and PowerPoint slides.

Companion website: www.aspenparalegaled.com/books/helewitz_wills

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2. Sources of Property
3. The Laws of Succession
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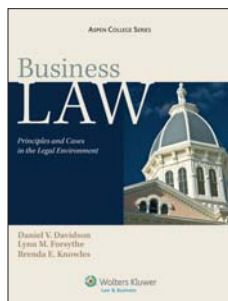
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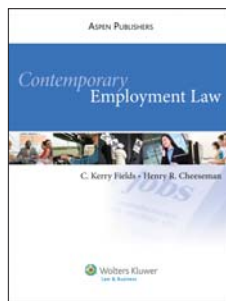


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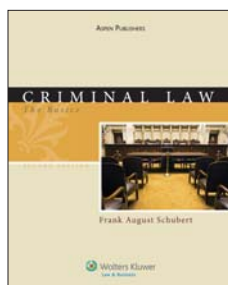


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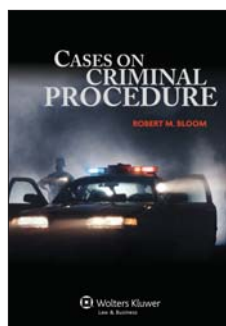


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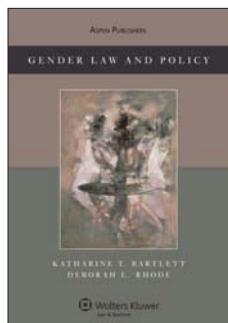


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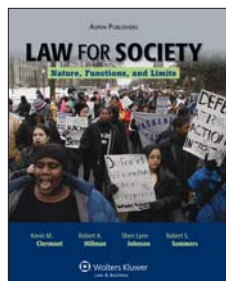


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