



# LEGAL ASSISTANT/PARALEGAL

A paralegal assists lawyers in performing their jobs. They help them with a variety of tasks, including preparing for trials, hearings and closings; doing research; and drafting legal documents. Paralegals are sometimes called legal assistants.-

Occupational Outlook Handbook

The Library offers many books and journals which will enable you to conduct research on a variety of legal issues. Use this guide as well as the guide on *LEGAL RESEARCH* to enhance your search.

**OPAC** The library's "Online Public Access Catalog", on the Library home page at [Gates Memorial Library Catalog](#) a good place to start in finding books for legal assistants. You must search under the author's name or under subject or subject keyword. Below are some suggested subject headings. These and other subject headings are found in the **Library of Congress Subject Headings (LCSH)** volumes found on the Reference counter.

Legal Assistants–Certification–United States  
Legal Assistants–Employment–United States  
Legal Assistants–United States  
Legal Assistants–United States–Handbooks, Manuals, Etc.  
Legal Assistants–Vocational Guidance–United States  
Legal Composition  
Legal Correspondence–United States  
Legal Documents–United States  
Legal Ethics–Texas  
Legal Ethics–United States  
Legal Research–United States  
Legal Research–United States–Computer Network Resources  
Legal Research–United States–Data Processing  
Legal Research–United States–Outlines, Syllabi, Etc.  
Legal Research–United States–Popular Works  
Legal Research–United States–Problems, Exercises, Etc.  
Legal Research–United States–States  
Legal Transcription–United States

## **PARALEGAL SOURCES**

REF. KF 5417 .Z9 V36 1994	Administrative Law Guide for Paralegals
REF. KF 240 .S585 2012	Basic Legal Research
REF. KF 387 .S39 1997	A Book of Legal Lists
REF. KF 319 .C37 1997	Career Legal Secretary
REF. KF 320 .L4 K64 1998	CLA Review Manual
REF. KF 320 .L4 K641 1995	CLA Study Guide and Mock Examinations
REF. KF 320 .L4 C365 2006	Concise Guide to Paralegal Ethics
REF. KF 9219.3 .M33 2012	Criminal Law and Procedure for the Paralegal
REF. KF 240 .C37 2011	Finding the Law
REF. KF 240 .N42 2005	Introduction to U.S. Law and Legal Research
REF. KF 240 .018 2011	Just Research
REF. KF 320 .L4 1996	Legal Assistant Handbook. Texas
REF. KF 240 .O365 1999	Legal Information : How to Find It, How to Use It
REF. KF 387 .L44 1994	Legal Problem Solver
REF. KF 8805 .E85 1993	Legal Procedures and Terminology for Court Reports and Paralegals
REF. KF 240 .M35 2008	Legal Research
REF. KF 240 .T47 2009	Legal Research and Writing for Paralegals
REF. KF 240 .P48 2011	Legal Research Exercises
REF. KF 242 .A1 E43 2009	Legal Research : How to Find and Understand the Law
REF. KF 240 .C54 2010	Legal Research in a Nutshell
REF. KF 240 .H47 2005	Legal Research Made Easy
REF. KF 240 .B454 2002	Legal Research Survival Manual
REF. KF 320 .L4 R36 1993	Litigation Organization and Management for Paralegals
REF. KF 319 .M28 1998	Manual for the Lawyer's Assistant
REF. KF 320 .L4 N34 2005	NALA Manual for Paralegals and Legal Assistants
REF. KF 242 .A1 C48 1998	Neal-Schuman Guide to Finding Legal and Regulatory Information on the Internet
REF. KF 320 .L4 P37 2008	Paralegal Ethics Handbook
REF. KF 320 .L4 H85 2003	Paralegal Handbook
REF. KF 8841 .F38 2004	Paralegal Litigation : Forms and Procedures
REF. KF 320 .L4 L36 2009	Paralegal Practice & Procedure
REF. KF 320 .L4 C446 2011	The Paralegal Professional
REF. KF 320 .L4 C445 2004	The Paralegal Professional : Essentials
REF. KF 8915 .H88 2002	Paralegal Trial Handbook
REF. KF 505 .Z9 L87 2002	The Paralegal's Guide to Family Law and Practice
REF. KF 320 .L4 H39 2010	The Paralegal's Handbook
REF. KF 240 .O278 2009	Principles of Legal Research
REF. KF 240 .P76 2012	The Process of Legal Research

## PERIODICALS

Use Academic Search Complete, Legal Collection, and SIRS databases on the Gates Memorial Library Databases locate articles in newspapers and other periodicals.

Only if you are a Lamar State College Student taking legal classes may you use the legal databases, *Westlaw Legal Services* and *LEXIS-NEXIS Legal Services*, located on the Library Home Page at Gates Memorial Library Databases

KF 320 .L4 F33	Facts and Findings (display: stacks 1998- )
KF 320 .L4 L447	Legal Assistant Today (stacks 1992-2009)
KF 320 .L4 N3 2006	National Paralegal Reporter (display: stacks 2007- )
KF 320 .L4 L447	Paralegal Today (display: stacks 2009- )
	Southeast Texas Record (display)
K 24 .E9	Texas Bar Journal (display; stacks 1993- )

Can't find the journal article or book that you need? Ask the library staff to place a request through our Interlibrary Loan service

## DICTIONARIES - TERMINOLOGY

REF. KF 156 .R46 1991	The American Law Dictionary
REF. KF 156 .H36 1994	Ballentine's Law Dictionary : Legal Assistant Edition
REF. KF 156 .L95 1995	Ballentine's Legal Dictionary and Thesaurus
REF. KF 246 .B46 1993	Bieber's Dictionary of Legal Abbreviations
REF. K 89 .K37 1994	Bieber's Dictionary of Legal Abbreviations Reversed
REF. KF 246 .P73 1992	Bieber's Dictionary of Legal Citations
REF. KF 156 .B53 2009	Black's Law Dictionary
REF. KF 156 .B856 1998	Burton's Legal Thesaurus
REF. KF 4548.5 .C47 1985	The Constitutional Law Dictionary : Individual Rights
REF. KD 313 .C65 2000	Dictionary of Law
REF. KF 156 .G367 1995	A Dictionary of Modern Legal Usage
REF. KF 156 .G367 2011	Garner's Dictionary of Legal Usage
REF. KF 503.6 .H36 2001	A Handbook of Family Law Terms
REF. KF 156 .O7 2000	Law Dictionary for Nonlawyers
REF. KF 156 .L67 1990	Legal Secretary's Concise Dictionary
KF 319 .R6 1997	Legal Studies : Terminology and Transcription
KF 156 .B725 1998	Legal Terminology
KF 320 .S4 W35 1996	Legal Terminology and Transcription
REF. KF 156 .O38 2008	Legal Terminology with Flashcards
REF. KF 156 .B856 1992	Legal Thesaurus
REF. KF 156 .R42 1993	Modern Dictionary for the Legal Profession
REF. K 48 .W34 1980	The Oxford Companion to Law
REF. KF 159 .S53 1993	Oxford Dictionary of American Legal Quotations
REF. KF 156 .W4 1978	Webster's Legal Speller

**RESERVE SOURCES (TEXTBOOKS)**

KF 320 .L4 A43 2004 (Reserve)	ABA Model Guidelines for the Utilization of Paralegal Services
KF 311 .Z9 S37 1999 (Reserve)	Civil Interviewing and Investigation for Paralegals
KF 8841 .K47 2005 (Reserve)	Civil Litigation
KF 9219.3 .H32 2004 (Reserve)	Criminal Law and Procedure
KF 505 .Z9 G29 2004 (Reserve)	Introduction to Family Law
KF 320 .L4 S73 2003 (Reserve)	Introduction to Paralegalism
KF 570 .Z9 K4 1994 (Reserve)	The Law of Real Property
KF 250 .G55 1998 (Reserve)	Legal Office : Document Processing
KF 319 .M67 2004 (Reserve)	Legal Office Procedures
KF 320 .S4 L95 1995 (Reserve)	Legal Transcription
KFT 1275 .T4 2006 (Reserve)	Texas Rules of Form
KF 1250 .Z9 B83 2012 (Reserve)	Torts and Personal Injury Law

**VIDEOS**

Berring on Legal Research	KF 240 .B445 2006 (DVD)
Legal Research for the 21 <sup>st</sup> Century : The Basics	KF 240 .B473 2000 V.1 (DVD)
Legal Research for the 21 <sup>st</sup> Century : Case Finding and the Future of Cases	KF 240 .B473 2000 V.2 (DVD)
Legal Research for the 21 <sup>st</sup> Century : Citators & Secondary Source Research	KF 240 .B473 2000 V.3 (DVD)
Legal Research for the 21 <sup>st</sup> Century : Statutes, Legislative History & Administration	KF 240 .B473 2000 V.4 (DVD)
Legal Research for the 21 <sup>st</sup> Century : Legal Research On the Internet	KF 240 .B473 2000 V.5 (DVD)
Legal Research for the 21 <sup>st</sup> Century : Advanced Research	KF 240 .B473 2001 (DVD)
Paralegals : enhancing practice, professionalism & profitability	KF 320 .L4 P37 2000 (CD-ROM)

**CAREER**

KF 297 .Z9 C37 2009	Careers in Focus : Law
KF 320 .L4 C44 2001	Choosing a Career as a Paralegal
KF 320 .L4 G84 2005	A Guide to a Successful Career as a Paralegal or Legal Staff Member
KF 320 .L4 W34 2005	How to Land Your First Paralegal Job
KF 297 .B45 2005	Law
KF 320 .L4 F56 2005	Opportunities in Paralegal Careers
KF 320 .L4 H36 2006	Paralegal Career for Dummies

REF. KF 320 .L4 S68 2006	Paralegal Career Starter
REF. KF 319 .N433 1996	Paralegal Internship Manual
REF. KF 320 .L4 P375 1996	The Paralegal's Guide to U.S. Government Jobs
KF 320 .L4 G533 2011	Paralegals and Legal Assistants
KF 320 .L4 B68 2006	The Practical Paralegal
REF. HF 5383 .R3595867 2004	Real-Resumes for Legal & Paralegal Jobs
KF 320 .L4 S43 1994	Starting and Managing Your Own Business : A Freelancing Guide for Paralegals

## **WEB SITES**

[AllLaw.com](#)  
[American Bar Association](#)  
[American Civil Liberties Union of Texas](#)  
[Code of Federal Regulations](#)  
[Cyberlaw Encyclopedia](#)  
[Findlaw.com](#)  
[Hieros Gamos - The Comprehensive Legal Site](#)  
[The Jurist](#)  
[Law Dictionaries](#)  
[LawGuru](#)  
[Law Library of Congress](#)  
[Legal Aid of NorthWest Texas](#)  
[Legal Assistant Management Association](#)  
[Legal Hotline for Texans](#)  
[Library of Congress Congressional Research Service](#)  
[Lone Star Legal Aid - Beaumont](#)  
[Martindale-Hubbell Law Directory](#)  
[Nolopedia](#)  
[Oyez, U.S. Supreme Court Media](#)  
[Paralegal Today](#)  
[Public Legal](#)  
[The Public Library of Law](#)  
[Search USA.Gov - Forms](#)  
[Southeast Texas Association of Paralegals](#)  
[State Bar of Texas Paralegal Division](#)  
[Supreme Court of the United States](#)  
[Texas Civil Rights Project](#)  
[TexasLawHelp.org](#)  
[Texas Legal Services Center](#)  
[THOMAS \(U.S. Legislative Information\)](#)  
[United States Code](#)  
[United States Constitution](#)  
[United States Supreme Court](#)

## [WashLaw's Legal Forms](#)

\*\*\*\* [National Federation of Paralegal Associations](#) provides information on what a paralegal is and other information. Great site for legal resources on the Web. Covers (1) federal agencies and departments, (2) federal laws, codes, statutes, (3) state agencies and departments, (4) state laws, codes, statutes, (5) state, federal and supreme courts, (6) international law, (7) internet directories and search engines, (8) sites for specialty practice, (9) organization and association sites, (10) list services and law-related forums, (11) law schools and research centers, (12) legal-related sites, (13) news sites, and (14) miscellaneous sites.

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### **Citing Sources**

**Each database provides “How to cite” for each article but these sites provide more information for citing various media (books, databases, websites, etc.)**

The guides and links in this section will enable persons to properly use body citations and create works cited or bibliography pages.

- [Citation Guides Resources Page](#)
- [APA Style](#)
- [MLA Style](#)
- [EasyBib MLA citation creator](#)
- [Referencing Tool](#)
- [Son of Citation Machine](#)
- [Turabian Style](#)
- [University of California Berkeley](#) (APA, MLA, Chicago)

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