Legal assistants and paralegals are individuals who assist lawyers in the delivery of legal services. Legal assistants and paralegals cannot give legal advice to consumers of legal services. Legal advice may only be relied upon if given by an attorney. All states require attorneys to be licensed and most have statutes imposing penalties for the unauthorized practice of law. The following definition was adopted by the NALA membership in 1986.

Definition: Legal assistants, also known as paralegals, are a distinguishable group of persons who assist attorneys in the delivery of legal services. Through formal education, training and experience, legal assistants have knowledge and expertise regarding the legal system and substantive and procedural law which qualify them to do work of a legal nature under the supervision of an attorney.

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](#) is 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 Assistance to Children–United States  
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–States  
Legal Secretaries–Handbooks, Manuals, Etc.  
Legal Secretaries–United States–Handbooks, Manuals, Etc.  
Legal Transcription–United States
FORMS

REF. KFT 1268 .W48 2007 Administration of Decedents Estates and Guardianships
REF. KFT 1268 .W48 2008 Administrative Practice
KF 170 .A542 American Jurisprudence Legal Forms (2nd ed.)
KF 8836 A45 American Jurisprudence Pleading and Practice Forms.
REF. KF 1510.99 .B38 2003 Bankruptcy Code, Rules, and Forms
KF 8836 .F78 Bender's Federal Practice Forms
KF 8900 .A3 B4 Bender's Forms of Discovery
REF. KFT 1268 .W48 2002 Business Entities
REF. KFT 1268 .W48 2006 Business Litigation: Forms and Commentary
REF. KFT 1268 .W48 2001 Civil Trial and Appellate Practice
REF. KF 1411 .R388 2001 The Complete Book of Corporate Forms
REF. KF 1659 .A65 S43 2001 The Complete Book of Small Business Legal Forms
REF. KF 734 .F57 2008 The Complete Guide to Creating Your Own Living Trust
REF. KFT 1268 .W48 2009 Creditors' Remedies & Debtors' Rights
REF. KFT 1268 .W48 2004 Estate Planning with Tax Analysis
REF. KFT 1268 .W48 2009 Family Law
REF. KF 1524.6 .H36 2002 How to File Your Own Bankruptcy
REF. KF 535 .Z9 H35 2003 How to File Your Own Divorce
REF. KFT 1413.5 .Z9 R65 2001 How to Form a Corporation in Texas
REF. KF 1388 .M36 2009 How to Form a Nonprofit Corporation
REF. KFT 1413.5 .Z9 R65 1995 How to Form a Simple Corporation in Texas
REF. KF 1414.6 .E9 2003 How to Form Your Own Corporation
REF. KF 3004 .Z9 2373 2002 How to Register Your Own Copyright
REF. KF 3181 .Z9 W37 1994 How to Register Your Own Trademark
REF. KF 1524.6 .J33 2006 Individual Bankruptcy and Restructuring
KF 170 .S54 1996 Legal Document Production
REF. KF 1659 .A65 S74 2010 Legal Forms for Starting & Running a Small Business
REF. KF 734 .M69 2003 Living Trusts
REF. KFT 1268 .W48 2008 Minerals, Oil & Gas
KF 9682 .A65 M64 1984 Modern Federal Jury Instructions
REF. KF 170 .J37 2001 More Everyday Legal Forms
REF. KF 801 .A65 R39 2001 The Most Valuable Business Forms You'll Ever Need
REF. KF 170 .W37 2001 The Most Valuable Personal Legal Forms You'll Ever Need
KF 1730 .A65 O263 2012 O'Connor's Texas Civil Forms
REF. KF 8841 .F38 2004 Paralegal Litigation: Forms and Procedures
REF. KFT 1268 .W48 2001 Real Property
KFT 1268 .S813 Stayton Annotated Texas Forms with Practice Notes
REF. KFT 1775 .B46 Texas Criminal Practice Guide
KFT 1268 .S85 1993 Texas Legal Practice Forms
REF. KFT 1730 .T4 1997 Texas Litigation Guide
REF. KFT 1268 .K451997 Texas Transaction Guide, Legal Forms
KFT 1738 .S6 1931 A Treatise on the Law of Special Issues in Texas
REF. KFT 1268 .V4 2007 Uniform Commercial Code Forms
REF. KFT 1268 .W47 West's Texas Forms
DICTIONARIES - TERMINOLOGY

REF. KF 156 .R46 1991 The American Law Dictionary
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. KD 313 .C65 2000 Dictionary of Law
REF. KF 156 .G367 1995 A Dictionary of Modern Legal Usage
REF. KF 156 .G367 2001 Garner’s Dictionary of Legal Usage
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
REF. K 52 .S6 K36 1997 Wiley’s English-Spanish Spanish-English Legal Dictionary

REFERENCE SOURCES

REF. KF 240 .S585 2012 Basic Legal Research
REF. KF 319 .C37 1997 Career Legal Secretary
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 242 .A1 A45 2001 The Essential Guide to the Best (and worst) …
REF. KFT 1268 .W48 2004 Estate Planning with Tax Analysis
REF. KFT 1268 .W48 2009 Family Law
REF. KF 505 .Z9 K7 2007 Family Law in a Nutshell
REF. KF 240 .C37 2011 Finding the Law
REF. KF 1164.3 .D6 2003 Insurance Law in a Nutshell
REF. KF 390.5 .C6 S39 2006 Internet and 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
RESERVE and CIRCULATING SOURCES

KF 320 .L4 A43 2004 (Reserve)        ABA Model Guidelines for the Utilization of Paralegal Services
KF 156 .L96  1994                   Ballentine's Thesaurus for Legal Research & Writing
KF 250 .T467 1992                   Basic Legal Writing
KF 319 .C37 1997                    Career Legal Secretary
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 2750 .Z9 S58 1989                Desktop Publisher’s Legal Handbook
KF 320 .L4 O75 1986                 Ethics for the Legal Assistant
KF 8539 .Z9 H86 2008                Evidence Management for the Paralegal
KF 505 .E35 2002                    Family Law for Paralegals
KF 240 .C63  1989                   Find the Law in the Library
KF 1164.3 .D6 1989                  Insurance Law in a Nutshell
KF 505 .Z9 G29 2004 (Reserve)       Introduction to Family Law
KF 320 .L4 C66 1997                 Introduction to Paralegal Studies
Introduction to Paralegalism
The Law of Real Property
Legal Analysis and Writing for Paralegals
Legal Ethics for Paralegals and the Law Office
Legal Interviewing and Counseling in a Nutshell
Legal Negotiation in a Nutshell
Legal Office: Document Processing
Legal Office Procedures
Legal Research and Writing
Legal Transcription
Legal Writing
Paralegal's Desk Reference
Paralegals: Enhancing Practice, Professionalism, and Profitability (Reserve)
The Paralegal's Guide to Family Law and Practice
The Paralegal's Handbook
Practical Legal Research
The Practical Paralegal: Strategies for Success
The Professional Paralegal Workbook
Survey of Criminal Law
Surviving and Thriving in the Law Office
Texas Rules of Form
Torts and Personal Injury Law
West's Paralegal Today: The Legal Team at Work

VIDEOS

Legal Research for the 21st Century: The Basics
Legal Research for the 21st Century: Case Finding and the Future of Cases
Legal Research for the 21st Century: Citators & Secondary Source Research
Legal Research for the 21st Century: Statutes, Legislative History & Administration
Legal Research for the 21st Century: Legal Research On the Internet
Legal Research for the 21st Century: Advanced Research

CAREER

25 Jobs That Have it All
Careers in Focus: Law
Choosing a Career as a Paralegal
Exploring Tech Careers
A Guide to a Successful Career as a Paralegal or Legal Staff Member
How to Land Your First Paralegal Job
Law
Opportunities in Paralegal Careers
PERIODICALS
Use Academic Search Complete, Legal Collection, Mas Ultra, and SIRS databases http://www.lamarpa.edu/dept/gml/ to locate articles in newspapers and other periodicals.

KF 320 .L4 F33 Facts and Findings (display & stacks)
KF 320 .L4 L447 Legal Assistant Today (stacks)
KF 320 .L4 N3 2006 National Paralegal Reporter (display & stacks)
KF 320 .L4 L447 Paralegal Today (display & stacks)
K 24 .E9 Southeast Texas Record (display)

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

Research guides are located on the Gates Memorial Library Home Page Gates Memorial Library Databases. You may access them to link to Web Sites.

WEB SITES

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.

ABA Guidelines for the Utilization of Paralegal Services
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
MegaLaw
National Association of Legal Assistants
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
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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