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–States
Legal Research–United States–States
Legal Transcription–United States
PARALEGAL SOURCES

REF. KF 240 .S585 2012  Basic Legal Research
REF. KF 319 .C37 1997  Career Legal Secretary
REF. KF 320 .L4 K64 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 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
  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 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 L447                             Paralegal Today (display: stacks 2009- )
K 24 .E9                                  Texas Bar Journal (display; stacks 1993- )

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 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
REF. K 52 .S6 K36 1997     Wiley’s English-Spanish Spanish-English Legal Dictionary
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 884 .1 .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 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)


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
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
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
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.

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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