

# Ethics And Professional Responsibility For Legal Assistants

**Ethics and Professional Practice for Paralegals, 5th Edition** S. Patricia Knight 2020  
**The Paralegal's Guide to Professional Responsibility** Arthur Garwin 2014

Professional responsibility is at the core of delivering effective legal services. Paralegals are expected to obey the ethics rules by which their lawyer employers are bound. To help paralegals stay on top of ethics issues, the ABA Center for Professional Responsibility has updated *The Paralegal's Guide to Professional Responsibility*. The new edition reviews the ethics issues that are relevant to paralegals, legal assistants, secretaries, and other employees of law firms, corporations, and law-related organizations and offers guidance that can be adapted to practice in any jurisdiction. This new edition encompasses all recent changes to the Model Rules, along with updated references to court decisions and other resources. The book is designed to help paralegals understand key areas of the Model Rules and related ethics issues. Subjects include:

- what constitutes the unauthorized practice of law
- what a lawyer cannot delegate to a paralegal
- the issues of competence and diligence in a paralegal's work
- the paralegal and confidentiality
- conflicts of interest
- client funds and property
- advertising
- legal fees and employee compensation

Develop ethics research skills In addition to a thorough examination of the Model Rules as they relate to paralegals, the Guide provides an introduction to basic texts and materials used in legal ethics research and includes:

- concise explanations of the law of professional responsibility
- tools for identifying and resolving ethical problems
- practical tips to use in everyday practice
- a method for categorizing most legal ethics materials

Time-saving features and appendices To help you find the information you need quickly, the book includes time saving features such as chapter summaries, quick-reference text boxes, bullet points, and easy-to-find chapter divisions related to specific subtopics. The Guide also includes an index, a glossary of terms and

several appendices containing requirements, rules, codes, research aids and guidelines of use to the legal assistant.

**Concise Guide to Paralegal Ethics** Cannon 2013

Keep your students engaged and bring the abstract concepts of ethics in the workplace to life by introducing *The Aspen Video Series: Lessons in Ethics* to your next course in Professional Responsibility, now available with *Concise Guide To Paralegal Ethics, Fourth Edition*. Written by a well-known, respected leader in the paralegal field, the *Concise Guide to Paralegal Ethics* provides authoritative coverage of all the major areas of legal ethics, placing special emphasis on how the rules affect paralegals. The book is ideal for short courses or for use in substantive courses with additional consideration of ethics. Each chapter begins with an overview and follows a well-organized format. Key terms are introduced in italics, and marginal definitions help students with terminology. Review questions, hypotheticals, discussion questions, and projects reinforce the material. Useful appendices provide the text of relevant ethical codes. The Fourth Edition explores new rules and cases in ethics. New opinions on technology in confidentiality and marketing areas have been added as well. Features current, authoritative coverage of all the major areas of legal ethics special emphasis on how the rules affect paralegals well-known author and respected leader in the paralegal field ideal for short courses or for use in substantive courses for additional ethics coverage dynamic pedagogy chapters begin with overviews and follow well-organized format key terms introduced in italics marginal definitions of terminology review questions hypotheticals discussion questions projects to reinforce the material useful appendices with text of relevant ethical codes teaching package Instructorand's Manual Test Bank PowerPoint slides Thoroughly updated, the revised Fourth Edition presents new rules and cases new opinions on technology in confidentiality and marketing

**The California Paralegal Ethics Handbook 2019 Edition: With the New (November**

**2018) Rules of Professional Conduct** Lw

Greenberg Esq 2019-03-10 This is a California specific paralegal ethics book that includes the NEW California Rules of Professional Conduct that became effective November 2018. This ethics handbook contains California cases, California codes and the California Rules of Court. There are chapters about conflicts for both paralegals and attorneys, a chapter about what constitutes the practice of law, a chapter that discusses discovery issues and more. Forms designed just for paralegals are also included so paralegals can keep track of their education and case work. Whether you are aspiring to become a California paralegal or are already certified as a California paralegal, this is the only ethics book to buy.

**California Paralegal Ethics Handbook** L. W. Greenberg 2017-11-03 This is the California ethics book that you have been waiting for. It was written just for California paralegals. It contains the Professional Conduct Rules, the Rules of Court, California laws and the most relevant California cases. There are eleven chapters that have valuable information that you will not find in any other ethics book for paralegals, information that all California paralegals need to know. There are four (4) forms that every California paralegal must have. Forms for records that are required by California law and forms for keeping track of your continuing education units and for certification of continuing education units. Also included are the current California State Bar Rules of Professional Conduct and four California State Bar Formal Opinions. This comprehensive ethics book is the only California paralegal ethics book to buy. Whether you are already a certified California paralegal or a paralegal student, you need this book!

**Ethics** Deborah K. Orlik 2005-09 Appropriate for courses in ethics for paralegals, legal assistants, or legal secretaries at the undergraduate level. Also appropriate as a supplement in an Introduction to Law course or an in-house training program. Top Ten Rules for Paralegals presents a straightforward upbeat approach to developing an understanding of professional responsibility in the field of law. Common everyday ethical issues in the real world of law are discussed in a conversational

"plan English" style designed to make concepts more accessible and interesting for the student. Specifically designed for today's paralegal students, Top Ten Rules was written by a leading authority in field of paralegal ethics, Deborah Orlik. It is a distillation of over 20 years of legal study and practical use of the rules of professional responsibility as a paralegal. This is the author's sixth book on the subject, however, this book takes a different, less dry, approach to the subject. The author warns the students to be prepared to use their own morality to test their threshold of right and wrong while discussing the scenarios presented in the book. The object is to place the readers in a realistic workplace context involving an ethical issue and ask them to use their newly gained knowledge of the law and of their own morality to work through the problem. This course of study will give them an opportunity to explore their feelings and opinions and get them ready to deal with issues on the job. No one book can provide the answers to all ethical issues. But this text will give the student a starting place. By the end of this course of study they should be able to: 1) identify an ethical issue; 2) put it into a general category - one of the Top Ten rules; and 3) know where to start researching the answer to any ethical issue.

**ABA Model Guidelines for the Utilization of Paralegal Services** American Bar Association. Standing Committee on Paralegals 2004 *Ethics and Professional Responsibility for Paralegals* Therese A Cannon 2024 "College-level textbook on ethics and professional responsibility"--

**The Lawyer's Desk Guide to Preventing Legal Malpractice** 1999

**Ethics for the Legal Professional** Deborah K. Orlik 2014 Ethics for the Legal Professional, 8e by Deborah Orlik sets the standard for professional responsibility textbooks. Written for the paralegal, its upbeat tone encourages students to stay engaged in the reading. Margin "Challenge Assignments" invite students to research and apply their own state laws to common ethical problems. Video cases are available online and offer a contemporary approach to class discussion. Additional cases and vignettes fill each chapter and help students apply concepts to real situations. This edition

includes more on online self-testing and research assignments, while referencing the latest case law for each of the 50 states. With its lively narrative and state-specific approach, this book tackles important ethical issues and builds marketable research and critical-thinking skills. [Ethics and Professional Responsibility for Paralegals \(with Aspen Video Series\)](#) Therese A. Cannon 2013-05 This highly successful textbook provides complete coverage of ethical principles from the perspective of the practicing paralegal. **Professional Responsibility** Nathan M. Crystal 2024-02-06 Buy a new version of this textbook and receive access to the Connected eBook with Study Center on Casebook Connect, including lifetime access to the online ebook with highlight, annotation, and search capabilities. Access also includes practice questions, an outline tool, and other helpful resources. Connected eBooks provide what you need most to be successful in your law school classes. **Professional Responsibility: Problems of Practice and the Profession, Eighth Edition**, is known for its flexibility and adaptability to different teaching methods and student learning styles. The text is easily adaptable to a variety of teaching methods, including question and answer discussion of text and problems, role play, student presentations, guest speakers, and writing seminars. The book is structured to enable instructors to present the materials doctrinally or by area of practice. The extensive multifaceted problems provide instructors with a wide range of options for presenting the material. The authors have carefully crafted the text so that reading assignments are reasonable – typically 10-15 pages for a one-hour session and 20-25 pages for a two-hour session. The book offers three types of problems, each of which has a specific purpose in the student's ethical education. The text and principal discussion problems are designed to help students develop the ability to make sound judgments for difficult questions of professional responsibility. Each chapter contains Rule Review questions that present multiple hypotheticals enabling students to understand the scope and limitations of important rules of professional conduct. Multiple-choice assessment questions at the end of each chapter with detailed answers help the students review

major concepts in the chapter and prepare for the MPRE. New to the Eighth Edition: Length shortened by almost 200 pages, to focus on the most important ethical issues for two-hour courses, which are now the standard. A number of problems have been moved from the text to the website and are still available for professors who have used them in the past. More in-depth discussion of the duty of confidentiality, including comparing the scope of the duty of confidentiality in New York, the District of Columbia, and California with ABA Model Rule 1.6; examining the concepts of use and disclosure; and adding analysis of the “possession exception” to the duty of confidentiality focusing on the lawyer’s decision to take possession of such evidence and the distinction between tangible criminal material and real incriminating evidence. Coverage of a number of contemporary issues involving ethics and technology, including ethical propriety of a lawyer responding to on-line criticism and the ethical aspects of a lawyer’s use of artificial intelligence. Additional material on the obligations of defense counsel and prosecutors, including defense counsel’s obligations when advising a client regarding a competency defense and new problem material on prosecutors’ ethical obligations under Rule 3.8 dealing with evidence of a wrongful conviction. Revised material on delivery of legal services, including new material on removal of restrictions on the unauthorized practice of law, comments on legal services plans and delivery of legal services in criminal cases, and pro bono services offered by law firms. Post-2020 ethical issues, including the application of the crime-fraud exception to the attorney-client privilege and issues of frivolous claims in litigation involving the 2020 Presidential election; new material on Justice Department investigation of “pattern and practice” investigations of a number of city police departments; and scrutiny of financial benefits received by Supreme Court Justices. Benefits for instructors and students: Realistic problems that develop students’ ability to make sound judgments. Emphasis on guiding students to articulate a cogent philosophy of lawyering. Innovative, flexible organization suited to a variety of courses and clinical programs. Organized by major doctrinal

concepts, such as confidentiality and conflicts of interest. Offers alternative organization by area of practice. Modular organization for professor choice. Manageable length. Extensive Teacher's Manual suggests lessons, sample syllabi (for two- and three-hour classes), Q & A, and role-playing models. Multiple-choice assessment questions and answers located at the end of each chapter to prepare students for the MPRE. PowerPoint slides dealing with fundamental concepts and the basic problems presented in the book. Essay questions with outlines of answers on the course website that instructors can use for class discussion or student review.

Fundamentals of Law Office Management  
Pamela I. Everett 1994 This text benefits both management and non-management paralegal students. Its balanced approach provides students with practical how-to information and a clear explanation of theory. Insights into the paralegal marketplace in general, as well as essential paralegal skills, are included. Ethics Alert notes emphasize ethical issues pertaining to each chapter.

*Occupational Outlook Handbook* United States. Bureau of Labor Statistics 1957

Model Rules of Professional Conduct American Bar Association. House of Delegates 2007 The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

Ethics and Professional Responsibility for Legal Assistants Therese A. Cannon 1999 This completely updated, definitive text on legal ethics and professional responsibility for legal assistants provides timely coverage of all ethical principles from the perspective of the practicing paralegal. The book includes: specific rules from

the ABA Model Code and Model Rules on which state codes are based: references To The relevant ABA Guidelines For The Utilization of Legal Assistant Services; and ethical canons of the two major paralegal associations. Some features of special interest: The hallmarks that have Cannon's book so successful have been retained: extremely clear explanatory text accompanied by excellent examples; each chapter includes cases that demonstrate how the principles and rules are applied to legal assistants, review questions, and discussion questions that can be assigned as projects; Therese Cannon is a well-know and respected leader in paralegal education, and her book is regarded as one of the best available for paralegal students. The new Third Edition offers: new cases and trends in how states are addressing ethical issues involving paralegals; updated sections on unauthorized practice of law, non-lawyer legal services providers, conflicts of interest, and regulation; new information in chapter on confidentiality, particularly addressing changes resulting from technological innovations, and new cases dealing with confidentiality; coverage of new state ethical guidelines for using paralegals; and appendices updated with latest versions of ethical codes.

Ethics for the Legal Assistant Deborah K. Orlik 1992-05 This text is intended as a supplement for introductory courses in law, paralegal ethics, and legal assistance. It examines the ABA Model Code of Professional Responsibility, case law on the Code, the ethical guidelines provided by national paralegal organizations, and state and local bar association opinions.

**Instructor's Manual, Ethics and Professional Responsibility for Legal Assistants** Therese A. Cannon 1999

**Top 10 Rules of Ethics for Paralegals** Deborah K. Orlik 2011-11-21 This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Top Ten Rules for Paralegals provides an upbeat approach to understanding professional responsibility in the field of law. Using a straightforward style, it discusses common ethical issues in the real world of law and asks students to reflect on their own personal beliefs.

With a focus on research, it encourages students to find the Rules of Professional Conduct for their own state and think critically about ethical issues with those rules in mind. This edition also includes new research assignments that reinforce how to find answers to ethical questions and deal with issues on the job.

**Bundle** Cannon 2008-01-13

*Litigation Case Management for Legal Assistants, 1993* 1993

**Professional Responsibility** Deborah L. Rhode 1998 Deborah Rhode, 1998 President of the American Association of Law Schools, organizes Professional Responsibility around real-life problems and exercises based on reported cases and commentary to give students needed exposure To The ethical dimensions of lawyering. Divided into two major parts, Professional Responsibility opens with material central to all courses in professional responsibility: Traditions of Moral Reasoning Regulation of the Profession Advocacy the Adversary System Confidentiality Conflicts of Interest Negotiation and Mediation the lawyer-Client Relationship the next part of the book applies this information to specific substantive areas of law: Civil Procedure Constitutional Law Contracts Corporations Criminal Law and Procedure Evidence and Trial Advocacy Family Law Property Tax Torts Extensive cross-referencing emphasizes substantive connections among the chapters and facilitates an integrated approach To The material. Each chapter includes problems leading to cases, commentary, inter disciplinary notes, and references. Rhode devotes careful attention To The Model Code of Professional responsibility And The Model rules Professional Conduct. Instructors will find the full revised Teacher's Manual with its simulation exercises, preparatory notes, questions, background materials, and bibliographic references and extremely helpful teaching tool. Numerous problems and several new simulation exercises highlight this revision. Race, gender, and ethic bias; alternative dispute resolution; and relationships between lawyers in organizational setting are just a few examples of the many timely issues Rhode addresses as she delves into the substantive application of professional ethics.

Ethics for Paralegals Linda A. Wendling 2017-09-12 Introducing students to the basic tenets of legal ethics, this text explores the regulations affecting the paralegal's relationships with clients and ethical requirements that legal professionals follow within the justice system. The book closely aligns to the NALA and NFPA codes of responsibility, providing side-by-side comparison of their similarities and differences that offers students opportunities for critical analysis. Key Benefits: Close correlation with NALA and NFPA codes of professional responsibility. Ethics applications that address the evolving legal landscape and technology. Review questions, scenarios for in-class discussion, and Real to Real features (discussions of media's portrayal of attorneys in ethical dilemmas) engage students and provide opportunities to practice skills. Research This feature that help strengthen students' research skills by providing suggestions for more in-depth study of key issues.

**The Regulation of Paralegals** William P. Statsky 1987

**Ethics and Professional Responsibility for Paralegals** Therese A. Cannon 2004 Ethics and Professional Responsibility for Paralegals provides complete coverage of legal ethics tailored to the needs of the practicing paralegal. Ethics and Professional Responsibility for Legal Assistants Therese A. Cannon 1992

**Litigation Case Management for Legal Assistants, 1996** 1996

**Professional Responsibility in Focus** John P. Sahl 2021-01-12 The Second Edition of Professional Responsibility in Focus offers a comprehensive, updated exposition of the law governing lawyers and judges. Real-world scenarios throughout the text provide students numerous opportunities for students to apply what they have learned and solidify their understanding of important concepts. New to the Second Edition: More than a dozen new cases and other recent developments—such as the amended advertising and solicitation rules—in an expanded, practice-oriented text with new and revised footnotes. Professors and students will benefit from: Clear and concise coverage of the attorney-client relationship, competence, confidentiality, conflicts of interest,

and more. Key Concepts at the start of each chapter and Chapter Summaries at the end of each chapter facilitate study and review Case Previews and Post Case Follow-Ups that frame each case writing clarifies the rules and aid in student understanding An introduction to the legal profession Real Life Applications and Applying the Rules exercises challenge students to apply what they have learned to realistic hypothetical scenarios Updates to Chapter One, on the moral responsibility of lawyers, that provides context for understanding and situating the Model Rules of Professional Responsibility covered in the chapters that follow. 12-chapter organization is easily adapted to two or three-credit courses

Connecting Ethics and Practice Katerina P. Lewinbuk 2019-02-12 In Connecting Ethics and Practice: A Lawyer's Guide to Professional Responsibility, Second Edition, Katerina Lewinbuk explains the legal, professional, and ethical constraints that regulate attorneys, while keeping the modern law professor and student in mind. Contemporary cases and articles are used to provide for an easier understanding of the Model Rules and Judicial Canons, which assists in preparing for law school exams and the MPRE. The author employs a user-friendly coursebook format organized in a logical manner, while achieving a realistic and manageable length. Mind-maps are provided with every chapter to help students visualize and remember selected rules, and discussion questions are used to allow the students to fully comprehend and digest the reading, while also demonstrating real-life struggles most lawyers face at some point in their career. Based on the unique format, students systematically cover all important aspects of the legal journey from law school to the legal profession. New to the Second Edition: Two-color format and new design add visual appeal Revised chapters contain contemporary cases, discussions, and studies Updates include recent changes to the ABA Model Rules of Professional Conduct New coverage includes: Discussion of the ethical issue relating to Judge Kavanaugh hearings Recent famous case of McCoy v. Louisiana New statistics re: women in the legal profession and malpractice claims against lawyers Professors and students will benefit from: The easy-to-

follow logical sequence of all relevant rules that are clearly articulated at the beginning of the book and then reiterated accordingly in every chapter Structured material that is well-suited for a new or experienced professor Chapters based on quality readings as opposed to quantity Engaging, realistic examples that exhibit how each Rule relates to practice Simple, consistent organization of each chapter—offering a clear, logical layout and allowing for ease of use and teaching throughout Chapter introductions that begin with concise explanations of the applicable Rules to be discussed Controversial, contemporary, and thought-provoking readings Discussion questions at the end of each reading, as well as at the end of each chapter, that encourage colorful and lively dialogue and participation Table of Model Rules with applicable page numbers for easy reference

**Instructor's Manual to Ethics and Professional Responsibility for Legal Assistants**

Therese Cannon 1995-12  
**Paralegal Ethics and Regulation** William P. Statsky 1993 The rules, regulations, and responsibilities guiding the ethical behavior of paralegal professionals are discussed in this valuable reference. Material focuses on practical, relevant issues facing paralegals in the 90's. You get extensive coverage of malpractice insurance, limited licensing, conflict of interest, confidentiality and more. And Statsky covers both the NALA codes and guidelines and the NFPA Affirmation of Responsibility.

**The Legal Assistant's Practical Guide to Professional Responsibility** 2004

Introduction to Law for Paralegals Katherine A. Currier 2019-02-26 Balancing practice and theory, Introduction to Law for Paralegals: A Critical Thinking Approach offers a well-rounded introduction to law and the American legal system. Currier, Eimermann, and Campbell's thoughtfully revised seventh edition offers comprehensive coverage combined with interesting topics, timely cases, and effective pedagogy. Through hypotheticals, examples, and well-designed questions, the authors engage students in the process of critical thinking and analysis. New to the Seventh Edition: Updated with changes in the law, new NetNotes and Web Exercises, and additional Discussion Questions and Legal Reasoning Exercises New case

excerpts on trademark issues and the constitutionality of the disparagement clause (Ch. 13); same-sex marriage, paternity, and custody disputes (Ch. 15); inducement to commit suicide (Ch. 16); and cell phone privacy (Ch. 17) Revised chapter on Ethics, including revisions to the ABA Rules of Professional Conduct, a discussion and comparison of rules of conduct and ethical rules, the addition of notary public law, and a new ethics alert regarding client confidentiality Discussion of defamation in the era of digital media and the Communication Decency Act of 1996, contemporary torts in the digital age, and reference to the “MeToo” movement in Chapter 11 on Torts New co-author, Marisa Campbell, brings her extensive experience in the paralegal field to the book Professors and students will benefit from: Clear and effective organization—the text is divided into three parts, reflecting the topics addressed in an introductory course: Part I, Paralegals and the American Legal System; Part II, Finding and Analyzing the Law; and Part III, Legal Ethics and Substantive Law A critical thinking approach that introduces students to the study of law, encouraging them to interact with the materials through discussion questions and legal reasoning exercises Text that is readable without talking down to students—the structure of chapters ensures that students understand and learn the material Comprehensive coverage of key legal concepts Effective and thoughtful pedagogy throughout, with chapter objectives, ethics alerts, marginal definitions, internet references, and review questions Helpful appendices, including Fundamentals of Good Writing and Basics of Citation Form *The Paralegal's Guide to Professional Responsibility, Sixth Edition* Arthur H Garwin 2024-03-26 Professional responsibility is at the core of delivering effective legal services. Paralegals are expected to obey the ethics rules by which their lawyer employers are bound. To help paralegals stay on top of ethics issues, the ABA Center for Professional Responsibility has updated *The Paralegal's Guide to Professional Responsibility*. The sixth edition reviews the ethics issues that are relevant to paralegals, legal assistants, secretaries, and other employees of law firms, corporations, and law-related organizations and offers guidance that

can be adapted to practice in any jurisdiction. This edition encompasses all recent changes to the Model Rules, along with updated references to court decisions and other resources. Subjects include: What constitutes the unauthorized practice of law What a lawyer cannot delegate to a paralegal The issues of competence and diligence in a paralegal's work The paralegal and confidentiality Conflicts of interest Client funds and property Advertising Legal fees and employee compensation Develop ethics research skills In addition to a thorough examination of the Model Rules as they relate to paralegals, the Guide provides an introduction to basic texts and materials used in legal ethics research and includes: Concise explanations of the law of professional responsibility Tools for identifying and resolving ethical problems Practical tips to use in everyday practice A method for categorizing most legal ethics materials Time-saving features and appendices

**Ethics for the Legal Professional** Deborah K. Orlik 2007 Course: Ethics courses taught in Legal Studies, Paralegal Studies, and Legal Assistant programs. *Ethics for the Legal Professional* sets the standard for professional responsibility textbooks. Now in its sixth edition, the text has been reorganized to reflect the changes in the paralegal profession. It begins with concrete concepts that have been given some clear direction in the courts and state legislatures (UPL confidentiality and conflicts) before moving on to the more technical, rule-driven concepts (advertising, billing and fees), and then to the most abstract rules (competence, zealous representation and integrity). Written from the viewpoint of the paralegal, this book uses plain English and an upbeat tone to keep readers engaged. It then reinforces each chapter's learning objectives with improved end-of-chapter materials such as multiple choice, fill in the blank and true/false questions. Unique to the 6th Edition, is end of chapter materials for classroom collaborative learning activities, hypotheticals for classroom discussion, and cases for consideration, each with their own set of questions. Still the most popular book in its genre, the 6th Edition continues to tackle the most important ethical issues facing paralegals today in a frank, conversational style. New to this edition are 24

scenario-based videos that deal with the most common ethical situations paralegals will encounter on the job.

*Concise Guide to Paralegal Ethics* Therese A. Cannon 2002 Resource added for the Paralegal program 101101.

**Litigation Techniques for Legal Assistants** 1991

**Legal Assistant's Practical Guide to Professional Responsibility** Arthur Garwin 2004 The book provides a thorough examination of the Model Rules of Professional Conduct as they relate to legal assistants and includes an introduction to basic texts and materials used in legal ethics research.

**Canons of Ethics** American Bar Association 1923

[Ethics and Professional Responsibility for Paralegals](#) Therese A. Cannon 2017-09-12 With complete coverage of the ethical principles that inform the role of the paralegal, *Ethics and Professional Responsibility for Paralegals, Eighth Edition* is ideal for use as either a primary course book, or a supplementary text. An authoritative presentation combined with clear and readable pedagogy enriches all levels of inquiry into the ethics of legal practice. Key Benefits: Comprehensive coverage of the professional responsibilities of paralegals, illuminated with chapter overviews, key terms, and a student-friendly organization. Discussion questions with hypotheticals and review questions in each chapter. Landmark cases, many involving paralegals, that demonstrate how the principles and rules of ethics are applied. Updated ethics opinions, with a focus on technology and social media, supported by new hypotheticals. Expanded coverage of how technology is affecting various aspects of ethics and practice, including confidentiality and privilege, competence, conflicts of interest and advertising. Many new cases including: *State Bar v. Lang* (unauthorized practice of law), *Committee v. JPMorgan Chase* (competence), *Lola v. Skadden* (professionalism), *Pension Committee v. Banc of America Securities* (advocacy), and *McDermott v. Superior Court* (confidentiality).

## Ethics And Professional Responsibility For Legal Assistants

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