



The Texas Paralegal (Paralegal Reference Materials)

By William P. Statsky, Lynn Crossett

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A ground-breaking resource for aspiring and working paralegals, *The Texas Paralegal* has made learning critical state-specific material easier, and more organized, than ever. The book's unique approach works by providing readers with the information, documents, and resources they need to understand the basic workings of Texas law. Coverage includes an overview of the paralegal profession, ethics, the legal system, research, and even a comprehensive legal dictionary - all as they pertain to Texas State laws and statutes. The end result is an indispensable, handy, all-in-one reference guide that is packed with the highly tailored, highly relevant content needed to succeed in the industry. It will prove to be a solid reference for all levels, from novice paralegals just entering or considering entering the field, to paralegals active and working in Texas, making this a must-have addition to any paralegal reference library.

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Editorial Review

Review

PART 1: PARALEGAL PROFESSION. 1. Overview of Texas Paralegals. 2. Paralegal Associations and Related Groups in Texas. 3. Sources of CLE for Paralegals. Appendix A: Paralegals in Court Opinions. Appendix B. Becoming an Attorney in Texas. **PART 2: PARALEGAL EMPLOYMENT.** 1. Resources for Finding Employment in Texas. 2. Sample Paralegal Job Descriptions in State Government. 3. Sample Paralegal Job Description in a Federal Agency Located in Texas. 4. Pro Bono Opportunities for Paralegals. 5. Becoming a Notary Public. 6. An Employee or an Independent Contractor?. 7. Overtime Pay under Federal Law and State Law. 8. Laid-Off Paralegals and Unemployment Compensation. 9. Injured Paralegals and Workers' Compensation. Appendix A: Deductibility of the Cost of Paralegal Education or Training. **PART 3: ETHICS, PARALEGALS, AND ATTORNEYS.** 1. Defining the Practice of Law and the Unauthorized Practice of Law (UPL) in Texas. 2. Texas Disciplinary Rules of Professional Conduct (DRPC). 3. Ethical Opinions on Paralegals and other Nonattorneys. 4. Texas Bar Associations (including Paralegal Membership Categories). Appendix A: Timeline: Disciplinary Proceedings against an Attorney. **PART 4: LEGAL SYSTEM.** 1. Introduction to the State Government of Texas. 2. State Courts in Texas. 3. Federal Courts in Texas. 4. State Legislation: How a Bill Becomes a Texas Statute. 5. State Agencies, Offices, and Boards. 6. Counties and Cities: Selected Useful Law-Related Sites. **PART 5: LEGAL RESEARCH AND RECORDS RESEARCH.** 1. Texas State Legal Research. 2. Citation Examples: Some Comparisons. 3. Abbreviations in Citations: Some Comparisons. 4. Abbreviations for Notetaking. 5. Research Starters for 74 Major Texas Topics. 6. Self-Help Resources. 7. Public Records Research. 8. Finding Law Libraries in Your Area. 9. Hotline Resources and Complaint Directories. **PART 6: PROCEDURE: SOME BASICS.** 1. Timeline: A Civil Case in the Texas State Courts. 2. Venue, Process, Pleadings, and Discovery: 45 Rules Even Non-Litigation Paralegals Should Know. 3. State and Federal Civil Litigation in Texas: Some Comparisons. 4. Timeline: A Criminal Case in the Texas State Courts. **PART 7: SAMPLE DOCUMENTS.** 1. Sample Petition Action Filed in a Texas State Court. 2. Sample Civil Complaint Filed in a Federal District Court in Texas. 3. Sample Legal Memorandum Applying Texas Law. 4. Sample Appellate Brief Filed in the Texas Court of Appeals. 5. Sample Criminal Complaint Filed in a Texas State Court. **Part 8: Comprehensive Legal Dictionary.**

About the Author

William Statsky is a member of both the ethics committee and the advisory council for the National Federation of Paralegal Associations, as well as an instructor of online courses at Thomas Edison State College in Trenton, New Jersey. He is the author of numerous groundbreaking legal textbooks for paralegals and was a member of the transition team for then President-Elect Ronald Reagan. Mr. Statsky holds a master of law degree (LL.M) in urban affairs, as well as a juris doctorate degree (J.D.).

Lynn Crossett is the Director of the Legal Studies Program and Assistant Professor of Political Science at Texas State University in San Marcos. He serves on the State Bar of Texas Paralegal Committee and is a graduate of the University of Texas and Texas Tech University School of Law.

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