

VIDEOTAPE OFFER: Please complete the following and mail to your local **Pearson Prentice Hall sales representative**. Your representative will verify your textbook order and forward the form for fulfillment.

For every new 25 copy adoption, you are entitled to one video selected from the videos listed.
For every new 50 copy adoption, you are entitled to two videos selected from the videos listed.
For every new adoption of 75 copies or more, you are entitled to three videos from the videos listed.

Name & Institution: (please print clearly): _____

Shipping Address: _____

Daytime Phone # _____ Fax # _____

Your e-mail address (if any questions): _____

I would like to order the following tape(s): (please circle your selection(s))

Title of Tape(s)

- "PARALEGALS: Is This As Good As It Gets?" (2004)
(Viewing Time: Part I = 43 min. & Part II = 43 min.)
- "PARALEGAL ETHICS: Issues and Answers 2003"
(Viewing Time: Part I = 43 min. & Part II = 45 min.)
- "ACCESS TO JUSTICE: Paralegals and Other Solutions 2003"
(Viewing Time: 48 min.)
- "THE PARALEGAL PROFESSION: Regulation Issues
(Viewing Time: Part I = 52 min. & Part II = 47 min.)
- "THE LEGAL TEAM: Improving Efficiency with Paralegals"
(Viewing Time: Part I = 55 min. & Part II = 55 min.)
- "SO YOU WANT TO BE A PARALEGAL?"
(Viewing Time: 41 min.)
- "LANDING YOUR FIRST PARALEGAL JOB"
(Viewing Time: 42 min.)

All prices include shipping and handling costs.
Order Form Dated: 05/31/04

BRIEF DESCRIPTION OF THE PARALEGAL EDUCATION VIDEOTAPES

“PARALEGAL ETHICS: Issues and Answers 2003” (Part I = 43 minutes; Part II = 45 minutes) features five hypothetical situations to illustrate the major ethical issues confronting paralegals and other non-lawyer staff. The videotape is designed to allow the tape to be paused after each hypothetical, so that the group watching the tape can discuss the situation. The tape can then be continued to view the discussion of the particular hypothetical by the members of the panel. Coverage of the tape includes general ethical obligations of attorneys and paralegals, confidentiality and attorney client privilege, conflicts of interest, unauthorized practice of law, financial issues and ethics, fees and billing, advocacy-related rules, and competence and malpractice. **The videotape also includes a written copy of the five hypothetical situations for you to photocopy and distribute to your class. The videotape also contains written materials prepared by nationally-recognized paralegal ethics expert Therese (Teri) Cannon, Esq.,** who is the Educational Consultant to the American Bar Association Standing Committee On Paralegals (SCOP) and is also the author of one of the leading paralegal ethics texts.

“ACCESS TO JUSTICE: Paralegals and Other Solutions 2003” (48 minutes) is an interesting presentation of the difficult issues surrounding the continued unmet needs for access to justice for large segments of the population. This videotape discusses the strengths and limitations of paralegals in meeting civil justice needs and also covers other “solutions” sometimes presented to solve the “access to justice” problem.

“SO YOU WANT TO BE A PARALEGAL?” (April 2002) (41 minutes)

Recognized national experts provide an overview to the paralegal profession and paralegal education, including what paralegals do, where paralegals work, selecting the right paralegal education program, description of the major national professional organizations, and challenging issues facing the paralegal profession.

“LANDING YOUR FIRST PARALEGAL JOB” (April 2002) (42 minutes) discusses how to obtain paralegal employment. Subjects include knowing what characteristics employers want, researching prospective employers, getting "your foot in the door," preparing your resume, conducting yourself in the interview, following up after the interview, deciding if the job is right for you, and other helpful tips and techniques.

“THE PARALEGAL PROFESSION: Regulation Issues and Future Directions” (Spring 2000) (Part I = 52 minutes; Part II = 47 minutes) covers the major arguments for and against regulation and also discusses future employment and other issues regarding the paralegal profession. The videotape also comes with written materials describing the position of each of these major organizations regarding paralegal regulation. Panel participants include:

Sally Andress, Past President, NFPA

Teri Cannon, Esq., Educational Consultant, ABA Standing Comm. on Legal Assts.

Paul Guymon, Past President, AAfPE

Chris Reynolds, Past President, LAMA

Sue Richards, Esq., Former Chair, ABA Standing Committee on Legal Assistants

Vicki Voisin, Past President, NALA

“THE LEGAL TEAM: Improving Efficiency with Paralegals” (Fall 1999) (Part I = 58 minutes; Part II = 57 minutes) deals with effective utilization of paralegals. This tape includes two interesting “Letterman Top 10” lists to illustrate some of the mistakes and misconceptions involved in the use of paralegals. Honolulu attorneys Ian Mattoch, James Hershey, and Michael Nauyokas are featured on the videotape, together with former National Federation of Paralegal Association President Kathey Mehle, employment law paralegal Jacqueline Conant, and ABA Educational Consultant Teri Cannon, Esq. Attorneys and paralegals would be well advised to view the suggestions made by the successful attorney/paralegal combinations appearing on the videotape. The comments of the participants on this tape are informative, entertaining, and challenging and provide insight into the workings of successful attorney/paralegal teams.