

Paralegal Resource Guide

Sawyer Library Legal Databases	Massachusetts Legal Websites - Law and Regulations
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This guide provides information resources for the paralegal. Included are the Sawyer Library legal databases and selected academic, government, commercial, and association websites. Also, a brief list of selected print sources is provided. [The Mildred F. Sawyer Library](#) maintains an extensive collection of paralegal reference materials and texts. Check the [catalog](#) for specific titles. For more detailed legal information, including state and federal reporters, statutes, and regulations, visit the [Suffolk University Law Library](#).

Sawyer Library Legal Databases

[LEXIS/NEXIS - Academic](#)

To find a case, view state and federal codes, and obtain legal news and law reviews use LEXIS/NEXIS Academic.

LEXIS/NEXIS Academic is an extensive full-text database of legal and news information. This database can be accessed both from the library and from home. Some of the available legal information is listed below:

- Legal News and Law Reviews - Offers full-text searching. It is best to first choose the 'Sources' tab and then select publication type. One may also choose the 'Legal' tab and select a category from the drop-down menu.
- Find cases - It is most efficient to choose the 'Sources' tab and then 'Cases,' and select from a list. One may also choose the 'Legal' tab and select a 'Federal and State Cases' from a menu on the right side of the page. Includes full-text decisions from all federal courts and state high court, appellate, and some lower court decisions for all states.
- Shepard's for federal and state cases and for law reviews - Choose the 'Legal' tab and select Shepard's from the right column.
- U.S. Code and State Codes- Choose 'Sources' tab and select 'Legislation, Statutes & Codes,' or choose 'Legal' tab and select from right column listing.
- Code of Federal Regulations and State Regulations - Choose 'Sources' tab and select 'Administrative Materials & Regulations.'
- Accounting Sources - Choose the 'Business' tab and select 'Accounting' from the right side of the page.
- Tax Law - Choose the 'Legal' tab and select 'Tax Law' from the right side of the page.
- European Union, Commonwealth & Foreign Nations - Contains case law, treaties, and international agreements, including GATT Panel and World Trade decisions. Choose the 'Legal' tab and choose European Union et al from the right column.
- Canadian Court Cases & Legislation - Choose the 'Legal' tab and limit from the right column.
- Patents - all U.S. patents from 1970's to present. Patents are listed as an option on the right column within 'Legal' sources.
- Martindale-Hubbell Law Directory Listings - Select 'Sources' tab.

LEXIS/NEXIS Paralegal Research Version

This LEXIS/NEXIS legal resource is for use by Suffolk University's paralegal students only. It is available only on two library workstations. See [LEXIS/NEXIS Research Guide](#) in the Sawyer Library's [Help and Research Guides](#) for assistance in using this database.

Academic Legal Sites:

[Legal Information Institute \(LII\). Cornell Law School](#)

<http://www.law.cornell.edu/>

LII provides U.S. Supreme Court decisions since 1990 and links to websites with prior Supreme Court cases. Includes links to Supreme Court briefs and oral arguments. In addition, LII includes the U.S. Code accessible by both popular name and by citation. LII's "Law About...", now known

as "Wex," is an excellent resource for legal researchers. Arranged by category, legal issues are explained and primary source references (state and federal statutes, case law, agency regulations) are linked. Also, with LII, the searcher can find:

[The Rules of the Supreme Court of the United States](#)

<http://www.law.cornell.edu/rules/supct/overview.html>

[The Federal Rules of Civil Procedure](#)

<http://www.law.cornell.edu/rules/frcp/overview.htm>

[The Federal Rules of Criminal Procedure](#)

<http://www.law.cornell.edu/rules/frcrmp/>

[The Federal Rules of Evidence](#)

<http://www.law.cornell.edu/rules/fre/overview.html>

[UCC: Uniform Commercial Code](#)

<http://www.law.cornell.edu/ucc/ucc.table.html>

[Washburn University School of Law \(Washlaw\)](#)

<http://washlaw.edu/>

Washburn University School Of Law (Washlaw) provides a comprehensive index of sources of legal information available on the web. This site includes a gateway to federal government documents, federal law, state law, international law, and more. See [DocLaw](#) for federal government related material and Washlaw's [RefLaw](#) for specific legal reference sites.

[Emory University School of Law](#)

<http://www.law.emory.edu/LAW/refdesk/toc.html>

The Emory University School of Law website provides a helpful directory of legal and non-legal websites in the Emory Electronic Reference Desk. The Electronic Reference Desk organizes web-based legal information by jurisdiction and by topic. Included are links to cases from Federal Circuit Courts of Appeals, Federal district case law, as well as the Supreme Court, Federal Claims Court, U.S. Tax Court, U.S. Bankruptcy Courts, U.S. Court of Appeals for the Armed Forces, and federal and local court rules.

[The Jurist](#)

<http://www.jurist.law.pitt.edu/>

The Jurist website is hosted by the University of Pittsburgh School of Law and focuses on legal news and legal education. The site links to free, largely full-text legal [working papers](#). Select by topic or school.

[Meta-Index for U.S. Legal Research](#)

<http://gsulaw.gsu.edu/metaindex/>

Provides searchable indexing of legal sites. Includes judicial opinions, legislation, federal regulations, and more.

[Oyez. U.S. Supreme Court Multimedia](#)

<http://www.oyez.org/oyez/frontpage>

Provides access to over 2,000 hours of Supreme Court audio. All audio since 1995 is included with selected audio prior to that date. Includes news and docket information. Site supported by Northwestern University Libraries and Northwestern's Weinberg College of Arts and Sciences, with additional support from the National Endowment for the Humanities and the National Science Foundation.

[University Law Review Project](#)

<http://www.lawreview.org/>

Provided by the University Law Review Project (Coalition of Online Journals, Australasian Legal Information Institute, Legal Information Institute at Cornell, Stanford University, & JURIST), this site links to the full-text and abstracts of legal journals.

[The Boston College Law Library. Research Guides](#)

<http://www.bc.edu/schools/law/library/research/researchguides.html>

The Boston College Law Library website includes a series of excellent information guides that assist users in finding the law and in understanding legal materials.

[An Introduction to Basic Legal Citation by Peter W. Martin \(Cornell Law School\)](#)

<http://www.law.cornell.edu/citation/>

An Introduction to Basic Legal Citation by Peter W. Martin can be found at the Cornell Law School website. This is a helpful guide to legal citation which focuses on professional practice rather than journal publication.

Government Legal Sites:

[Thomas Legislative Information Service](#)

<http://thomas.loc.gov/>

The Library of Congress provides the Thomas Legislative Information service. Thomas includes full-text bills and public laws from the 93rd Congress to the present Congress; the Congressional Record from the 101st Congress to the present Congress; Committee Reports from the 104th Congress to the present Congress; and selected government links. Includes roll call votes from 1989 to the present.

[GPO Access](#)

<http://www.gpoaccess.gov/index.html/>

The Federal Government's GPO Access is a service of the U.S. Government Printing Office, and

it provides free access to official, published information produced by the Federal Government. Some of the searchable databases included in GPO Access are:

[Code of Federal Regulations](#) from 1996

<http://www.gpoaccess.gov/cfr/index.html>

[Federal Register](#) from 1994

<http://www.gpoaccess.gov/fr/index.html>

[Public and Private Laws from the 104th Congress](#)

<http://www.gpoaccess.gov/plaws/index.html>

[U.S. Code](#) from 1994

<http://www.gpoaccess.gov/uscode/index.html>

[Congressional Record](#) from 1994

<http://www.gpoaccess.gov/crecord/index.html>

[History of Bills](#) from 1983

<http://www.gpoaccess.gov/hob/index.html>

[The Federal Judiciary U.S. Courts](#)

<http://www.uscourts.gov>

This site is the official website of the Federal Judiciary. It provides general information on federal courts plus links to cases from the U.S. Supreme Court, U.S. Courts of Appeals, U.S. District Courts, and U.S. Bankruptcy Courts. Court information is extensive. The [U.S. Courts Library](#) offers texts of reports and extensive statistical data. In addition, this site offers texts of [Judicial Conference Proceedings](#).

[National Center for State Courts \(NCSC\)](#)

<http://www.ncsconline.org/index.html>

The website for the National Center for State Courts (NCSC) provides [state court caseload statistics](#), with some data dating back to 1984. Allows interactive searching graphic results. The site contains links to numerous state and local court sites and offers the [Court InfoPortal Web Search](#), for searching both the NCSC site and other court-related websites. Check [CourTopics](#) for overviews, research reports, publications, and best practices.

[The Federal Judicial Center](#)

<http://www.fjc.gov/>

The Federal Judiciary Center is the education and research agency for the Federal Courts. This site provides a Federal Judges Biographical Database, which contains the service record of all

judges of the U.S. District Courts, the U.S. Circuit Courts, the U.S. Courts of Appeals, and the U. S. Supreme Court since 1789. The database is searchable by a vast array of criteria: chief judges, court, court type, nominating president, party of nominating president, nomination date, retirement date, termination date, gender, and more. Texts of landmark judicial legislation are included. The Center's publications are free for downloading.

[Guide to Law Online. Law Library of Congress](#)

<http://www.loc.gov/law/guide/index.html>

Prepared by the Library of Congress, this guide is an annotated list of online sources of information on government and law. Covers federal, state, and international sources.

[Laws and Regulations – General Reference Resources \(USAGov\)](#)

http://www.usa.gov/Topics/Reference_Shelf/Laws.shtml

Links to Federal laws, regulations, presidential documents, cases, treaties, and state laws and regulations.

[National Criminal Justice Reference Service](#)

<http://www.ncjrs.org/>

NCJRS is a federally sponsored information clearinghouse for research, policy, and law related to criminal and juvenile justice and drug control. It provides statistics on crime, criminal courts, police, and prisons.

[Securities and Exchange Commission \(SEC\)](#)

<http://www.sec.gov/>

The SEC regulates and enforces securities laws of the United States. The website includes texts of SEC company filings, laws and regulations, proposed and final rules, commission opinions, congressional testimony, and much more.

[U.S. Patent and Trademark Office](#)

<http://www.uspto.gov/>

Offers searchable full-text patents since 1976; full-page images since 1790; and applications since March 2001. Also, allows searching of pending and registered trademarks.

[U.S. Federal Sentencing Guidelines](#)

<http://www.ussc.gov/guidelin.htm>

Provided by the United States Sentencing Commission, this is the full-text of current guidelines and amendments.

[U.S. Department of Education. Policy](#)

<http://www.ed.gov/policy/landing.jhtml>

The Department of Education's policy website which covers legislation, regulations and policy guidance.

[U.S. Citizenship and Immigration Services](#)

<http://www.uscis.gov/graphics/index.htm>

Provides immigration forms, naturalization and asylum information, directions for obtaining Green Cards, and citizenship laws and guides.

Commercial Legal Websites

[FindLaw](#)

<http://www.findlaw.com>

FindLaw is one of the better free legal resources on the web. Owned by Thomson, this site provides a subject guide to internet legal resources and searchable federal case law. U.S. Supreme Court opinions are available from volume 150 of the U.S. Reports (1893) to the present. Hyperlinks link citations to earlier cases. Supreme Court cases can be searched by party names, citation, and full-text. Findlaw also provides useful links to state legal resources - state constitutions, codes, court rules, and state Supreme Court and Appeals decisions. Links to law reviews and legal news are provided. The site offers a lawyer directory searchable by area of law and by state. It also includes legal subject guides, which explain law topics and includes links to news, law firms, and legal forms (many are free) that pertain to that topic. [LawCrawler](#) is the FindLaw legal web and database search engine.

[Catalaw](#)

<http://www.catalaw.com/>

A comprehensive, searchable index of legal information on the Web. Catalaw serves as a gateway to all legal and government indexes, and each page within Catalaw provides hyperlinks to sub-pages within all other indexes pertaining to a single legal subject ("Usual Subjects"). "Focused Sites" provides links to subject-specific information. The reader must first choose by topic or region.

[LawGuru](#)

<http://www.lawguru.com/>

LawGuru serves as a legal information gateway and provides a vast array of legal links. Its [Legal Research Tool](#) offers a portal of over 535 free legal research engines and tools. Its Multiple Research Tool allows multiple searching of state codes and cases. Includes the [Internet Law Library](#) (formerly provided by the House of Representatives) which offers links to state, federal, and international law. LawGuru provides a page of links to free legal forms, a legal Wiki, news, and more.

[HierosGamos](#)

<http://www.hg.org/>

HierosGamos is a huge legal information portal, offered in over 50 languages. It provides links to federal and state law, international law, legal associations, and legal education. Its Law Events & Library Center includes links to law libraries, legal forms (most are not free), U.S. court cases,

and more. Offers links to web legal directories of law firms, experts/consultants, mediators, private investigators, and more. International law links cover over 230 nations and 70 practice areas.

[LexisONE](#)

<http://www.lexisone.com>

LexisONE is a legal internet guide produced by the fee-based LEXISNEXIS service. The site offers free case law, free legal forms, and links to numerous legal websites. Its Legal Web Site Directory links to 33 [practice areas](#) plus broad legal subject categories, covering case law, [state resources](#), law journals, news, and much more. Searching is free, however, to read a case, the user must register (registration is free), and many cases are not free. The site is geared toward the small practitioner, but the wealth of legal information is useful for anyone.

[Internet Legal Resource Group](#)

<http://www.ilrg.com/>

A comprehensive index of thousands of select websites concerning law and the legal profession. Attempts to include only quality sites. Links to a large archive of free legal forms, law school information and rankings, professional associations, firms, and news. Offers the use of LawRunner - a Legal Research Tool, "which is an intelligent agent-based front-end interface for Google." LawRunner is divided into a [Global Index](#) and a [USA Index](#).

[American Law Sources Online \(ALSO\)](#)

<http://www.lawsources.com/also/>

Provided by LawSource, Inc. as a public service. The site offers a compilation of links to free online sources of the law for the United States, Canada, and Mexico. Includes commentary and practice aids.

[MegaLaw.Com](#)

<http://megalaw.com/>

Serves as a gateway for legal resources on the Web. Links are arranged by broad topic or jurisdiction. Includes a job page and expert witness links. Members have access to additional resources, and membership is free.

Miscellaneous Legal Websites

[United Nations International Law](#)

<http://www.un.org/law/>

This site includes full-text decisions and basic documents of the International Court of Justice; digests of the U. N. Commission on International Trade Law; preparatory documents from the International Criminal Court, and more.

[ASIL Guide to Electronic Resources for International Law](#)

<http://www.asil.org/resource/Home.htm>

The American Society of International Law provides a comprehensive guide of quality resources for international law. Covers subjects such as human rights, criminal law, economic law, environmental law, and more. Each topic includes an overview and links to primary and secondary resources on the Web.

[Uniform Law Commissioners](#)

http://www.nccusl.org/nccusl/Home_desktopdefault.aspx

Site of the National Conference of Commissioners on Uniform State Laws (NCCUSL). Allows searching of uniform acts, drafts, and legislation by state.

[American Bar Association \(ABA\) Model Rules of Professional Conduct \(2002\)](#)

http://www.abanet.org/cpr/mrpc/mrpc_toc.html

Full-text *Model Rules* from the ABA website.

[Public Records USA. State & County](#)

<http://www.factfind.com/states.htm>

Investigative Resource Center's links by state to databases of professional licensing agencies, real property records, corporate documents, state and local court records, state bar associations, and more.

[American Legal Publishing. Municipal Codes](#)

<http://www.amlegal.com/library/>

Provides full-text of several hundred municipal codes by state. See [General Code Publishers](#) and [LEXIS/NEXIS Municipal Codes](#) for more free city codes online.

Massachusetts Legal Websites - Laws, Regulations, and Cases

Statutes

[General Laws of Massachusetts](#)

<http://www.state.ma.us/legis/laws/mgl/index.htm>

[Session Laws](#)

<http://www.mass.gov/legis/laws/seslaws.htm>

Session laws or the *Massachusetts Acts and Resolves* are available and keyword searchable from 1997 to the present on the Commonwealth's site. Digitized and searchable *Acts and Resolves* from 1960 through 1996 are available at the [State Library website](#).

[The text of Senate bills](#)

<http://www.state.ma.us/legis/billsrch.htm>

[The text of House bills](#)

<http://www.state.ma.us/legis/hbillsrch.htm>

The text of Senate and House bills are also posted (daily) and are searchable.

[Massachusetts House and Senate Journals](#)

<http://www.mass.gov/legis/>

The Journals provide a daily record of bills which are introduced, amended or acted upon. Journals do not contain debate but do contain full-text of amendments offered on the floors. Choose [Senate Journals](#) or [House Journals](#).

[Boston, Massachusetts. Code of Ordinances](#)

http://www.amlegal.com/boston_ma/

Provided by the American Legal Publishers, this site allows browsing and searching of the city code. The code is current through 2004. Also, see the Massachusetts Trial Courts' page of links to [Massachusetts city and town bylaws](#).

Regulations (CMR)

[Code of Massachusetts Regulations \(CMR\) at the Massachusetts Trial Court Law Libraries](#)

<http://www.lawlib.state.ma.us/cmr.html>

The entire *Code of Massachusetts Regulations* is not available online, however some agencies have chosen to provide web access. For those agencies whose regulations are included, the CMR is provided by citation and by topic.

Case Law

[Massachusetts Lawyers' Weekly](#)

<http://www.malawyersweekly.com/sjc.cfm#search>

Search opinions of the Massachusetts Supreme Judicial Court and the Appeals Court from January 1997 to the present at the Massachusetts Lawyers' Weekly website.

[The Social Law Library](#)

<http://www.sociallaw.com>

The Social Law Library provides Massachusetts Supreme Judicial Court and Appeals Court slip opinions from 1999 to date. Opinions are loaded daily. The Social Law Library also provides selected cases of the Massachusetts Superior Court from September 1999 to date.

[Supreme Judicial Court](#)

http://www.sociallaw.com/content.htm?sec=slips_sjc

[Appeals Court](#)

http://www.sociallaw.com/content.htm?sec=slips_appeals

[Massachusetts Superior Court](#)

http://www.sociallaw.com/content.htm?sec=slips_superior

[The Massachusetts Bankruptcy Page](#)

<http://www.craigmacauley.com/cases/mabank.htm>

The Massachusetts Bankruptcy Page, maintained by Craig & Macauley, provides Massachusetts Bankruptcy cases from 1995 to present.

[Massachusetts Judicial Branch](#)

<http://www.mass.gov/courts/index.html>

The Massachusetts Courts website includes news, [Guidelines and Standards](#), forms, [chart of the state court system](#), and more.

Massachusetts Miscellaneous Sites

[The Massachusetts Trial Court Law Libraries](#)

<http://www.lawlib.state.ma.us>

The Massachusetts Trial Court Law Libraries website provides free links to [Massachusetts Federal Legal Forms](#), arranged by topic and links to city and town ordinances. Also available on this site is [Law About...](#) a compilation of information for selected Massachusetts legal issues, such as Domestic Violence, Freedom of Information, Health Care Proxy, and much more.

[Massachusetts State Library](#)

<http://www.mass.gov/lib/>

The "mission to serve the research needs of the executive and legislative branches of government and other users and as the official depository for Massachusetts state documents." The state library's website contains a searchable catalog, annual reports, and detailed resource guides, covering such subjects as abortion, sex offenders, gaming, and legislative history. It is a selective federal government depository and a state depository. The Library holds the "most complete collection of Massachusetts state publications in existence, dating to the inception of the library in 1826."

[Massachusetts. Board of Bar Overseers/Office of the Bar Counsel](#)

<http://www.mass.gov/obcbbo/>

The Board of Bar Overseers and the Office of the Bar Counsel are independent administrative bodies that investigate complaints against lawyers. The website includes texts of ethics articles, canons of ethics, and ethics rules. Also provides summaries of decisions and admonitions from 1999 to the present.

[Massachusetts Legal Ethics Materials](#)

<http://www.law.cornell.edu/ethics/massachusetts.html>

Legal Information Institute's compilation of Massachusetts legal ethics materials. Includes the *Rules of Professional Conduct*, *Rules of the Board of Bar Overseers*, and recent Bar Counsel articles.

Legal Associations

[American Bar Association](#)

<http://www.abanet.org/>

The American Bar Association provides law school accreditation, continuing legal education, information on the law, and public legal initiatives. The site includes full-text articles from the current [ABA Journal](#).

[The American Law Institute](#)

<http://www.ali.org/>

Provides membership and meeting information, text of the current *ALI Reporter*, Projects Online, and Publications catalog. Focuses on addressing issues of uncertainty in the law and on improving the law.

[Massachusetts Bar Association](#)

<http://massbar.org/>

The MBA promotes the administration of justice, legal education, professional excellence, and respect for the law. The site provides legal news, detailed description of the Massachusetts legal system, a lawyer referral service, and conference and membership information.

[Boston Bar Association](#)

<http://www.bostonbar.org>

The BBA site provides a lawyer referral service, section and committee descriptions, continuing education information, and news.

[Women's Bar Association of Massachusetts](#)

<http://www.womensbar.org/Default.aspx>

This website includes extensive links, press releases, history, and membership information.

[American Arbitration Association](#)

<http://www.adr.org/>

This website contains comprehensive information on dispute resolution. Includes rules, forms, and fact sheets by focus area (consumer, health, labor, insurance, etc.). Provides links to federal and state law, a mediator directory, and seminar information.

Paralegal Associations

[National Federation of Paralegal Associations, Inc. \(NFPA\)](http://www.paralegals.org/)

<http://www.paralegals.org/>

This site includes the text of the [NFPA Model Code of Ethics and Professional Responsibility](#). NFPA also provides career information and links to selected state guidelines, decisions, and regulations regarding paralegals. The Legal Resources Links and the Products and Services Directory are useful.

[National Association of Legal Assistants](http://www.nala.org/)

<http://www.nala.org/>

The NALA site provides the NALA Code of Ethics and the NALA Model Standards and Guidelines for Utilization of Legal Assistants. Member websites and selected links to state bar association rules of conduct are also included. Professional certification information and salary data are provided.

[National Paralegal Association \(NPA\)](http://www.nationalparalegal.org/)

<http://www.nationalparalegal.org/>

NPA is an international paralegal organization that emphasizes paralegal employment and education.

[ABA Standing Committee on Legal Assistants](http://www.abanet.org/legalservices/paralegals/)

<http://www.abanet.org/legalservices/paralegals/>

The Committee's website provides texts (PDF) of both the *ABA Guidelines for the Approval of Paralegal Education Programs* and the *ABA's Model Guidelines for the Utilization of Paralegal Services*. Includes newsletters and publications for purchase.

[Legal Assistant Today](http://www.legalassistanttoday.com/)

<http://www.legalassistanttoday.com/>

An independent magazine serving the legal assistant. Offers texts of some articles from 2001 through 2005. The website includes news, career articles, and a paralegal school directory.

Selected Legal Print Sources

[The Bluebook: A Uniform System of Citation. 18th Ed.](#)

REF. KF245.U5 2005

The major source of rules for citing U. S. legal documents and law journals.

[Bieber's Dictionary of Legal Abbreviations 5th Ed.](#)

REF. KF246 .B46 2001

Provides meanings for abbreviations and acronyms used in legal literature. Also, provides a reverse dictionary of abbreviations for terms from legal literature.

[Prince's Bieber Dictionary of Legal Citations 6th Ed.](#)

REF. KF246 .P73 2001

Assists "the legal profession in citing legal authorities according to the rules given in *The Bluebook: A Uniform System of Citation*, Seventeenth Edition (2000)."

[Handbook of Legal Research in Massachusetts](#)

REF. KFM2475 .H36 2002

Discusses the basics of Massachusetts law, including statutes and session laws, structure of government, the judicial system, rules of court, administrative law, municipal law, and state tax law.

[Black's Law Dictionary 8th Ed.](#)

REF. KF156 .B53 2004

Standard authority for legal definitions.

[Massachusetts Rules of Court. State. 2007](#)

REF. DESK KFM2929 .A195

Annual.

[Massachusetts Rules of Court. Federal. 2007](#)

REF. DESK KFM2929 .A165

Annual.

[Codes of Professional Responsibility](#)

REF. BJ 1725.C57 1999

Ethics' codes for major professional organizations in business, health, and law. Most codes appear in full-text.

[American Justice](#) (3 vols.)

REF. KF154 .A44 1996

Provides concise articles on a variety of American justice topics, including Supreme Court cases, federal legislation, historical events, and the civil and criminal justice system.

[West's Encyclopedia of American Law. 2d Ed.](#)

Second edition available via Gale Virtual Reference Library (online)

A comprehensive reference series which covers legal concepts and information and contains landmark documents, acts, famous trials, and historical events

[Legal Systems of the World](#) (4 vols.)

REF. K48 .L44 2002

A comparative study of national law and legal institutions. Alphabetically arranged by country and broad topic, each article is signed by an expert and includes a bibliography. Country articles include coverage of both court and national government structure.

[Basic Legal Transactions 2nd Ed.](#) (2 vols.)

REF. KF170 .D52 2002

This two-volume looseleaf contains model forms, agreements, and checklists in the areas of real estate, corporations, wills and trusts, and family law.

[National Survey of State Laws 4th Ed.](#)

REF. KF386 .N38 2003

Provides an overall view of the most controversial legal topics in the U.S. Topics are presented in chart form to allow users to make state-by-state comparisons of current state laws.

[Paralegal Litigation: Forms and Procedures. 3rd Ed.](#)

REF. KF8841 .F38 2001

Includes model interrogatories, demand letters, sample motions, depositions, and more. Also, provides information on preparing exhibits, summarizing depositions, and document control. Includes 2003 supplement.

[Paralegal Discovery: Procedures and Forms. 3rd Ed.](#)

REF. KF8900 .M39 1999

Provides procedures and forms covering topics, such as client and witness interviews, independent medical exams, conflict of interest, depositions, interrogatories, and more. Includes 2002 supplement.

[Massachusetts Employment Law Sourcebook](#)

REF. KFM2734 .A3692M37 2007

Provides texts of pertinent state and federal statutes and regulations.

[Paralegal Book of Letters](#)

REF. KF320 .L48P37 1994

A guide to composing correspondence that supports client matters. Includes sample only letters with no explanatory text.

[Personal Injury Paralegal. Forms and Procedures](#)

REF. KF1257 .W25 1993

Provides sample forms and explanation of procedures. Includes 2000 supplement.

[Ethics and Professional Responsibility for Paralegals](#)

REF. KF320 .L4.C37 2004

A study of legal ethics for the paralegal. The basic ethics rules discussed include unauthorized practice of law, conflicts of interest, confidentiality, competence, financial dealings with clients, advertising, and more.

[How to Find the Law](#)

REF. KF 240 .C538 1989

A standard hornbook for teaching first-year legal research.

[NALA Manual for Legal Assistants](#)

REF. KF 320 .L4 N34 2005

A collection of techniques and procedures for use in teaching legal assistants or as a reference guide for working legal assistants.

[Massachusetts Paralegal Practice Manual](#)

REF. KFM2477. M374 1997

Covers a variety of topics, including estate planning, personal injury, real estate, contracts, intellectual property, and more. Provides sample forms.

[Alternative Dispute Resolution](#)

REF. KF9084 .A944 2000

A project of the ABA's Section of Litigation, this volume investigates issues faced by lawyers and clients in connection with ADR. Has a federal focus and includes discussion of established ADR procedures, arbitration agreements, ethics, enforcements, specific areas of law and more.

[Medical Records Review](#)

REF. KF3827 .R4A96 1999

Provides a comprehensive guide to the review, translation, and understanding of all types of medically-related records. Written by a nurse and a litigation paralegal. Includes 2005 cumulative supplement.

[Practical Guide to Estate Planning in Massachusetts](#)

REF. KFM2540 .P73 2000

Offers practical guidance to Massachusetts estate planners. Includes descriptions of federal and state transfer tax structures, marital deduction planning, charitable and noncharitable giving, and life insurance. Covers medical directives, creditor protection, medical trusts, and marital agreements.

[The Successful Paralegal Job Search Guide](#)

REF. KF320 .L4 .E773 2001

Covers paralegal educational programs, resume writing, interviewing, networking, salary information, and more.

WestGroup's [Nutshell Series](#):

Sawyer Library holds a number of titles in West's well-known Nutshell Series. These handy books provide the essentials of law for a given topic. The language is straightforward and clear, and each title highlights key cases and statutes.

