



## Subject Guide for Paralegal Information

### Locating Paralegal information at LATTC Library.

See the suggested Subject Headings below for searching books; E-books; Research Databases for journal, magazine, and newspaper articles; and internet sites.

#### Subject Headings

Law--United States--Outlines, syllabi, etc  
Legal assistants--United States  
Legal assistants--United States--Handbooks, manuals, etc.  
Legal assistants--Vocational guidance--United States  
Legal secretaries--United States--Handbooks, manuals, etc.

#### Research Databases

Find journal, magazine, and newspaper articles; research reports; image sources; primary documents; specialized dictionaries, encyclopedias, and more.

##### Academic OneFile

Full-text articles from scholarly ( peer-reviewed) journals and reference sources.

##### Gale Virtual Reference Library

Multi-subject virtual reference sources including multi-volume encyclopedias, dictionaries, and specialized reference sources.

##### General Reference Center Gold

Trade magazines, journals, reference sources, and multimedia materials including pod casts.

##### General OneFile

Full-text articles from magazines, journals, news and reference sources.

##### NewsBank

Search for newspaper articles that cover current and historical events, including specific information about local companies, politics, sports, special reports, classifieds and more.

##### Vocations, Careers and Technical Education Collection

This collection provides content from general career guides to highly specialized industry journals.



## Select Reference Books

<b>Title</b>	<b>Call Number</b>
Emotional labor in the service economy.	REF 320.05 Emo Jan
Independent paralegal's handbook.	REF 340.023 War
Legal secretary's complete handbook.	REF 651.934 De
Paralegal practice and procedure : a practical guide for the legal assistant.	REF 340.023 Lar

## Select Reserve Books

<b>Title</b>	<b>Call Number</b>
Career guide for paralegals.	Reserve Desk 340.023 Cor
Paralegal career starter.	Reserve Desk 340.02373 Sou
Paralegal's desk Reference.	Reserve Desk 340.023 Alb

## Select Circulating Books

<b>Title</b>	<b>Call Number</b>
Manual for legal assistants.	340.02373 Man
Webster's legal secretaries handbook.	651.934 Web

## Select E-books

<b>Title</b>	<b>Call Number</b>
Paralegal career starter [electronic resource].	Electronic book

## Internet Sites

**FindLaw for Legal Professionals--** <http://lp.findlaw.com/>

“FindLaw's Legal Professionals Channel is designed to help you with your practice-specific legal information needs. Browse the practice area topics for the latest legal news, case law, and analytical articles relevant to your practice. FindLaw's online resources also allow you to [search for a case](#) or [research an attorney](#).”



**Law and Policy Institutions Guide--** <http://www.lpiq.org/>

“Law and Policy Institutions Guide serves as a comprehensive repository of legal resources, law articles, legal practice information, as well as legislative and judicial resources for U.S. and international legal professionals. It is organized and designed with the research needs of legal professionals, law students, consultants, authors, and the public in mind.”

**Law.com- First in Legal News and Information--** <http://www.law.com/>

“Law.com connects legal professionals to more than 20 award-winning national and regional legal publications online, including The American Lawyer, The National Law Journal, New York Law Journal and Legal Times, and delivers top legal news electronically to a growing national and global audience of subscribers each day on The Newswire.”

**Lawyer Directory from Martindale** <http://www.martindale.com/>

Martindale-Hubbell® provides a searchable directory of lawyers and law firms.

**U.S. Department of Labor Bureau of Labor Statistics** <http://www.bls.gov/oco/ocos114.htm>

Includes information for Paralegals and Legal Assistants, such as, nature of the work, working conditions, training, other qualifications, and advancements, employments, job outlook earnings, related occupations, and links to additional information.

### **Professional Organizations**

**National Association of Paralegal Assistants (NALA)** <http://www.nala.org/>

“This web site includes information about the paralegal career field, and about the programs and services of NALA. Click on the links or the images below for further details about NALA programs and the paralegal career field.”

**National Federation of Paralegal Associations** <http://www.paralegals.org/>

“National Federation of Paralegal Associations (NFPA), a federation of member-affiliated paralegal associations. NFPA is the oldest and largest national paralegal association in the United States . Headquartered in Edmonds , WA , NFPA is a non-profit professional organization representing more than 11,000 paralegals in the United States and Canada .” Includes many useful Public Information links.

**Standing Committee on Paralegals, American Bar Association**

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

“Here you will find information on preparing for a [career](#) as a paralegal, where to get training and what it means to graduate from an [ABA-approved paralegal education program](#).”