



# PARALEGAL STUDIES

## Resource List

August 2011

# **PARALEGAL STUDIES**

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American Constitutional Interpretation / W. Murphy.  
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The ABCs of Debt: A Case Study Approach to Debtor/Creditor Relations and Bankruptcy Law, 2<sup>nd</sup> ed. / S. Parsons.  
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Administration of Wills, Trusts, and Estates, 4<sup>th</sup> ed. / G. Brown.  
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Introduction to Law and Paralegal Studies / C. Scuderi.  
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<http://west.thomson.com/support/user-guide/westlaw/default.aspx>

Access:

Licensed database subscription provides access to 35 individual user accounts. Each user account is assigned a unique password for database access. Each user account is permitted to search 60 hours per calendar month and access 600,000 lines of text per calendar month. The CGTC Library purchases, creates and manages faculty and student password accounts upon request from the Paralegal Studies program chair.

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**Paralegal and Related Websites:**

**American Alliance of Paralegals Inc**

[www.aapipara.org](http://www.aapipara.org)

**American Association for Paralegal Education**

[www.aafpe.org](http://www.aafpe.org)

**American Bar Association (ABA)**

[www.abanet.org](http://www.abanet.org)

**Association of Legal Administrators**

[www.alanet.org](http://www.alanet.org)

**Bankruptcy Forms - from the U.S. Courts website**

[www.uscourts.gov/bkforms/bankruptcy\\_forms.html](http://www.uscourts.gov/bkforms/bankruptcy_forms.html)

**Casemaker FAQ** – information on legal database free to all State Bar of GA members

[www.gabar.org/casemaker\\_faq/](http://www.gabar.org/casemaker_faq/)

**Domestic Relations Forms Packet from Fulton County Family Division**

<http://famdiv.fultoncourt.org> - then click on "Forms" in left column

**Eleventh Circuit Court of Appeals** – court rules and procedure, attorney admission information, court opinions, civil and criminal jury instructions

[www.ca11.uscourts.gov](http://www.ca11.uscourts.gov)

**Federal Court Links**

[www.uscourts.gov/courtlinks/](http://www.uscourts.gov/courtlinks/)

**Georgia Association of Paralegals**

[www.gaparalegal.org](http://www.gaparalegal.org)

**Georgia Constitution**

<http://sos.georgia.gov/elections/constitution.htm>

**Georgia Court of Appeals**

[www.gaappeals.us](http://www.gaappeals.us)

**Georgia Courts** – links to all Georgia courts, rules of procedure for all Georgia courts and general information about the Georgia judiciary  
[www.georgiacourts.org](http://www.georgiacourts.org)

**Georgia General Assembly**  
[www.legis.ga.gov](http://www.legis.ga.gov)

**Georgia Legal Forms** - collection of forms from GeorgiaCourts.org  
[www.georgiacourts.gov/aoc/selfhelp/forms.html](http://www.georgiacourts.gov/aoc/selfhelp/forms.html)

**Georgia Probate Courts** – probate court forms and information  
[www.gaprobate.org](http://www.gaprobate.org)

**Georgia Supreme Court**  
[www.gasupreme.us](http://www.gasupreme.us)

**Georgia – U.S. District Court, Middle District of Georgia**  
[www.gamd.uscourts.gov](http://www.gamd.uscourts.gov)

**Guidelines for the Approval of Paralegal Education Programs**  
American Bar Association, Standing Committee on Paralegals  
<http://apps.americanbar.org/legalservices/paralegals/downloads/paralegalguidelines2008.pdf>

**International Paralegal Management Association (IPMA)**  
[www.paralegalmanagement.org](http://www.paralegalmanagement.org)

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

**Legal Information Institute** – resource to locate various federal primary authorities  
[www.law.cornell.edu](http://www.law.cornell.edu)

**Legal Information Services to the Public (LISP) for Georgia**  
[www.aallnet.org/sis/lisp/georgia.pdf](http://www.aallnet.org/sis/lisp/georgia.pdf)

**Middle District of Georgia**  
[www.gamd.uscourts.gov](http://www.gamd.uscourts.gov)

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

**National Association for Legal Professionals (NALS)**  
[www.nals.org](http://www.nals.org)

**National Federation of Paralegal Associations**  
[www.paralegals.org](http://www.paralegals.org)

**National Paralegal Association**

[www.nationalparalegal.org](http://www.nationalparalegal.org)

**Official Code of Georgia** - Official state of Georgia public access site by LexisNexis

[www.lexisnexis.com/hottopics/gacode/](http://www.lexisnexis.com/hottopics/gacode/)

**Online Research - Basic Searching Techniques & Strategies** (LSU Library Tutorial)

[www.lib.lsu.edu/instruction/searching/searching01.html](http://www.lib.lsu.edu/instruction/searching/searching01.html)

**Paralegal Jobs.org**

[www.paralegaljobs.org](http://www.paralegaljobs.org)

**State Bar of Georgia**

[www.gabar.org](http://www.gabar.org)

**State of Georgia**

[www.georgia.gov](http://www.georgia.gov)

**THOMAS (Library of Congress)** - Legislative information from the Library of Congress

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

**United States Courts** – official site for the National Judiciary/Federal Courts system

[www.uscourts.gov](http://www.uscourts.gov)

**University Law Review Project** –free law review articles and law journals on the Internet

[www.lawreview.org](http://www.lawreview.org)

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**Full Text Databases Online via GALILEO :**  
Part of the Database Offerings in [GALILEO](#), Georgia's Virtual Library

**EBSCOhost full-text journal databases:**

[Academic Search Complete](#)  
[Advanced Placement Source](#)  
[Business Source Complete](#)  
[Legal Collection](#)  
[MasterFILE Premier](#)  
[Sociological Collection](#)  
[Vocational and Career Collection](#)

**ProQuest full-text journal databases:**

[ABI Inform Complete](#)  
[Career & Technical Education](#)  
[Research Library](#)

**Westlaw Campus Research**

Accessible to all CGTC students, faculty & staff. Includes federal and state case law, statutes, administrative rules and regulations, law journals and law reviews. Also includes over 4,300 business and professional publications, company profiles, trade journals, newspapers, newswires and broadcast transcripts.

**User Guide for Westlaw Campus Research**

[www.centralgatech.edu/library/documents/Campus\\_Research\\_User\\_Guide.pdf](http://www.centralgatech.edu/library/documents/Campus_Research_User_Guide.pdf)

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**[ABA Required Sources](#) (p. 43-44) / **CGTC in Compliance****

**ONLINE RESOURCES:**

**[Georgia Cases](#) in [Westlaw Campus Research](#) is accessible to all CGTC students and faculty.**

The Georgia Cases database contains Georgia Reports [Ga.], Southeastern Reporter [S.E.] and Southeastern Reporter, 2<sup>nd</sup> Series [S.E.2d] compiled from these sources:

1. GA Supreme Court from 1 Ga. (1846) through 78 Ga. (1887) and continuing in 1 S.E. (1887) through quick opinions
2. GA Court of Appeals from 57 S.E. (inception, 1906) through quick opinions

Georgia Cases (in Campus Research from Westlaw) express hyperlink:

[www.galileo.usg.edu/express?link=gegs-mac2](http://www.galileo.usg.edu/express?link=gegs-mac2)

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**Georgia Supreme Court and Georgia Courts of Appeals cases 2001-2010** online free at:  
[www.lexisone.com/case-law-state-courts.html](http://www.lexisone.com/case-law-state-courts.html)

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**Official Code of Georgia (official state government access):**  
[www.lexisnexis.com/hottopics/gacode/](http://www.lexisnexis.com/hottopics/gacode/)

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**WestlawPRO Paralegal Primary Law & Analytical Library** subscription database with **KeyCite** *citation research service* for checking currency and validity of primary sources

CGTC Library distributes student & faculty Westlaw passwords. Example library staff access:  
<http://westlaw.com> One Pass Username/Password: Library\_Staff / Library00 / Client ID:CGTCLIBRARY

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**PRINT RESOURCES IN THE CGTC LIBRARY:** (up-to-date with appropriate supplements)

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**American Jurisprudence 2d** Ref KF 154 .A42

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**Daniel's Georgia Criminal Trial Practice Forms** Ref KFG 575 .A65 D36

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**Georgia Cases Reported in South Eastern Reporter, 2d** Ref KFG 47 .G4

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**Georgia Digest 2d** Ref KFG 57 .W47

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**Georgia Forms, Legal & Business**

Ref KFG 68 .G46  
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**Georgia Law of Torts**

Ref KFG 195 .G48  
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**Georgia Real Estate Title Examinations & Closings w/ Forms**

Ref KFG 127 .D378  
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**Handbook on Georgia Practice with Forms**

Ref KFG 530 .A1 H36  
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**McConaughey's Georgia Divorce, Alimony & Child Custody**

Ref KFG 100 .G46  
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**Official Code of Georgia Annotated**

Ref KFG 30 .A24  
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\*See the Reference Books listed on pages 3-6 for additional Georgia legal reference materials and see the Print Circulating Books listed on pages 7-20 for additional law and paralegal texts, manuals and form books covering all specialty courses taught in the Paralegal Studies program.