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■ Therese A. Cannon

# CONCISE GUIDE TO PARALEGAL ETHICS

THIRD EDITION



Wolters Kluwer

Law & Business

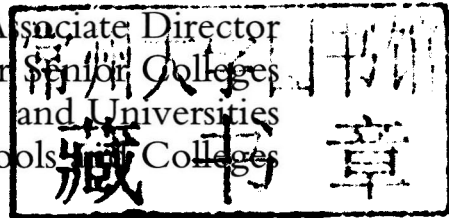
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# Concise Guide to Paralegal Ethics

*Third Edition*

**Therese A. Cannon**

Executive Associate Director  
Accrediting Commission for Senior Colleges  
and Universities  
Western Association of Schools and Colleges



**Wolters Kluwer**

Law & Business

AUSTIN BOSTON CHICAGO NEW YORK THE NETHERLANDS

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Aspen Publishers  
Attn: Order Department  
PO Box 990  
Frederick, MD 21705

Printed in the United States of America.

1 2 3 4 5 6 7 8 9 0

ISBN 978-0-7355-7867-8

#### **Library of Congress Cataloging-in-Publication Data**

Cannon, Therese, A.

Concise guide to paralegal ethics / Therese A. Cannon. — 3rd ed.  
p. cm.

Includes bibliographical references and index.

ISBN 978-0-7355-7867-8

1. Legal ethics — United States. 2. Legal assistants — United States. I. Title.

KF320.L4C365 2010

174'.30973 — dc22

2009022998

# **Concise Guide to Paralegal Ethics**

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**This book is dedicated to the thousands of paralegals who work tirelessly to provide quality legal services to clients and who strive to make legal services more accessible.**

# Preface

## Approach

This book is written for paralegal students, working paralegals, and lawyers who employ paralegals. It is intended for use primarily as a text, but can be used as a reference manual by teachers and those in practice.

In the past 40 years, the paralegal occupation has truly come into its own. Its growth in numbers, its expansion into all areas of law practice and all sectors of the legal services industry, and its general acceptance by the legal community and the public are impressive. The occupation continues to evolve into a true profession. One of the most critical aspects of any profession is its adherence to an accepted code of ethics. Legal ethics is now taught in virtually every paralegal program in the country. Because of the diversity in paralegal education programs in terms of content, length, and format, ethics is treated in a wide variety of ways in the curriculum. A growing proportion of programs has a separate course on ethics, and many programs include ethics as a short segment in another required course, teach ethics across the curriculum, or do both.

This text is a concise version of *Ethics and Professional Responsibility for Paralegals*. This concise version covers all the same subject matter as the full version, but in an abbreviated format that can be adapted to short courses and to use in several different courses.



## **Organization and Coverage of the Concise Edition**

The content of this book is comprehensive. It covers all the major areas of legal ethics, placing special emphasis on how the rules affect paralegals. It begins with a chapter on the regulation of lawyers and paralegals, covering ethics codes, disciplinary processes for lawyers, and the variety of ways in which paralegals are regulated both directly and indirectly. Unauthorized practice of law is covered in Chapter 2, including the definitions of the practice of law, detailed descriptions of functions that only lawyers are permitted to perform, and information on how UPL is evolving in view of the growing role of paralegals and nonlawyer legal service providers. Chapter 3 covers the duty of confidentiality and the attorney-client privilege, including common issues that arise in these areas and ways to prevent disclosure of confidential information, including recent developments related to the use of technology.

Chapter 4 covers conflicts of interest, demonstrating how conflicts rules apply to paralegals, including the use of screens and conflicts checks. Rules regarding legal advertising and solicitation are covered in Chapter 5. Chapter 6 is devoted to financial matters, including billing and fees, fee agreements, statutory fee awards that include compensation for paralegal work, fee splitting, referral fees, partnerships between attorneys and nonlawyers, and handling client funds. Chapter 7 defines the concept of competence specifically in relation to paralegals and includes a discussion of malpractice. Special issues confronted by litigation paralegals are covered in Chapter 8. Finally, Chapter 9 examines professionalism, issues facing paralegals in today's law firm environment, and pro bono work.

## **Key Features**

Each chapter begins with an overview that lists the topics covered in the chapter. The text of each chapter is divided topically. Key terms are spelled out in *italics* when first introduced and key concepts are noted in **bold**. At the end of each chapter are a few hypothetical fact situations that require the students to apply the rules and concepts covered in the chapter. These may be used in class discussion or for assignments. Review questions that test each student's memory and understanding of the material and discussion questions that call for in-depth analysis, legal research, or factual investigation are also included. Selected references, including cases and ethics rules, are found at the very end of each chapter.

Recognizing that every paralegal program teaches ethics in its own way, the concise version has been designed for use in short ethics courses or short segments of courses where there is not enough time to use case analysis as a teaching methodology or to pursue in-depth analysis of the ethics rules, including the history and evolution of those rules. Hypotheticals were added in place of actual cases to provide a method for students to test their understanding of the material by synthesizing it and applying it in a new factual context. Discussion of specific sections of the ABA Model Code and Rules has been abbreviated, as has coverage of trends.

## **Acknowledgments**

Many people must be thanked for their support and assistance: the American Association for Paralegal Education, National Association of Legal Assistants, National Federation of Paralegal Associations, International Paralegal Management Association, and the American Bar Association Standing Committee on Paralegals. Special thanks go to the many students I have had the pleasure of teaching and the paralegals who have shared their experiences with me. My deepest appreciation must be extended to the wonderful people at Aspen, especially Betsy Kenny, whose patience, warmth, intelligence, and talents made this book possible.

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Therese A. Cannon  
June 2009

**Concise Guide  
to Paralegal  
Ethics**

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