VOLUME II

appendix D

The Essential Skills Workbook

This Workbook corresponds to the Essential Skills for Paralegal Manual, Volume Two. The answers may be found on the ParaStudent Study Support Web Site under Labs.

Students should write their answers on a separate sheet of paper. This will enable you to utilize the same exercise multiple times, and will make it easier to check your answers.

Be aware that some questions are asked multiple times in different exercises. This is intentional and is designed to help reinforce the material being taught. In addition, the exercises are provided for selected chapters and sections of the manual. Not every chapter and section is provided with a corresponding exercise.

§ 1.2 IDENTIFYING PRIMARY AND SECONDARY AUTHORITY

1. _____ : A law created by the highest entity of the executive branch, such as the President or Governor. An example is a pardon.
2. _____ : Regulations created by administrative agencies.
3. _____ : An agreement between two or more governments.
4. _____ : The basic and fundamental law of a local government.
5. _____ : A decision of the court applying law to specific factual situations.
6. _____ : Resolutions by administrative agencies applying administrative rules to factual situations.
7. _____ : Rules that govern the procedures of the trial process.
8. _____ : The fundamental law that establishes the basic rights and obligations of citizens, and creates the branches of government.
9. _____ : The local equivalent of a statute.
10. _____ : Laws created by the legislative branch of government.

1.2 IDENTIFYING PRIMARY AND SECONDARY AUTHORITY

What kind of authority are the following: Primary, Secondary, or Non-authority?

_____ : a case
_____ : *Newsweek Magazine*
_____ : a statute
_____ : an ordinance
_____ : an index
_____ : a dictionary
_____ : the SALT Treaty
_____ : Nev. Rev. Statute section 131. 110
_____ : an encyclopedia
_____ : a Presidential pardon
_____ : an administrative rule
_____ : a city charter
_____ : *Roe v. Wade*
_____ : *The Washington Post*
_____ : The U.S. Constitution
_____ : The Colorado State Constitution
_____ : *Time Magazine*
_____ : a court opinion
_____ : an executive order
_____ : the IRS code

§ 2.4 WORD ASSOCIATION

Cartwheel the following terms.

1. Interrogatories:
2. Slip and Fall:
3. Conflict of Interest:
4. Husband-Wife Privilege:
5. Hospital:
6. Summary Judgment:
7. Fatal Car Accident:
8. Drug Overdose:
9. Plea Bargain:

§ 2.10 AM. JUR. 2D

1. The Am. Jur. 2d Index leads to which of the following:
    a. *Volume number, series, page number*
    b. *A topic and section number*
    c. *A topic and key number*

2. Does the index have a supplement?

3. Does the commentary refer to the footnotes?

4. What kind of research assistance do the footnotes provide?

5. How does Am. Jur. 2d update material within the main volume?

6. Where does the researcher look in the supplement?
    Under section number from the Title Index only
    Corresponding topic and section number
    Only corresponding section numbers

7. What research system is Am. Jur. 2d a part of?

§ 2.10 ENCYCLOPEDIAS

1. How many national legal encyclopedias are there?

2. Am. Jur. 2d stands for what?

3. C.J.S. stands for what?

4. Where would you begin your research in Am. Jur.?

5. What purpose do the footnotes serve?

6. How is the researcher led to footnotes?

7. What kind of authority are Am. Jur. 2d and C.J.S.?

8. What is the "Unified Theory of Research?"

9. In this cite, *Smith v. Jones*, 354 P.2d 621 (Colo. 1988), what does the 354 and 621 stand for?

10. Describe how you would find the following statute: 42 U.S.C. Section 1405.

§ 2.11 C.J.S.

1. The C.J.S. index leads to which of the following?
    a. *Volume number, series, page number*
    b. *A topic and section number*
    c. *A topic and key number*

2. Does the index have a supplement?

3. Does the commentary refer to the footnotes?

4. What kind of research assistance do the footnotes provide?

5. How does C.J.S. update material within the main volume?

6. Where does the researcher look in the supplement?

   Under section number from the Title Index only
   Corresponding topic and section number
   Only corresponding section numbers

7. What research system is C.J.S. part of?

§ 2.11 ENCYCLOPEDIAS

1. *Am. Jur. 2d is published by what publisher?*

2. *Am. Jur. 2d uses what research system?*

3. *When researching in Am. Jur. 2d where should one begin?*

4. *What information does the index provide that leads to the main volumes?*

5. *How does Am. Jur. 2d lead to additional authority?*

6. *What should the researcher always do before leaving the main volume?*

7. *C.J.S. is published by what publishing company?*

8. *C.J.S. uses what research system?*

9. *When researching in C.J.S., where should one begin?*

10. *What information does the index provide that leads to the main volumes?*

11. *How does C.J.S. lead to additional authority?*

12. *What should the researcher always do before leaving the main volume?*

13. *Both Am. Jur. 2d and C.J.S. are considered what kind of books?*

14. *Both Am. Jur. 2d and C.J.S. are considered what type of authority?*

§ 4.1 MANDATORY AND PERSUASIVE AUTHORITY: A

What courts could possibly be considered mandatory on the following?

1. The Virginia Supreme Court

2. The U.S. Supreme Court

3. The New Hampshire Supreme Court

4. The U.S. 9th Circuit Court of Appeals

5. The Virginia Circuit Court (a state trial court)

6. The U.S. District Court, District of Arizona

7. The California Court of Appeals

8. The Hawaii Circuit Court (a trial court)

9. The U.S. 5th Circuit Court of Appeals

10. A case from the Nevada Reports

11. A case from the Federal Reporter

12. A case from the North Carolina Reports

13. A case from the Nebraska Supreme Court

14. A case from the Tennessee Court of Appeals

15. A case from the Federal Supplement

§ 4.1 MANDATORY AND PERSUASIVE AUTHORITY: B

PART 1: What kind of authority is presented below?

1. You are in the Circuit Court of Virginia, a trial court. A case you have found is on point and from the Virginia Supreme Court.

2. Your client's case is being heard by the Supreme Court of Colorado. The on point authority you have found is a case from the Colorado Court of Appeals.

3. The trial your supervising attorney is involved in is in Washington Superior Court, a trial court. The case you have located is from the Supreme Court of Georgia and is on point.

4. You are in the U.S. District Court. An on point case is in the Federal Reporter, 2d.

5. Your client is involved in litigation in the U.S. District Court. An on point case from the Supreme Court of Texas is the authority your attorney is relying on.

6. You are in the U.S. Circuit Court of Appeals. The case in which you are relying was found in the U.S. Reports and is on point.

7. Your attorney is arguing a case in the Washington State Appellate Court. You have found an on point discussion of the issue in American Law Reports.
8. Your client has a case in the 3rd Circuit Court of Appeals. The relevant case you have researched is from the 9th Circuit Court of Appeals.

9. Your case is in the U.S. Supreme Court. The on point case you are using is a case decided a year earlier by the U.S. Supreme Court.

10. Your supervising attorney is involved in litigation in the New Mexico Court of Appeals. You have found a case decided by the 10th Circuit Court of Appeals that is on point.

11. You have a case in the Colorado District Court, a trial court. You have found an invalid case from the U.S. Supreme Court that is on point.

12. You are in the Alabama Appellate Court. The case on which you are relying is from the Supreme Court of New Mexico. It is on point.

13. You have a case in the California Supreme Court. You are relying on an on point case from the U.S. District Court, District of Southern California.

14. You are in the Washington Appellate Court. Your on point authority is from the U.S. Supreme Court.

PART 2: What kind of authority would the following citations be on the North Carolina Court of Appeals assuming all authorities are relevant?

1. *Jackson v. Stewart*, 138 F.3d 198 (4th Cir. 1998)

2. *Gross v. State*, 372 N.C. 738, 634 S.E.2d 78 (1989)

3. *Britten v. Ventura*, 367 F. Supp. 1132 (E.D.N.J. 1977)

4. *Navallo v. Squigley*, 473 U.S. 267 (1994)

5. *Peters v. Wilson*, 126 Utah 548, 384 P.2d 901 (1965)

6. *Corey v. Zane*, 231 Mich. App. 110, 463 N.W.2d 13 (1981)

PART 3: What kind of authority would the following citations be on the Massachusetts Supreme Court (the highest court in that state) assuming all authorities are relevant?

1. *Lyle v. Elling*, 138 F.2d 198 (3rd Cir. 1998)

2. *Bryant v. State*, 372 N.C. 738, 634 S.E.2d 78 (1989)

3. *Victor v. Westerly*, 367 F. Supp. 1132 (D. Colo. 1977)

4. *In re Malone*, 145 U.S. 276 (1954)

5. *Loutte v. Pfieffer*, 97 Nev. 467, 442 P.2d 385 (1975)

6. *Ford v. Coffey*, 231 Tenn. 17, 476 S.W.2d 193 (1981)

PART 4: Assuming all are relevant, what kind of authority would the following cases be on a matter in the Tennessee Court of Appeals?

1. *Jackman v. Stemple*, 582 S.W.2d 893 (Tenn. 1983)
2. *Hacker v. Black*, 622 S.W.2d 83 (La. 1989)

Assuming all are relevant, what kind of authority would the following cases be on a matter in the U.S. District Court, District of Eastern Washington?

3. *Hughes v. Ventana*, 783 P.2d 290 (Wash. 1991)
4. *Copper v. Williams*, 386 Ariz. 118, 582 P.2d 893 (1988)

Assuming all are relevant, what kind of authority would the following cases be on a matter in the Michigan Court of Appeals?

5. *Tistle v. Mancos*, 264 Mich. App. 854, 330 N.W.2d 391 (1993)
6. *Kite v. Johns*, 292 Iowa 452, 623 N.W.2d 1032 (1985)

Assuming all are relevant, what kind of authority would the following cases be on a matter in the U.S. District Court, Western District of Massachusetts?

7. *Britton v. Wheeler*, 582 F.2d 893 (4th Cir. 1983)
8. *Esterly v. Northrop*, 783 F. Supp. 290 (D. Mont. 1991)

Assuming all are relevant, what kind of authority would the following cases be on a matter in the U.S. Court of Appeals, 6th Circuit?

9. *Jordan v. Hancock,* 244 F. Supp. 41 (D. Kan. 1977)
10. *Horace v. Socker,* 27 F.3d 1295 (9th Cir. 1991)

§ 4.1 MANDATORY AND PERSUASIVE AUTHORITY: C

1. You are in the Circuit Court of Hawaii, a trial court. A case you have found is on point and from the California Supreme Court.

2. Your client's case is being heard by the Supreme Court of South Carolina. The on point authority you have found is a case from the N.C. Supreme Court.

3. The trial your supervising attorney is involved in is in the Colorado District Court, a trial court. The case you have located is from the Colorado Court of Appeals and is on point.

4. You are in the U.S. District Court. An on point case is in the Federal Supplement, 2d.

5. You are in the U.S. Court of Appeals. An on point case is in the Federal Supplement, 2d series.

6. You are in the U.S. Court of Appeals. The case you are relying on was found in L. Ed. 2d and is on point.

7. Your attorney is arguing a case in the Maryland Supreme Court. You have found an on point case in the Federal Reporter.

§ 5.3 FORM BOOKS

1. When researching in a form book, where would one generally start?

2. What else might form books provide besides forms?

3. Form books are also referred to by what other general term?

4. Name at least four form books.

5. What kind of authority are form books?

§ 6.0 PLEADINGS: A

1. This document initiates a legal action.

2. This document responds to the above.

3. This document is a claim by a defendant against the plaintiff.

4. This document is a claim by one defendant against another.

5. Name five elements of the document that initiates a legal action.
   a.
   b.
   c.
   d.
   e.

6. What can be included within the Answer?

§ 6.0 PLEADINGS: B

1. What pleading initiates the litigation process?

2. What pleading responds to the above pleading?

3. In what pleading might you also find affirmative defenses and counterclaims?

4. Why is it important to be able to identify the last pleading (or responsive pleading) filed in a case?

5. What is pleading paper?

6. How many lines are usually accounted for in pleading paper?

7. What is another name for cause of action?

8. What are the three elements that make up the caption?

9. What is another name for the caption?

10. What are the five required elements of every Complaint?
    a.
    b.
    c.
    d.
    e.

§ 6.0 PLEADINGS & DISCOVERY

1. Name five pleadings.
    a.
    b.
    c.
    d.
    e.

2. Name five discovery tools.
    a.
    b.
    c.
    d.
    e.

3. What pleadings contain allegations of one party against another party?

4. What pleadings respond to allegations from one party against another party?

5. What are the differences between pleadings and discovery?

6. What are the similarities between pleadings and discovery?

7. What are the differences between pleadings and motions?

8. What are the similarities between pleadings and motions?

§ 6.0 LITIGATION DOCUMENTS

1. Who initiates a lawsuit?

2. Who responds to the lawsuit?

3. List as many possible claims for your client's action as you can. (At least two).

4. Who may serve a complaint?

5. What are the requirements for a person who serves a complaint?

6. What do these mean at the bottom of a page: "///" or "// // //"

7. What is "pleading paper?"

8. Is pleading paper required for pleadings in your state?

9. Is your state a fact-pleading state or a notice-pleading state?

§ 6.10 DISCOVERY A

1. Name the five tools of discovery.
   a.
   b.
   c.
   d.
   e.
2. Which discovery device consists of a set of statements?

3. Which discovery tool demands materials or copies of items?

4. List three ethically challenging situations a paralegal might face during discovery.
   a.
   b.
   c.
5. Discovery documents are in what form?

§ 6.10 DISCOVERY B

1. Discovery generally occurs during what stage of litigation?

2. Under what circumstances can discovery become an issue during trial?

3. What discovery tool is a set of statements to the opposing party?

4. What discovery tool is a set of questions to the opposing party?

5. What could happen if an attorney knowingly hides or falsifies discovery responses?

6. What ethical situations are of concern during the discovery process?

7. What motion is filed if one party claims another party has not adequately responded to discovery requests?

8. How does arbitration affect the discovery process?

§7.2 and 7.3 AUTHORITY: LAW BOOKS

1. What is a treatise?

2. How does a treatise differ from an encyclopedia?

3. How are treatises and encyclopedias similar?

4. What is an annotation?

5. What does A.L.R. contain?

6. What are the three publications that contain the federal statutes?

7. Referring to Question 6, which is the official?

8. Referring to Question 6, which are unofficial?

9. Referring to Question 6, which would the paralegal use for research purposes?

10. Referring to Question 6, to which would the paralegal cite?

§ 8.5 AMERICAN LAW REPORTS

1. In what set of books would you begin your research?

2. What does the index provide you with?

3. Does the index have a pocket part?

4. To what did the index lead you, a case or an annotation?

5. Does the annotation have a section called the Total Service Library?

6. If yes, what does it do?

7. Read the Table of Contents for the annotation. Are there opposing views or contrary authorities provided? How might these be useful to a researcher?

8. Do all series of A.L.R. have pocket parts?

9. Explain your answer to the above question.

10. How do you locate material within the A.L.R. pocket parts?

§ 8.6 WEST DIGESTS

1. In what set of books would you begin your research?

2. What does the index provide to the researcher?

3. Does the index have a pocket part?

4. The main volumes are collections of what?

5. Generally, the main volume leads the researcher to what?

6. Since the main volume provides summaries, is it necessary to actually look up a case?

7. Would the researcher Shepardize the case before looking it up?

8. Do digests have pocket parts?

9. If yes, how do you locate the material within the digest pocket part?

§ 8.7 SHEPARD'S CITATORS

1. What are the three main reasons a researcher would utilize this set of books?

2. If the researcher has found authority from outside his jurisdiction, how might this research tool be helpful?

3. What are the abbreviations at the left of each column?

4. What do the small, raised numbers represent?

5. What kind of authority is this tool considered?

§ 8.0 RESEARCH REVIEW :1

American Jurisprudence, 2d

1. In what set of books would you begin your research?

2. What does the index provide the researcher with?

3. In the main volumes, the pages are generally split into two parts. What parts make up a typical page in an encyclopedia?

4. How does Am. Jur. 2d lead the researcher to other forms of authority?

5. Does Am. Jur. 2d have pocket parts? If yes, how are they accessed?

Corpus Juris Secundum

6. In what set of books would you begin your research?

7. What does the index provide the researcher with?

8. In the main volumes, the pages are generally split into two parts. What parts make up a typical page in an encyclopedia?

9. How does C.J.S. lead the researcher to other forms of authority?

10. Does C.J.S. have pocket parts?

11. If yes, how are the pocket parts accessed?

A.L.R.

12. Is the Index to A.L.R. a single volume or multi-volumes?

13. What does the index provide you with? (Example: A topic and key number)

14. Does the index have a pocket part?

West Digests

15. In what set of books would you begin your research?

16. What does the index provide the researcher? (Example: A section number)

17. Does the index have a pocket part?

Shepard's

18. What kinds of authorities may be Shepardized?

19. Does Shepard's have an index?

20. Does Shepard's have pocket parts?

§ 8.0 RESEARCH REVIEW: 2

1. American Law Reports is part of what research system?

2. Is A.L.R. arranged chronologically or topically?

3. Where does the researcher begin when researching in A.L.R.?

4. Is there one index for A.L.R., or are there multiple indexes?

5. The index for A.L.R. leads to the main volumes of A.L.R. How?

6. How are the first and second series of A.L.R. updated?

7. How are all other series of A.L.R. updated?

8. What is an annotation?

9. Name at least three tools A.L.R. provides to help the researcher access the annotation.
   a.
   b.
   c.

10. What is the encyclopedia published by West?

11. What encyclopedia was originally published by Lawyer's Co-op?

12. Which encyclopedia is part of the Total Client Service Library?

13. When researching within an encyclopedia, where should one begin?

14. How does the index lead to the main volumes?

15. How do main volumes lead to additional authority?

16. Encyclopedias are what kind of authority?

17. What is the basic purpose of a digest?

18. What specifically do digests contain?

19. Where should a paralegal begin his research within the digest?

20. What two pieces of information does the index provide that lead the researcher to the digest main volumes?

21. What does a Decennial Digest contain?

22. What kind of authority are digests?

23. Digests lead to what, specifically?

24. Name the three basic functions of Shepard's
    a
    b.
    c.

25. What is a history notation?

26. What are treatment notations?

27. Where are history and treatment notations found specifically?

28. If your cite is 463 S.W.2d 839, in what volume would you begin to Shepardize your case?

29. Is the case being Shepardized the cited case or the citing case?

30. How does Shepard's indicate that a citing case deals with the same topic as a specific headnote in the cited case?

31. Sometimes the researcher finds dozens, or even hundreds, of cases listed as citing materials. Name four tools that Shepard's provides to help focus on the scope of your research.
    a.
    b.
    c.
    d.

32. What kind of authority is Shepard's?

33. What is the difference, generally, between Reports and Reporters?

34. What do Reports and Reporters contain?

35. Is it possible to Shepardize statutes?

36. When citing federal statutes, should the author cite U.S.C., U.S.C.A., or U.S.C.S.?

37. When researching federal statutes, should the author research within U.S.C., U.S.C.A., or U.S.C.S.?

38. If you were beginning your research, and wanted to find some case law in the Pacific Reporter, in what set of books would you begin?

39. What kind of book is Words and Phrases?

40. What are the three basic functions of Martindale-Hubbell?
    a.
    b.
    c.

41. What book publishes opinions not designated for publication by the court?

§11.1 NONTRADITIONAL RESEARCH

1. What does the General Digest update?

2. Where is the Table of Key Numbers found?

3. What two publications are used to access subjects covered in legal periodicals?

4. In what two manners may one look up a periodical article?

5. What kind of book is a Restatement of Law?

6. Where does one begin researching in Restatements?

7. What is a Title, or Volume Index?

8. What two tools does A.L.R. 5th introduce?

9. Are the above tools found in any other series of A.L.R.?

10. What are the three elements of West's American Digest System?
    1.
    2.
    3.

COMPREHENSIVE REVIEW

Legal Memorandum Preparation

a. What are the seven elements of a legal memorandum?
   1.
   2.
   3.
   4.
   5.
   6.
   7.

b. Define legal analysis.

c. What are the four steps of the analytical method?
   1.
   2.
   3.
   4.

d. What kind of authority could be cited in a legal memorandum?

Court Structure

a. What is the name of the state trial court in your state?

b. How many appellate level courts does your state have?

c. What are the federal courts?

d. What is the federal trial court?

e. What are the two federal appellate level courts?

Stages of Litigation

a. Name five pretrial tasks that might be performed by a paralegal.

b. Name five trial stage tasks that might be performed by a paralegal.

c. Name five post-trial tasks that might be performed by a paralegal.

Ethical Considerations

a. Name two activities a paralegal may not engage in.

b. When interviewing a client or witness, what should a paralegal do first?

c. May a paralegal ask questions at a deposition? Explain.

Court Rules

a. When researching in court rules, where does one begin?

b. What is cartwheeling?

c. What are the rules covering civil trials in your state called?

Litigation

a. What is litigation?

b. A valid _____ is required in order to sue.

c. What is a tort?

d. What are the five elements of a Complaint?
   1.
   2.
   3.
   4.
   5.

e. What is served with the Complaint?

f. Define "Process."

g. What are pleadings?

h. What is the difference between dismissal with and without prejudice?

i. Discuss the different kinds of examination.

j. Discuss the differences between direct and circumstantial evidence.

Discovery

a. What is discovery?

b. Define the five kinds of discovery.
   1.
   2.
   3.
   4.
   5.

c. How can a paralegal help prepare for a deposition?

d. Who must be notified of the deposition? How?

e. How is a deposition transcript made more accessible?

Legal Writing

a. What tools help in the preparation of legal documents?

b. Are paralegals allowed to prepare legal documents for the general public? Discuss.

c. Name three form books.

Arbitration

a. What is arbitration?

b. What dollar amount makes a case exempt?

c. What rules cover arbitration?

Hearsay

a. Where is the hearsay rule found?

b. Is hearsay admissible?

Legal Interviewing

a. What steps should a paralegal take prior to interviewing a client?

b. What should the goal of the paralegal be when interviewing a client?

c. What steps should be taken prior to interviewing a witness?

d. What should the goal of a paralegal be when interviewing a witness?

e. Can an interview with a client or witness be audiotaped? Discuss.

f. What are the three stages of a legal interview?
   1.
   2.
   3.

Investigation

a. Is a paralegal required to identify himself as a paralegal to a witness in an investigation? Discuss.

b. What is skip-tracing?

c. What is the major difference between a criminal and a financial skip?

d. What are the differences between the first and second tiers of law office investigation?

e. Discuss the differences between formal and informal witness statements.

f. What is the basic goal of investigation?

g. What law library tools may assist the paralegal in investigation?

Citations

a. What is a citation?

b. What is the name for the most common citation form?

c. What is a parallel citation?

d. What is the difference between an official and unofficial citation?

e. Which should come first in a citation, the official or unofficial?

f. When should the court be indicated within parenthesis?

g. How should the title of a citation be indicated?

Authority

a. Define authority.

b. Define non-authority.

c. What is the difference between primary and secondary authority?

d. What is the difference between mandatory and persuasive authority?

e. What must happen for a case to be considered mandatory authority?

f. May secondary authority be quoted? Discuss.

Legal Research

a. What is the "Unified Theory of Legal Research?"

b. Legal research involves finding _____.

c. What do "reports" contain?

d. What do "reporters" contain?

e. A federal circuit is a collection of _____.

f. What is a federal circuit?

g. What kind of law do regional reporters contain?

h. What kind of law do federal reporters contain?

American Law Reports

a. How does the arrangement of A.L.R. differ from other secondary sources?

b. What are the two basic elements contained in A.L.R.?

c. How does the index to A.L.R. lead to the main volume?

d. Does every set of A.L.R. contain pocket parts? Explain.

e. What kind of authority is A.L.R. considered?

f. What tools does A.L.R. utilize for the benefit of the researcher?

American Jurisprudence, 2d

a. What is Am. Jur. 2d?

b. How does the index to Am. Jur. 2d lead to the main volume?

c. What in the main volumes lead the researcher to additional authority?

d. Does Am. Jur. 2d have pocket parts?

e. What kind of authority is Am. Jur. 2d?

Corpus Juris Secundum

a. What is C.J.S.?

b. How does the index to C.J.S. lead to the main volumes?

c. What in the main volumes leads the researcher to additional authority?

d. Does C.J.S. have pocket parts?

e. What kind of authority is C.J.S.?

West Digests

a. What is a digest?

b. How does the index to a digest lead to the main volumes?

c. How do the main volumes lead to additional authority?

d. Do digests have pocket parts?

e. What kind of authority are digests?

Words and Phrases

a. What is Words and Phrases?

b. How does this set of books differ from other legal encyclopedias?

c. How do the main volumes lead to additional authority?

d. Does this book have pocket parts?

Legal Treatises

a. What is a treatise?

b. Where does one begin researching in a treatise?

c. Do the main volumes lead to additional authority?

d. Can you give examples of treatises?

e. What kind of authority are treatises?

Shepard's

a. What is Shepard's?

b. Does Shepard's have an index?

c. How would you Shepardize 352 S.W.2d 57?

d. Does Shepard's have pocket parts? Explain.

e. What kind of authority is Shepard's?

Statutes

a. What are statutes?

b. Where would you begin research in statutes?

c. What are the state statutes for your state?

d. Do statutes typically have pocket parts?

e. What kind of authority are statutes?

f. Discuss the similarities and differences between U.S.C., U.S.C.A., and U.S.C.S.

Am. Jur. Proof of Facts

a. What is Am. Jur. POF?

b. How does the index to POF lead to the main volumes?

c. How do the main volumes lead to additional authority?

d. Does POF have pocket parts?

e. What kind of authority is POF?

f. What unique research assistance does POF provide?

Restatements

a. What kind of law books are Restatements?

b. What kind of authority are Restatements?

c. Where does one begin researching in Restatements?

Legal Periodicals

a. Name two indexes for these publications.

b. What are the two ways the above indexes may be accessed?