

## Paralegal Textbooks

### Live Course Textbook Requirements:

1. Federal Civil Rules Booklet (ISBN: 1934852074)
2. Basics of Legal Document Preparation, Robert Cummins (ISBN: 0-8273-6799-6)
3. Paralegal Procedures and Practices, Hatch, Scott A. and Lisa Zimmer Hatch (ISBN: 0-314-01348-2)
4. Paralegal Career for Dummies, Hatch, Scott and Lisa Zimmer Hatch (ISBN: 0-471-79-956-4)
5. Introduction to Paralegalism: Perspectives, Problems and Skills, 7<sup>th</sup> Edition. Statsky, William (ISBN: 9780314980380)
6. Westlaw Access Call to order: 1-800-522-7737\*

### Online Course Textbook Requirements:

1. Basics of Legal Document Preparation, Robert Cummins (ISBN: 0-8273-6799-6)
2. Paralegal Procedures and Practices, Hatch, Scott A. and Lisa Zimmer Hatch (ISBN: 0-314-01348-2)
3. Paralegal Career for Dummies, Hatch, Scott A. and Lisa Zimmer Hatch
4. Introduction to Paralegalism: Perspectives, Problems and Skills, 7<sup>th</sup> Edition. Statsky, William (ISBN: 9780314980380)
5. Federal Civil Rules Booklet. Harvard: Dahlstrom Legal Publishing, Inc. 2009. (ISBN: 9781934852071)
6. Westlaw Access: Call to order: 1-800-522-7737\*

### The following textbooks are highly recommended but not required:

The Bluebook: A Uniform System of Citation

Black's Law Dictionary, 3<sup>rd</sup> Pocket Ed, Bryan A. Garner

**\*Please complete the Westlaw tutorial that is included in your subscription prior to the start of class.**

---

## Where to buy your textbooks

### University Bookstores -

The textbooks are available at the Arlington (Books for class-room based course only) & Fairfax University Bookstore (Books for both Classroom based & Online course). Books are typically available two-weeks prior to class. Visit George Mason University Bookstore's web site for more information on hours & location: <http://gmubkstore.com/>

### The Center for Legal Studies -

To order books for the classroom based class, call CLS at 1-800-522-7737

To order books for the online class, call CLS at 1-800-522-7737 or visit their web-site at: <https://www.legalstudies.com>

*Used and discounted paralegal textbooks can also be found through other online bookstores*

## Policies

### Refund Policy -

We recognize you may occasionally need to cancel your registration. You can substitute another individual in your place prior to the class start. If you wish to receive a refund, we must receive your request for cancellation no less than five business days prior to the course start date. If you request a refund, a \$60 processing fee is deducted. We are sorry that we cannot provide a refund if we receive your written cancellation request in four or fewer business days before the start of the course. Checks will be refunded to the person/company that issued the original check to George Mason University.

### Transfer Policy –

A \$30 processing fee will be assessed for each transfer request. Request for a transfer must be made, in writing, no less than five business days prior to the course start date.

Refund or transfer requests can be mailed or faxed to:

George Mason University, OCPE, 2214 Rock Hill Road, Suite 400, Herndon, VA 20170. Fax: 703-993-4811