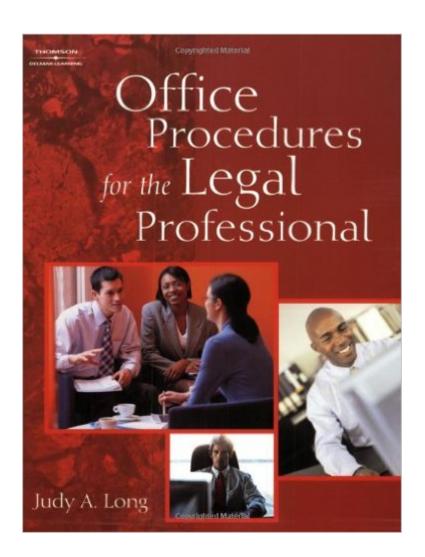
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Office Procedures For The Legal Professional (Legal Office Procedures)





Synopsis

This text takes an all-encompassing approach to office procedures for the legal professional student who wants to learn "black letter law" as well as the procedures that must be followed in the law office setting. It progresses from a general description of the law office and the court system to a more specific explanation of the various specialty law areas and the function of a paralegal and legal assistant in each. Practical classroom and homework assignments simulate the types of tasks students will encounter in the law office. Students are required to keep a notebook within the text, which consists of classroom assignments, projects, and other key items. The notebook later becomes a valuable reference document when assignments are given on the job. The text may be bundled with a supplemental resource manual containing various types of pleadings and documents from different states, as well as instructions for use and execution.

Book Information

Series: Legal Office Procedures Paperback: 432 pages Publisher: Cengage Learning; 1 edition (July 22, 2004) Language: English ISBN-10: 1401840833 ISBN-13: 978-1401840839 Product Dimensions: 0.8 x 8.8 x 11 inches Shipping Weight: 2.2 pounds (View shipping rates and policies) Average Customer Review: 3.0 out of 5 stars Â See all reviews (6 customer reviews) Best Sellers Rank: #1,374,145 in Books (See Top 100 in Books) #119 in Books > Law > Law Practice > Law Office Education #423 in Books > Law > Law Practice > Paralegals & Paralegalism #751 in Books > Law > Legal Education > Legal Profession

Customer Reviews

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