

Ediscovery Training For Paralegals

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the authors present the first objective and carefully documented study of this new occupation and explore its development operations and future prospects as well as its significance for both the legal services delivery system and the consuming public

drawing on extensive field research involving both paralegals and lawyers the authors compare the different settings in which paralegals are employed and the characteristics of their training and organizations how they function on the job and what controls are maintained by the lawyers for whom they work the authors discuss bureaucratization of legal offices weighing the claims of efficiency against the need to maintain a professional standard in the delivery of legal services and trace the significance of both professionalism and bureaucracy in the evolution of the paralegal occupation finally they look at present trends and the possible future role of paralegals offering recommendations on how to improve the utilization of paralegal services

this guide offers practical advice on computer implementation in the law office topics covered include improvement of litigation strategy document drafting electronic mail costs of on line databases desktop publishing systems and training sources

vols for 1977 1982 include a section new directions action line

roles of paralegal workers

this updated text presents the basic concepts of law and the legal system for paralegal students including coverage of the court structure ethical issues roles of legal personnel legislation and adjudication and legal procedure through the analyses of case studies legal principles are illustrated and reinforced ensuring a solid foundation for continued learning a chapter on family law has been added and many of the case studies have been updated to address current issues affecting the legal system today

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