

Nala Manual Paralegals Legal Assistants

Careers as a Paralegal and Legal Assistant Career as a Paralegal NALA Manual for Paralegals and Legal Assistants Paralegal, Legal Assistant Paralegal Practice and Procedure The Legal Assistant's Practical Guide to Professional Responsibility Career As a Paralegal The Legal Assistant's Handbook Workshops for Legal Assistants Legal Assistants The 2013 Legal Assistant's Complete Desk Reference Legal Assistants, 1989 Paralegal Practice and Procedure Litigation Case Management for Legal Assistants Everything You Need to Know about Being a Legal Assistant Legal and Paralegal Services on Your Home-based PC Legal Assistant Program West's Paralegal Today Legal Assistants, 1988 Natural Resources for Legal Assistants and Land Support Personnel Institute, March 1 and 2, 1979, Denver, Colorado G. S. Prentzas National Association of Legal Assistants Kenneth Edlin Deborah E. LARBALESTRIER Arthur Garwin Thomas W. Brunner Ursula Furi-Perry Deborah E. LARBALESTRIER Chere B. Estrin Katherine Sheehy-Hussey American Association of Community and Junior Colleges Roger LeRoy Miller

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this book examines careers as a paralegal and legal assistant covering professional responsibilities ethic codes kinds of employers job searches resume building and work environments

the nala manual for paralegals and legal assistants a general skills litigation guide for today s professionals fourth edition previously titled the nala manual for legal assistants is designed to serve as a quick reference guide for working legal assistants to be used by schools as a textbook for intro courses and reference material and to assist legal assistants preparing to take the certified legal assistant examination it is a collection of proven techniques and procedures used by paralegals nationwide the techniques described are examples of successful solutions to actual assignments

accomplished by working legal assistants they may be used as starting points from which changes adaptations and modifications may be made by legal assistants in similar situations

law isn't just about lawyers paralegals and legal assistants are the behind the scenes heroes who prepare cases manage documents and research laws this guide opens the door to a structured impactful career in legal services perfect for detail oriented thinkers paralegals and legal assistants are the behind the scenes heroes of the legal system drafting documents researching case law and helping attorneys build strong cases it's a respected career that often requires far less time and cost than law school this mini guide shows you how to get started quickly and confidently including finding certificate programs associate degrees and internships even better we open the door to local community foundations that offer direct funding and scholarship help for legal studies this means you can start strong get certified and build your future without falling into the debt trap worksheets and contact templates make it all possible

paralegals and legal assistants need a thorough guide to all the rules and regulations governing their job performance as well as a repository of the many forms they see every day the 2013 legal assistant's complete desk reference explores these myriad responsibilities and types of paperwork in six easy to use sections

no marketing blurb

an easy to follow guide for the professional wanting to change careers or improve their existing skills by seeing what other legal assistants do

benzel and hussey tell how to start and run a home based legal services business with a computer four of the most important services are covered court reporter deposition digester legal multimedia and paralegal

the definitive briefer text for new paralegal students west's paralegal today the essentials provides the balanced coverage today's instructors desire without the coverage of substantive law the theoretical foundation is balanced with practical career information skill building activities and the very latest in legal technology all this is presented in full color with the carefully researched pedagogy shown to help the learning process for all kinds of students a full range of paralegal topics is covered new to this edition is the expansion of ethics and paralegal regulation computer aided legal research and fully updated career information and trends in the paralegal profession up to the minute end of chapter exercises and activities have been streamlined and made more accessible to both instructor and student key words civil and criminal law

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