

# The Litigation Paralegal Systems Approach

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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

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this text prepares paralegals in the principles of criminal law as well as in the practice skills needed daily in the law office presented in a clear logical outline format criminal law and procedure for the paralegal a systems approach third includes effective learning features such as charts checklists forms documents legal terminology helpful web sites and numerous illustrative case examples a systems

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