

California Paralegal Manual

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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

this two volume comprehensive reference provides practical hands on guidance through all aspects of drafting and research covering every aspect of pleading preparations for civil matters this valuable resource also provides samples of the major litigations forms you're likely to use with detailed discussions of how to make them work in support of your cases you'll find handy cross reference charts to the rules of procedure for drafting and filing pleadings in any type of case and for all 50 states as well as keys to trial preparation with a focus on how to take information out of the file and into the courtroom and win

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a useful guide for streamlining procedures in the law office back cover

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