

Nala Manual Paralegals Legal Assistants

Careers as a Paralegal and Legal Assistant
Career as a Paralegal
Paralegal Assistants
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NALA Manual for Paralegals and Legal Assistants
Paralegal, Legal Assistant
The Legal Assistant's Practical Guide to Professional Responsibility
Paralegal Practice and Procedure
Career As a Paralegal
Everything You Need to Know about Being a Legal Assistant
The Legal Assistant's Handbook
Workshops for Legal Assistants
Legal Assistants

Litigation Techniques for Legal Assistants
Ethics and Professional Responsibility for Paralegals
Legal Assistant Program
Litigation Case Management for Legal Assistants
The 2013 Legal Assistant's Complete Desk Reference
Paralegal Practice and Procedure
Legal and Paralegal Services on Your Home-based PC
G. S. Prentzas
United States. Congress. Senate. Committee on the Judiciary
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Subcommittee on Representation of Citizen Interests
National Association of Legal Assistants
Kenneth Edlin
Arthur Garwin
Deborah E. Larbalestrier
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Ursula Furi-Perry
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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

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

ethics and professional responsibility for paralegals provides complete coverage of legal ethics tailored to the needs of the practicing paralegal

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

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