

The Florida Paralegal Resource Guide

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this book lists a variety of legal resources for the senior consumer car owner crime victim client and others

because of the variety of information required in the law office we felt the need to compile information from business law and office management into one useful reference source thus this manual contains information and resources that both students and on the job law office employees can use

shows lawyers how to manage their practices in a more business like manner it explains how to determine both personal and law firm goals

every year writers rely on the new edition of writer s market for information vital to their successful writing careers this edition contains up to date information on 4 000 buyers of freelance materials as well as listings of contests and awards helpful articles and interviews with professionals

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

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