Legal Secretary's Handbook

2002

Introduction

This handbook was developed to assist legal secretaries and other members of law office staffs in dealing with the Judge's Office. It will be updated from time to time and will be posted on the Internet at the Eighteenth Circuit's Web Site. It will also be furnished to the various county bar associations in the Central Florida area for distribution. Suggestions to improve this handbook are welcome. All suggestions should be sent to the Court Administrator's office at the Seminole County Courthouse, 301 N. Park Avenue, Sanford, Florida 32771. The Web Site is located at https://www.18thcircuit.state.fl.us/ or http://www.jud18.flcourts.org/.

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DEALING WITH THE COURTS

The Courts are composed of several components, each having its own assigned duties and responsibilities. You must know how each of them function in order to understand the system. The following is a brief description of the major components.

Legal Secretary Handbook

Besse May Miller

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