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NALA Manual for Paralegals and Legal Assistants National Association of Legal Assistants, 2005 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 NALA Manual for Paralegals and Legal Assistants National Association Of Legal Assistants, 2016-04-14 Succeed on the job and in your course and prepare for the Certified Paralegal examination with the NALA Manual More than 100 leading authorities with a wide range of experience in legal disciplines and management have contributed to this comprehensive manual since it was introduced in 1976 Covering all the skills required of paralegals today the updated manual includes a collection of successful solutions to actual assignments accomplished by working paralegals nationwide These proven techniques and procedures can be used as starting points from which you can make changes adaptations and modifications when you encounter similar situations on the job *NALA Manual for Paralegals and Legal Assistants* National Association of Legal Assistants, 2009-03-10 The revised NALA Manual is a valuable reference guide for professionals and students in the legal studies field Working paralegals will not only find it helpful as an on the job reference but also beneficial when preparing for the Certified Legal Assistant Certified Paralegal examination Paralegal programs can also use the manual as a reference for students or a textbook for capstone courses The Manual 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 More than 100 leading authorities with a wide range of experience in legal disciplines and management have contributed to this comprehensive manual since it was introduced in 1976 The expertise and commendable dedication of these individuals has consistently produced an authoritative and reliable reference for paralegals with each updated edition Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **NALA Manual for Legal Assistants** National Association of Legal Assistants, 1999 The NALA Manual for Legal Assistants 3E is designed to serve as a quick reference guide for working legal assistants to be used by schools as a textbook and to assist legal assistants preparing to take the Certified Legal Assistant examination **Studyguide for Nala Manual for Paralegals and Legal Assistants** Cram101 Textbook Reviews, 2014-05-30 Never HIGHLIGHT a Book Again Includes all testable terms concepts persons places

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Practical Law Office Management Brent D. Roper, 1994-10 Roper takes a practical approach to law office management Checklists How to features and quotes from practicing paralegals emphasize the self management style of the text Clear explanations and many illustrations further reinforce chapter material Know Your Ethics sections offer hypothetical scenarios that pose ethical dilemmas for students to consider A computer emphasis provides clear coverage of computers and law office management software programs reinforced by hands on exercise

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