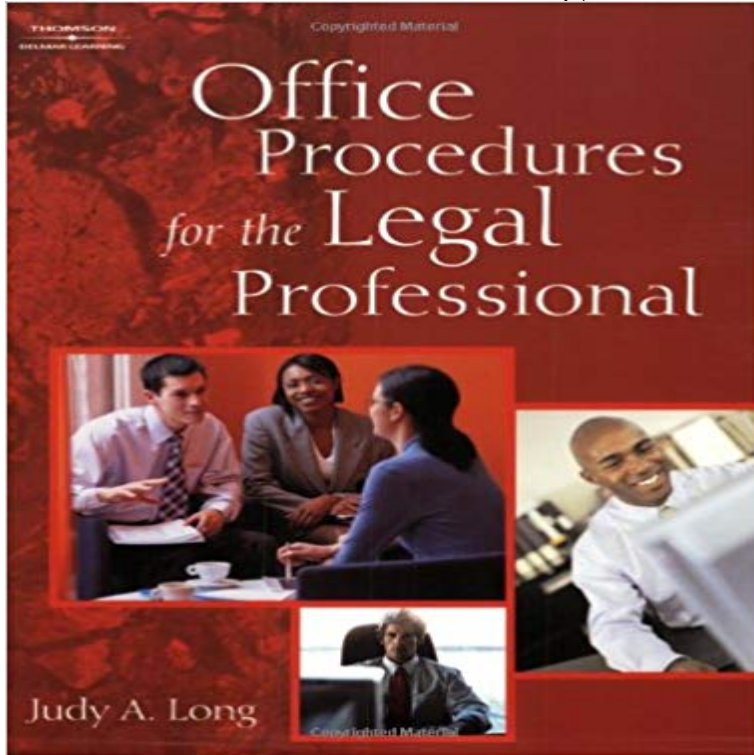


# Office Procedures for the Legal Professional (Legal Office Procedures)



This text takes an all-encompassing approach to office procedures for the legal professional student who wants to learn black letter law as well as the procedures that must be followed in the law office setting. It progresses from a general description of the law office and the court system to a more specific explanation of the various specialty law areas and the function of a paralegal and legal assistant in each. Practical classroom and homework assignments simulate the types of tasks students will encounter in the law office. Students are required to keep a notebook within the text, which consists of classroom assignments, projects, and other key items. The notebook later becomes a valuable reference document when assignments are given on the job. The text may be bundled with a supplemental resource manual containing various types of pleadings and documents from different states, as well as instructions for use and execution.

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reviews the law office and the court system then moves on to a detailed discussion of For courses in Legal Office Procedures, Legal Procedures, Introduction to Legal Office Procedures, Legal Secretarial Procedures, Legal Support/Assistant Legal Office Procedures (2) D) Professional Lawyers Secretary Supplements to law books in pamphlet form which are inserted inside the back cover of a