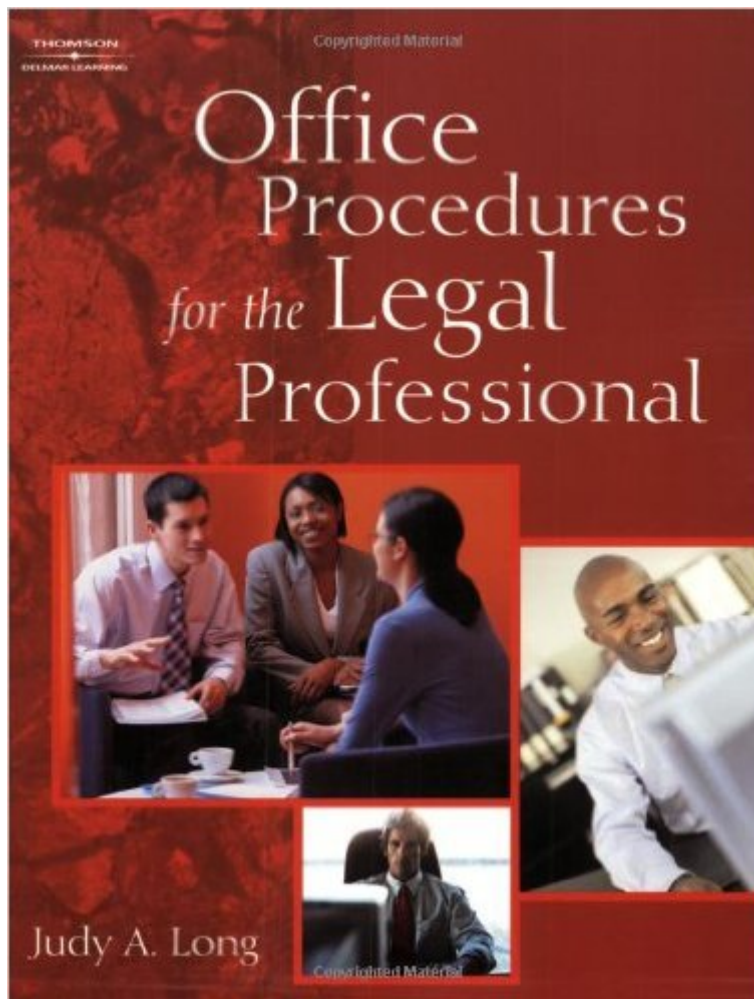


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# Office Procedures For The Legal Professional (Legal Office Procedures)



## Synopsis

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.

## Book Information

Series: Legal Office Procedures

Paperback: 432 pages

Publisher: Cengage Learning; 1 edition (July 22, 2004)

Language: English

ISBN-10: 1401840833

ISBN-13: 978-1401840839

Product Dimensions: 0.8 x 8.8 x 11 inches

Shipping Weight: 2.2 pounds (View shipping rates and policies)

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Best Sellers Rank: #1,374,145 in Books (See Top 100 in Books) #119 in [Books > Law > Law Practice > Law Office Education](#) #423 in [Books > Law > Law Practice > Paralegals & Paralegalism](#) #751 in [Books > Law > Legal Education > Legal Profession](#)

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