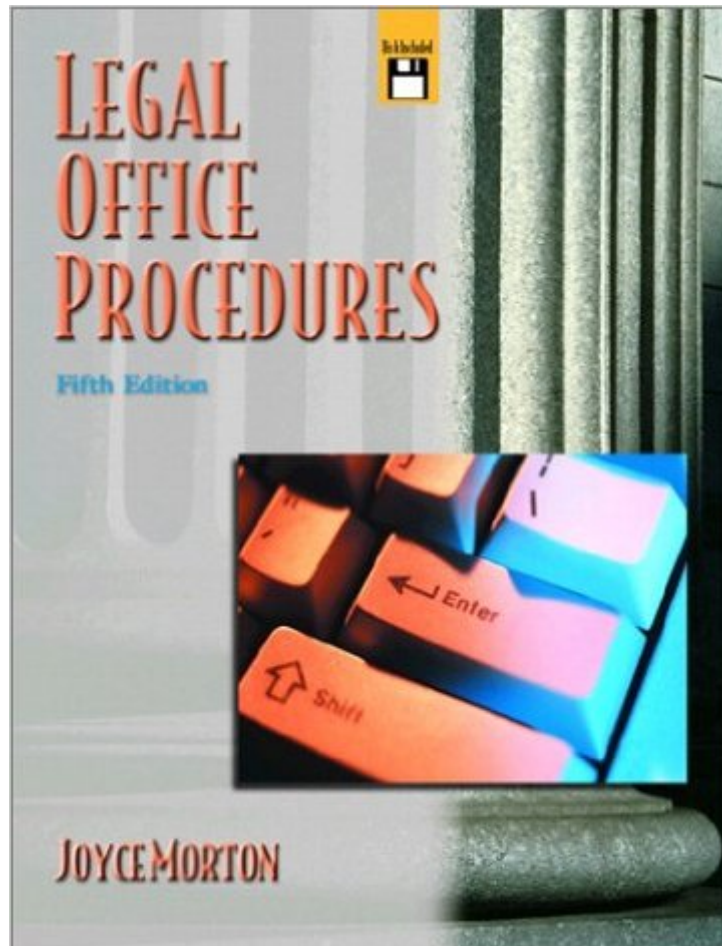


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# Legal Office Procedures (5th Edition)



## Synopsis

For courses in Legal Office Procedures, Legal Procedures, Introduction to Legal Office Procedures, Legal Secretarial Procedures, Legal Support/Assistant Procedures, and Introduction to Paralegal/Legal Assisting. Designed as a total concepts/applications learning experience, this text presents basic legal concepts in various fields of law, outlines the preparation of documents commonly used in those fields, and provides hands-on examples and projects involving data from actual cases. The approach simplifies a complicated subject into a logical, meaningful course that prepares students for successful careers as law office support staff, and provides instructors with a total instructional program that is both interesting and easy to teach.

## Book Information

Paperback: 389 pages

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Product Dimensions: 10.7 x 8.3 x 0.6 inches

Shipping Weight: 1.8 pounds

Average Customer Review: 4.2 out of 5 stars [See all reviews](#) (20 customer reviews)

Best Sellers Rank: #6,275,598 in Books (See Top 100 in Books) #26 in [Books > Law > Law Practice > Law Office Technology](#) #395 in [Books > Law > Law Practice > Law Office Education](#) #860 in [Books > Law > Law Practice > Paralegals & Paralegalism](#)

## Customer Reviews

This book is very useful for anyone who is interested in becoming a legal secretary. Not only does it cover all of the various legal documents that are prepared in a law office, but it also explains calendaring, telephone skills and billing systems. In addition, there are chapters on legal research and getting a job. This is a very thorough book and I highly recommend it!

These are just a few of the reasons students studying to become a legal secretary or paralegal continue to rave about this book.1. It provides up-to-date procedures from the top legal firms represented.2. It is organized in an easy-to-follow manner.3. The author provides relevant samples that guide the student to successful completion of the end-of-chapter hands on exercises.4. The pictures in the book show how professionally groomed people are who work in most legal offices.5.

Students say, "Dr. Morton really knows how to make difficult concepts understandable."6. The book is ACCURATE.7. The student files are perfect.8. This book is written with the student in mind. It is written to help students gain confidence in their skills, and it allows ambitious students to build the speed and accuracy necessary to compete in today's legal offices. Entry level students build their skills and sometimes create the documents more than once to show their speed and accuracy have improved.9. This book is perfect for the classroom, online, or self-study.10. The instructor's materials are organized, clearly written, and correct.

I am currently taking a class and we're using this book so I rented it from . My class is online and I read the book without the teacher's instructions, what I mean is that is a very easy book to read and understand. I will be keeping this book with me, it is a valuable item if you want to get a good grasp of legal procedures with an easy read.

This book was a little outdated but it served the purpose. It provided me with basic information about being a Legal Assistant. I walked into a Legal Receptionist/Assistant job and needed something for guidance on basic legal assistant protocol. This was helpful since I was job sharing and no one to train me on basic legal office procedures.

Textbook arrived immediately and without markings or highlighting. Highly recommend!

Thanks! Purchased 7th edition as required for class use so the book is slightly outdated. However, it is well written with clear explanations and provides a good foundation for the study of legal office procedures.

This book saved my summer!!! As well it was delivered on time and in great almost new condition. I say almost because the exercises at the end of the chapter were already completed. Not that I'm complaining tho because this really helped me with this class.

This average book for the most part is good to use as a general reference. It is somewhat outdated and it uses California law for most of its examples so if you live in another state, you'll need to find out what the law is in YOUR state. The best parts of the book are the practice exercises at the end of each chapter in which you use the disk provided. This gives "hands-on" experience.

Good. Did not include CD

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