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**A Handbook for Paralegals and Assistants**

Edited by Ursula Furi-Perry



# The Legal Assistants Handbook

**Mary Ann De Vries**

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***New York Legal Assistant Handbook*** Patricia Derby, Jeffrey A. Helewitz, Janet L. Holmgren, Jo Ann Mitchell, Carol Sasso, Robert J. Smith, Lee E. Woodward, 1996    **Paralegal Practice & Procedure Fourth Edition** Deborah E. Larbalestrier, Linda Spagnola, Esq., 2009-07-07 The completely revised and updated fourth edition of the most trusted paralegal desk reference on the market. Now fully revised and expanded, the bestselling desk reference for paralegals at any level. Each chapter has been completely updated to include the latest step-by-step instructions for every aspect of a paralegal's job, with new procedures, checklists and resources throughout. Topics covered include: Paralegal ethics, Training programs, Court systems and court procedures, Federal court practice and procedures, Pretrial practice and procedure, Legal research tools, Electronic trial preparation procedures. In addition to the general resources that will be of value to every paralegal, this guide also includes detailed information on practice and procedures for working in specialty law firms.    **The Paralegal's Handbook** Anita Haworth, Lesley Cox, 2011-01-28 A completely updated and revised desk reference for paralegal professionals. Paralegals are the backbone of the legal business. The Paralegal's Handbook is a guide to the responsibilities and tasks a paralegal may be asked to undertake. In this comprehensive guide to the profession, expert authors Anita Haworth and Leslie Cox explain everything paralegals need to know to handle the job with accuracy and confidence. From ethics issues to a detailed analysis of all the tasks encountered in the various legal specialties, The Paralegal's Handbook provides invaluable advice and expertise to paralegal professionals. Haworth and Cox are experienced paralegals and provide explanations and details on the various areas of practice paralegals may choose, including Family Law, Probate, Corporate Law, Intellectual Property, Real Estate and Personal Injury Law. They cover everything from handling everyday tasks to reviewing facsimiles of legal documents. This Second Edition is fully updated and revised with a new section on eDiscovery.    **The**

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The Legal Assistant's Practical Guide to Professional Responsibility Arthur Garwin,Carole Mostow,1998   **Legal Assistant Program** American Association of Community and Junior Colleges,1978   Texas Legal Assistant Handbook

Bonita K. Roberts,1995    **Occupational Outlook Handbook** ,2004    **Legal Secretary's Complete Handbook** Mary Ann De Vries,1992 Here s an instant reference brimming with tips techniques and reliable advice to help you perform scores of challenging and time consuming legal secretarial tasks quickly and easily Organized for easy use into five parts the handbook gives you start to finish methods for solving on the job problems as they arise    *Occupational Outlook Handbook, 1996-1997* DIANE Publishing Company,1996-06 A nationally recognized best selling reference work An easy to use comprehensive encyclopedia of today s occupations working conditions employment training other qualifications job outlook earnings related occupations sources of additional information Revised every 2 years    **Paralegal Practice & Procedure Fourth Edition** Deborah E. Larbalestrier,Linda Spagnola, Esq.,2009-07-07 The completely revised and updated fourth edition of the most trusted paralegal desk references on the market Now fully revised and expanded the bestselling desk reference for paralegals at any level Each chapter has been completely updated to include the latest step by step instructions for every aspect of a paralegal s job with new procedures checklists and resources throughout Topics covered include Paralegal ethics Training programs Court systems and court procedures Federal court practice and procedures Pretrial practice and procedure Legal research tools Electronic trial preparation procedures In addition to the general resources that will be of value to every paralegal this guide also includes detailed information on practice and procedures for working in specialty law firms

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