



2015

THE
LEGAL ASSISTANT'S
COMPLETE
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A Handbook for Paralegals and Assistants

Edited by Ursula Furi-Perry



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Practical Legal Writing for Legal Assistants Celia C. Elwell, Robert Barr Smith, 1996 This text is designed to cover all aspects of paralegal writing. It is intended not only as a text for paralegal instruction but as a desk reference tool for practicing paralegals. It includes many practice examples and exercises in both the text and in the appendices.

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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

The Paralegal's Handbook Anita Haworth, Lesley Cox, 2008-07-01

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

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