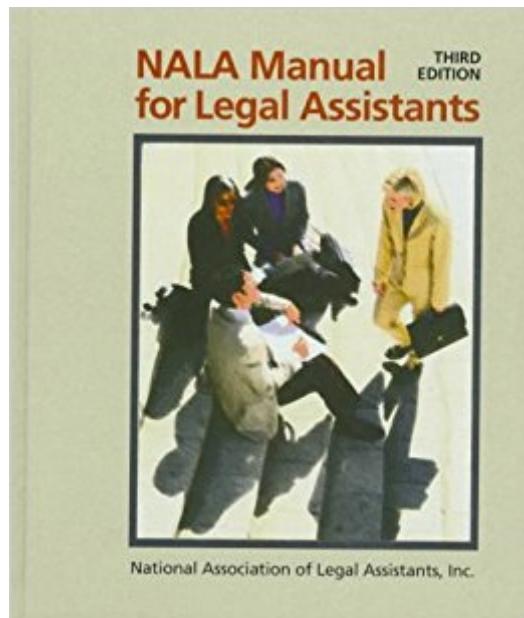


The book was found

NALA Manual For Legal Assistants



Synopsis

The NALA Manual for Legal Assistants, 3E is designed to serve as a quick reference guide for working legal assistants, to be used by schools as a textbook, and to assist legal assistants preparing to take the Certified Legal Assistant examination.

Book Information

Paperback: 405 pages

Publisher: Delmar Cengage Learning; 3 edition (July 2, 1998)

Language: English

ISBN-10: 0766803937

ISBN-13: 978-0766803930

Product Dimensions: 9.6 x 8.1 x 0.8 inches

Shipping Weight: 1.9 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars 2 customer reviews

Best Sellers Rank: #3,262,236 in Books (See Top 100 in Books) #9 in Books > Law > Law

Practice > Law Office Technology #277 in Books > Law > Law Practice > Law Office Education

#730 in Books > Law > Law Practice > Paralegals & Paralegalism

Customer Reviews

NALA is currently one of the top two professional paralegal organizations in the nation and is widely respected. It is very active in creating high standards for paralegals and offering continuing education to further enhance the reputation of those in the field. NALA appoints authors who are part of their organization and who are active in the paralegal profession.

This book may be outdated. But what makes it so helpful is the choice of material and the topics."The NALA Manual for Legal Assistants" is not a catch-all book, nor does it cover every facet of the legal assistant's career. Where it has helped me is by reading it in conjunction with my studies on related subjects.The NALA knew what areas would be most important for aspiring legal assistants.The Chapters that I specifically found helpful to date were those on Ethics, Legal Research, Communications, and Investigation.Another nice feature is the small Glossary of terms.If you are a paralegal student on a tight budget this manual is cheap and it more than pays for itself!This manual has value as reference tool also.

Easy to read and understand. Explains how to conduct functions delegated to Legal Assistants by

Attorney such as: Client Interviews; How to Locate Witnesses; Conduct Investigations; Legal Research; How to Draft Correspondence, Pleadings, and other Legal Documents. How to summarize depositions, interrogatories, and testimony. How to attend execution of wills, real estate closings, depositions, court or administrative hearings, or trials with the attorney, and all correspondence Attorney has approved.

[Download to continue reading...](#)

NALA Manual for Paralegals and Legal Assistants NALA Manual for Paralegal and Legal Assistants: A General Skills & Litigation Guide for Today's Professionals NALA Manual for Legal Assistants Mosby's Essentials for Nursing Assistants (Sorrentino, Mosby's Essentials for Nursing Assistants) 4th (forth) edition I Sing the Law Electric: Computer Source Manual for Legal Assistants The Redbook: A Manual on Legal Style, 3d: A Manual on Legal Style (American Casebook Series) Wills Trusts & Estates for Legal Assistants, Fourth Edition (Aspen College) Business and Legal Forms for Fine Artists (Business and Legal Forms Series) Burtons Legal Thesaurus 5th edition: Over 10,000 Synonyms, Terms, and Expressions Specifically Related to the Legal Profession (Business Books) Legal Handbook for Photographers: The Rights and Liabilities of Making Images (Legal Handbook for Photographers: The Rights & Liabilities of) Legal Off Shore Tax Havens: How to Take LEGAL Advantage of the IRS Code and Pay Less in Taxes The Contractor's Legal Kit: The Complete User-Friendly Legal Guide for Home Builders and Remodelers Legal and Ethical Issues in Nursing (6th Edition) (Legal Issues in Nursing (Guido)) Casenote Legal Briefs for Antitrust, Keyed to Pitofsky, Goldschmid, and Wood (Casenote Legal Briefs Series) Casenotes Legal Briefs Antitrust Law: Keyed to Sullivan & Hovencamp 6e (Casenote Legal Briefs) Environmental Justice: Legal Theory and Practice, 3d: Legal Theory and Practice (Environmental Law Institute) Casenotes Legal Briefs: Contracts Keyed to Crandall & Whaley, Sixth Edition (Casenote Legal Briefs) Casenotes Legal Briefs: Business Organizations Keyed to Klein, Ramseyer & Bainbridge, Eighth Edition (Casenote Legal Briefs) Casenotes Legal Briefs: Contracts, Keyed to Ayres & Klass, Eighth Edition (Casenote Legal Briefs) Business and Legal Forms for Theater, Second Edition (Business and Legal Forms Series)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)