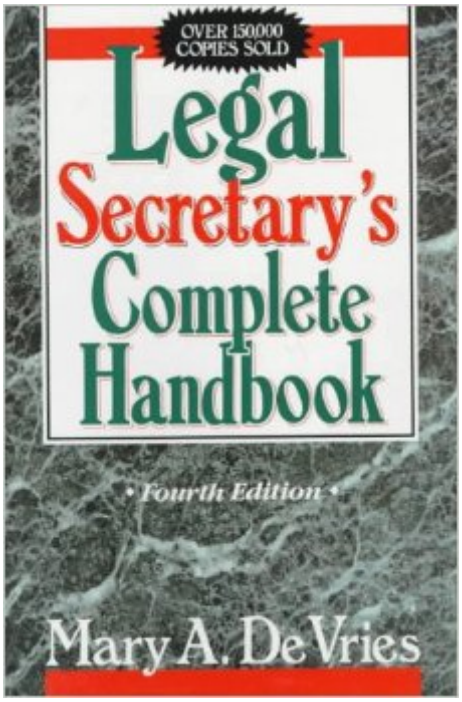
The book was found

Legal Secretary's Complete Handbook, Fourth Edition



PDF
Adobe
DOWNLOAD EBOOK

Synopsis

Now in its fourth edition, this popular desktop tool is packed with law-office practices and procedures for beginning and veteran legal secretaries and paralegals. Organised for quick access to work-day solutions, the guide is divided into five parts - general duties in the law office; preparing legal instruments and documents; preparing court papers; assisting in specialised practice; legal facts and secretarial aids.

Book Information

Hardcover: 606 pages

Publisher: Prentice Hall; 4th edition (June 26, 1992)

Language: English

ISBN-10: 0135298768

ISBN-13: 978-0135298763

Product Dimensions: 6.3 x 1.7 x 9.3 inches

Shipping Weight: 2.4 pounds

Average Customer Review: 3.9 out of 5 starsÂ Â See all reviewsÂ (25 customer reviews)

Best Sellers Rank: #180,177 in Books (See Top 100 in Books) #23 inÂ Books > Business & Money > Skills > Secretarial Aids & Training #45 inÂ Books > Textbooks > Law > Legal Reference #56 inÂ Books > Law > Law Practice > Paralegals & Paralegalism

Customer Reviews

This handbook is outstanding, and we use it as a reference for our specialty certification examinations. It should be in every legal secretary’s library. Carol Ann Wilson, Founder, Legal Secretaries International Inc.

Informative, however it lacked several vocabulary items and court documents I was in need of. Also spent too much time on how to set up your office when my office had already been established. Overall though, a good reference.

This book is so wonderful and helpful. I just started working in a law firm doing litigation and I knew nothing. This was a total foreign language to me. The book is laid out so easy to read and is so interesting it keeps your attention. I highly recommend this book to everybody. Even just to keep as a reference book. It is very helpful. I hope one day they make a Strictly New York book.

I really love this book. I've been a Legal Assistant for only 2 years and I find that this book gives a clear understanding as to the how and why legal documents are prepared. Especially when preparing documents with 3rd party defendents/plaintiffs and also headings for Infant Compromise cases. I've added it to my Legal Reference Library and sit's on my desk with my CPLR. I'm currently in school working on my associates degree in Paralegal Studies and at the ripe "young" age of 48...I think I've found my niche.

The book's last publication was 1992...it's soooo far behind the times as far as the technology part is concerned. She did not even mention Legal Software that a lot of lawyers use now-a-days...called PRO DOC. SO it's a sort of good reference book if you overlook the date of it and it also being behind the times.

This book covered the most popular law needs and is great for legal secretaries or anyone who would like to understand more about legal documents and the law. The explanations are easy to understand and make clear the process of filing and what happens until action is complete.

... the reason it wouldn't show specific court documents is because each state has VERY different rules for how documents must be presented. Your local legal secretaries association should have a more explicit reference guide showing exactly how pleadings, etc. should look for your state. I think you're missing the point of the book if you're expecting that kind of information.

I like a lot of the tips in this book, however, it is very outdated. For example, in the section that describes the computer (or "PC" as they refer to it) says that the computer has a floppy drive and a hard drive, yet no mention of CD drive. Also, this book is kind of lost on any secretary who works outside of litigation. None of the legal references or forms will ever do me any good as a patent prosecution secretary.

Download to continue reading...

Legal Secretary's Complete Handbook, Fourth Edition Legal Handbook for Photographers: The Rights and Liabilities of Making Images (Legal Handbook for Photographers: The Rights & Liabilities of) Casenotes Legal Briefs: Contracts Keyed to Calamari, Perillo, Bender & Brown, 6th Edition (Casenote Legal Briefs) Administrative Assistant's and Secretary's Handbook Islamic Legal Orthodoxy: Twelver Shiite Responses to the Sunni Legal System Your Legal Rights Online (Legal Literacy: Know the System, Know Your Rights) Ethical and Legal Issues for Imaging Professionals,

2e (Towsley-Cook, Ethical and Legal Issues for Imaging Professionals) Legal Office Projects (with CD-ROM) (Legal Office Procedures) The Civil War Diary of Gideon Welles, Lincoln's Secretary of the Navy: The Original Manuscript Edition (The Knox College Lincoln Studies Center) Secretary of the Interior's Standards for the Treatment of Historic Properties With Guidelines for Preserving, Rehabilitating, Restoring, & Reconstructing Historic Buildings Duty: Memoirs of a Secretary at War Mr. Churchill's Secretary: A Maggie Hope Novel, Book 1 King Peggy: An American Secretary, Her Royal Destiny, and the Inspiring Story of How She Changed an African Village The Secretary: A Journey with Hillary Clinton from Beirut to the Heart of American Power Writing Self, Writing Empire: Chandar Bhan Brahman and the Cultural World of the Indo-Persian State Secretary (South Asia Across the Disciplines) Hitler's Last Secretary: A Firsthand Account of Life with Hitler What to Do When You AreÃ Â Fired or Laid Off: A Complete Guide to the Benefits and Legal Rights You Need to Know to Get Back on Your Feet Minecraft: Seeds Handbook, Minecraft Seeds For Pocket Edition, The Ultimate Minecraft Seeds Handbook (Minecraft Handbook, Minecraft Seeds,Minecraft Seed Books) Handbook of Biblical Criticism, Fourth Edition A Handbook for Today's Disciples in the Christian Church (Disciples of Christ) 4th Ed.: Fourth Edition

Dmca