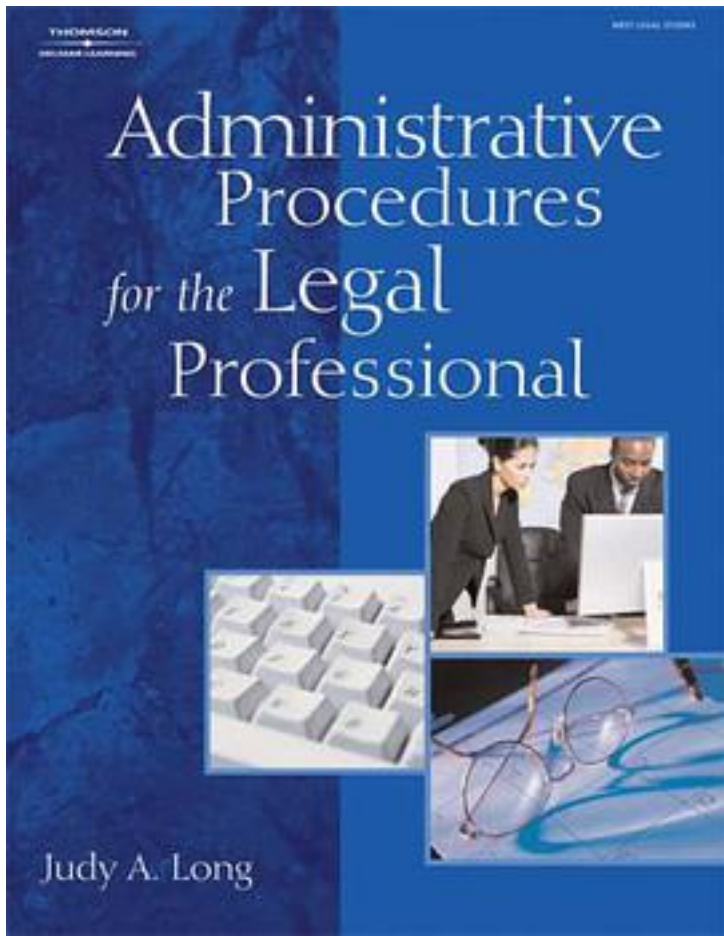


Administrative Procedures for the Legal Professional



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著者:Long, Judy A.

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Administrative Procedures for the Legal Professional includes substantial coverage of the different types of administrative procedures used in a law office, and is geared to a

legal secretary or legal assistant program, as well as serving as a valuable reference in a law office. The various administrative procedures covered in the book are explained in clear and concise language that is readily and easily understood by readers, and each chapter in the book includes key words, state specific information boxes, and review questions. Some of the many topics explored in this comprehensive reference include ethics, research, computers, and communications, and there are practical simulated problems for the reader to solve that will strengthen their skills as they train to be a legal professional. Sample documents, charts, and figures give the reader insight into the law office experience. The book may also be used in conjunction with the Substantive Law for the Legal Professional and the Office Procedures for the Legal Professional to form a package for a certificate program for the legal professional. This book provides the reader with an inclusive background of the administrative procedures required for the legal professional.

作者介绍:

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