

Legal Office Procedures



[Legal Office Procedures_下载链接1](#)

著者:Morton, Joyce

出版者:Prentice Hall

出版时间:2006-5

装帧:Pap

isbn:9780132209564

A market-leader, Legal Office Procedures, Seventh Edition offers a logical, step-by-step introduction to the terminology, basic legal concepts, and legal procedures required to work in a contemporary law office. Using input from practicing legal professionals, the text discusses various areas of the law, contains the most up-to-date forms, emphasizes technology-driven innovations and includes new photographs and illustrations throughout. In-text projects, cases and assignments give readers practice with document preparation, contemporary procedures, and order and sequencing. An accompanying CD-ROM and Web site support the text and help prepare and train students for their career as competent legal office professionals.

作者介绍:

目录:

[Legal Office Procedures_下载链接1](#)

标签

评论

[Legal Office Procedures_下载链接1](#)

书评

[Legal Office Procedures_下载链接1](#)