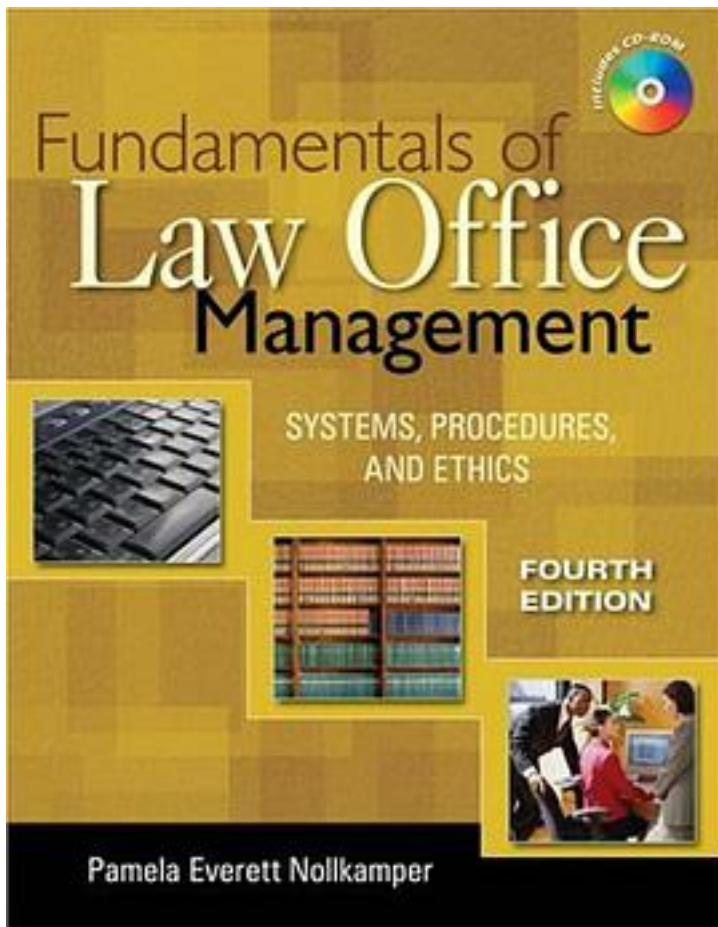


Fundamentals of Law Office Management



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Fundamentals of Law Office Management: Systems Procedures and Ethics, fourth edition, was created to present knowledge of the industry, an understanding of how a law office functions, and to provide essential skills. The book is divided into three

sections in order to best accomplish these goals. The first section, consisting of five chapters, provides an overview of the legal industry. These chapters explain the parameters and policies of the business of law and provide a strong foundation upon which to build a legal career. The information contained in these chapters is essential to understand why law firms, and other types of legal offices, conduct business differently from other industries. The second section, consisting of five chapters, introduces readers to the functions and procedures common to a law office environment. The third section, consisting of four chapters, provides readers with essential skills that will be utilized throughout their legal career. The book is enhanced with the inclusion of features such as key words, ethics alerts, side bars, and tech tips. New to this fourth edition is material on federal employment laws and law office marketing, along with revised tables and charts and updated web resources, providing a valuable resource for the aspiring and practicing professional.

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