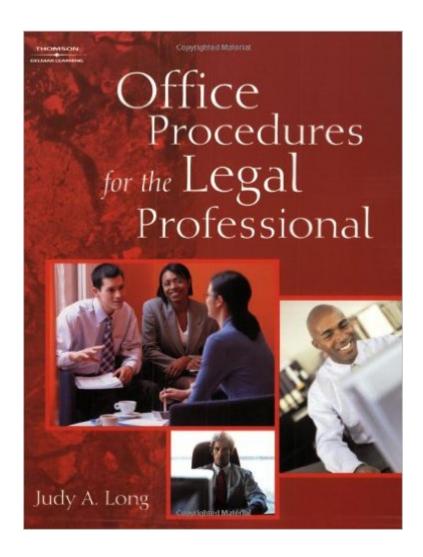
# The book was found

# Office Procedures For The Legal Professional (Legal Office Procedures)





# **Synopsis**

This text takes an all-encompassing approach to office procedures for the legal professional student who wants to learn "black letter law" as well as the procedures that must be followed in the law office setting. It progresses from a general description of the law office and the court system to a more specific explanation of the various specialty law areas and the function of a paralegal and legal assistant in each. Practical classroom and homework assignments simulate the types of tasks students will encounter in the law office. Students are required to keep a notebook within the text, which consists of classroom assignments, projects, and other key items. The notebook later becomes a valuable reference document when assignments are given on the job. The text may be bundled with a supplemental resource manual containing various types of pleadings and documents from different states, as well as instructions for use and execution.

## **Book Information**

Series: Legal Office Procedures

Paperback: 432 pages

Publisher: Cengage Learning; 1 edition (July 22, 2004)

Language: English

ISBN-10: 1401840833

ISBN-13: 978-1401840839

Product Dimensions: 0.8 x 8.8 x 11 inches

Shipping Weight: 2.2 pounds (View shipping rates and policies)

Average Customer Review: 3.0 out of 5 stars Â See all reviews (6 customer reviews)

Best Sellers Rank: #1,374,145 in Books (See Top 100 in Books) #119 in Books > Law > Law

Practice > Law Office Education #423 in Books > Law > Law Practice > Paralegals &

Paralegalism #751 in Books > Law > Legal Education > Legal Profession

## **Customer Reviews**

Purchased when working in attorneys office p/t for up-to-date info; however, it's more common sense information which I didn't need. So, if you're just starting out, good product, otherwise if you have experience like I already did, you may not want to purchase.

This book is in good condition, but it is not the right book that the course calls for it, this is a "Resource Book" by the same author Judy A.Long, different ISBN#. I'M GONNA KEEP IT ANY WAY. I still waiting for the right book that is god willing arriving tomorrow.

Brought this book lightly used, was not lightly used at all top of book was chewed by a cat, dirty paw prints on pages through out the book, and some highlighting. Just find the dirty paw prints on the page gross, was not expecting to get a lightly used book in this condition. They should have been more clear about the condition of the book instead of lightly used.

### Download to continue reading...

Office Procedures for the Legal Professional (Legal Office Procedures) Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) Ethernet Networking for the Small Office and Professional Home Office CPT 2016 Professional Edition (Current Procedural Terminology, Professional Ed. (Spiral)) (Current Procedural Terminology (CPT) Professional) Legal Office Procedures (5th Edition) ISO 2859-4:2002, Sampling procedures for inspection by attributes - Part 4: Procedures for assessment of declared quality levels Essential Clinical Procedures, 2e (Dehn, Essential Clinical Procedures) Lippincott's Nursing Procedures (Springhouse, Nursing Procedures) Roberts and Hedges' Clinical Procedures in Emergency Medicine, 6e (Roberts, Clinical Procedures in Emergency Medicine) Roberts and Hedges' Clinical Procedures in Emergency Medicine (Roberts, Clinical Procedures in Emergency Medicine) Medical Office Procedures Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Exploring Microsoft Office 2016 Volume 1 (Exploring for Office 2016 Series) Microsoft Office 2016: A Beginner's Guide to Microsoft Office Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013 Enhanced Editions) Microsoft Office PowerPoint 2007: Introductory Concepts and Techniques (Available Titles Skills Assessment Manager (SAM) - Office 2007) Documents, Presentations, and Workbooks: Using Microsoft Office to Create Content That Gets Noticed- Creating Powerful Content with Microsoft Office Microsoft Office 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010)

**Dmca**