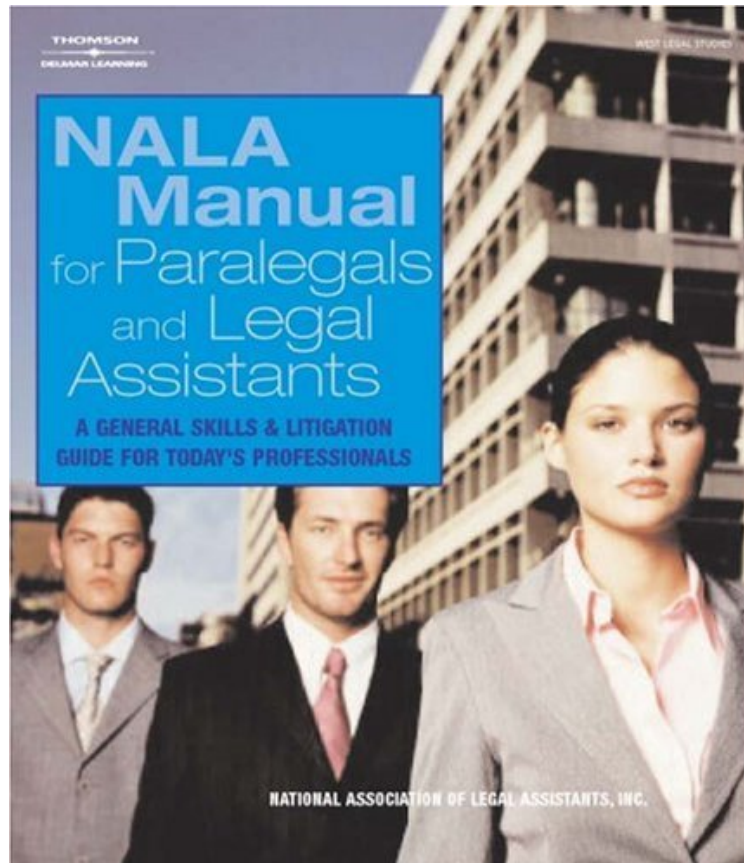


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## NALA Manual for Paralegal and Legal Assistants: A General Skills Litigation Guide for Today's Professionals

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guide for working legal assistants, to be used by schools as a textbook for intro courses and reference material, and to assist legal assistants preparing to take the Certified Legal Assistant examination. It is a collection of proven techniques and procedures used by paralegals nationwide. The techniques described are examples of successful solutions to actual assignments accomplished by working legal assistants. They may be used as starting points from which changes, adaptations, and modifications may be made by legal assistants in similar situations.

This unique resource will provide any Legal Assistant with the information they need to be successful in their career. About the Author NALA (National Association of Legal Assistants) is a professional association for legal assistants which was incorporated in 1975. By the 1990's NALA had grown to represent over eighteen thousand legal assistants through its individual members, affiliated state and local associations and certified legal assistants.