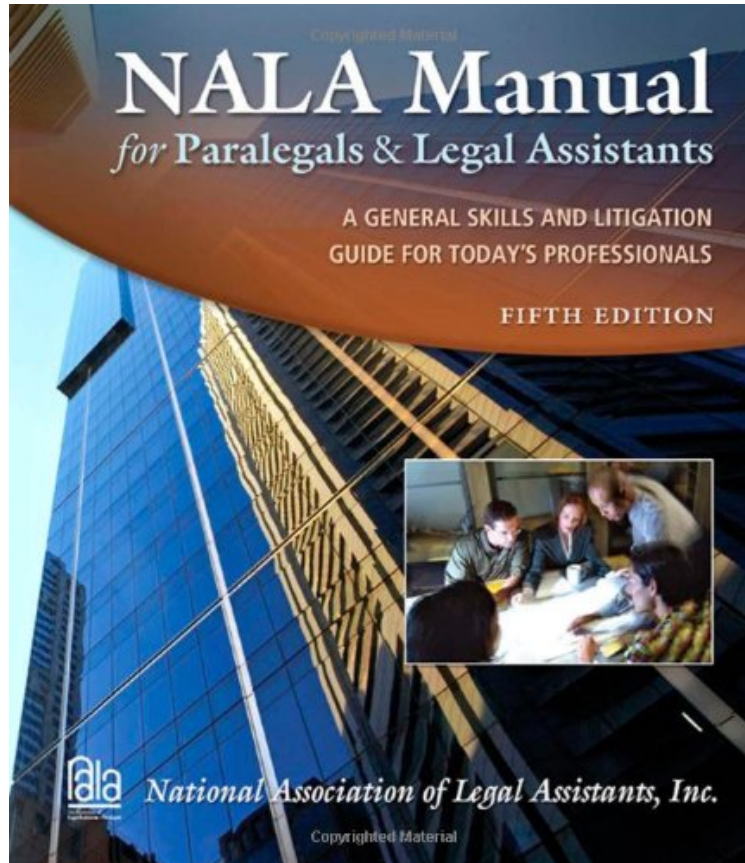


[Get free] NALA Manual for Paralegals and Legal Assistants

## NALA Manual for Paralegals and Legal Assistants

*National Association of Legal Assistants*  
DOC | \*audiobook | ebooks | Download PDF | ePub



DOWNLOAD



+

READ ONLINE

#358063 in Books 2009-03-10Original language:EnglishPDF # 1 .90 x 8.00 x 9.20l, 2.15 #File Name:  
1435400259480 pages | File size: 26.Mb

**National Association of Legal Assistants : NALA Manual for Paralegals and Legal Assistants** before purchasing it in order to gage whether or not it would be worth my time, and all praised NALA Manual for Paralegals and Legal Assistants:

0 of 0 people found the following review helpful. Five StarsBy CustomerBook came in great condition and quickly. Easy to read and great study guide0 of 0 people found the following review helpful. Four StarsBy LaRae Hilll purchased this as a study guide for a NALA test. It came quickly and as expected. Thanks0 of 0 people found the following review helpful. This book is recommended my NALA for the CLA examBy windi jordanThis book is recommended my NALA for the CLA exam. It is a real asset for preparation for the exam.

The revised NALA Manual is a valuable reference guide for professionals and students in the legal studies field. Working paralegals will not only find it helpful as an on-the-job reference, but also beneficial when preparing for the Certified Legal Assistant/Certified Paralegal examination. Paralegal programs can also use the manual as a reference for students or a textbook for capstone courses. The Manual 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. More than 100 leading authorities with a wide range of experience in legal disciplines and management have contributed to this comprehensive manual since it was introduced in 1976. The expertise and commendable dedication of these individuals has consistently produced an authoritative and reliable reference for paralegals with each updated edition.

Introduction. 1. INTRODUCTION TO THE AMERICAN LEGAL SYSTEM. 2. LEGAL RESEARCH. 3. ETHICS. 4. JUDGMENT AND ANALYTICAL ABILITY. 5. COMMUNICATIONS. 6. INTERVIEWING TECHNIQUES. 7. INVESTIGATION. 8. PRETRIAL LITIGATION SKILLS. 9. THE PARALEGAL AND DOCUMENT DISCOVERY CASES. 10. ASSISTING AT TRIAL. Glossary: Legal Terminology. Appendix 1. Appendix 2. Appendix 3. Appendix 4. Appendix 5. Index. About the Author NALA is currently one of the top two professional paralegal organizations in the nation and is widely respected. It is very active in creating high standards for paralegals and offering continuing education to further enhance the reputation of those in the field. NALA appoints authors who are part of their organization and who are active in the paralegal profession.