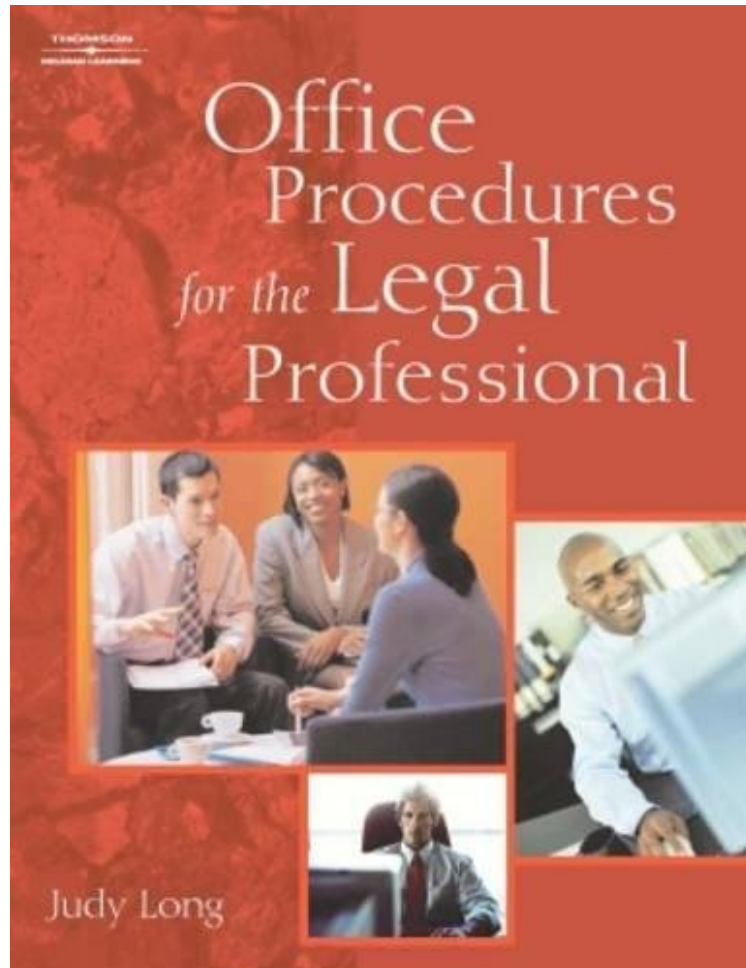


[E-BOOK] Office Procedures for the Legal Professional (Legal Office Procedures)

## Office Procedures for the Legal Professional (Legal Office Procedures)

Judy A. Long

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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.

Chapter 1: Organization of the Law Office. Chapter 2: Organization of the Courts. Chapter 3: Administrative Responsibilities. Chapter 4: Using Computers. Chapter 5: Trial Procedures. Chapter 6: The Criminal Law Practice. Chapter 7: The Civil Litigation Office. Chapter 8: Estate Planning. Chapter 9: Probate. Chapter 10: Family Law. Chapter 11: Business Organizations. Chapter 12: Bankruptcy Law. Chapter 13: Real Property. Chapter 14: Contracts. Chapter 15: Employment as a Legal Professional. About the Author Judy A. Long, J.D., is a retired College Professor/ Paralegal Program Director and retired Attorney and has written several books focusing on paralegal education.