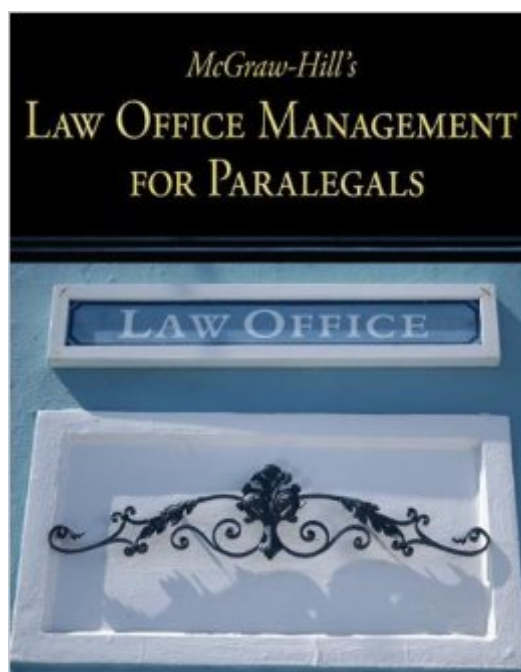# McGraw-Hill's Law Office Management For Paralegals

Synopsis

McGraw-Hillâ ™s Law Office Management for Paralegals is an applied, practical text written specifically for paralegal courses that cover day-to-day law office management topics. The text begins with an overview of the legal industry and the various players involved. Then, it moves into the specific needs and duties that paralegals have to come to fill. Each chapter includes a recent, applicable case opinion, along with many ancillaries, such as charts, tables, figures, and exercises to aid in studentsâ ™ development. The textâ ™s appendices cover a wide range of documents, including the Model Codes of Ethics from two top paralegal organizations, the NALA and NFPA; a listing of paralegal associations with URLs; continuing legal education requirements of the NALA and NALs; a sample retainer agreement; and an article pertaining to the limitation of fees for malpractice cases. This text is a must for students who wish to gain industry-level knowledge of working in a law office in approachable and hands-on way.   The Paralegal Supersite Site

Book Information

Paperback: 304 pages

Publisher: McGraw-Hill Education; 1 edition (January 30, 2008)

Language: English

ISBN-10: 0073376949

ISBN-13: 978-0073376943

Product Dimensions: 8.5 x 0.5 x 10.8 inches

Shipping Weight: 1.4 pounds (View shipping rates and policies)

Average Customer Review: 4.7 out of 5 starsÂ Â See all reviewsÂ (3 customer reviews)

Best Sellers Rank: #797,890 in Books (See Top 100 in Books)   #2 inÂ Books > Law > Law Practice > Law Office Technology   #71 inÂ Books > Law > Law Practice > Law Office Education   #92 inÂ Books > Law > Dictionaries & Terminology

Customer Reviews

I borrowed a copy of this book at the campus library and I just had to buy my own. It had great information for someone considering a career in legal services.

Excellent

Product came wrapped and brand new! Crisp and clean pages and packaged beautifully! I highly recommend this book for anyone interested in the paralegal profession!

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