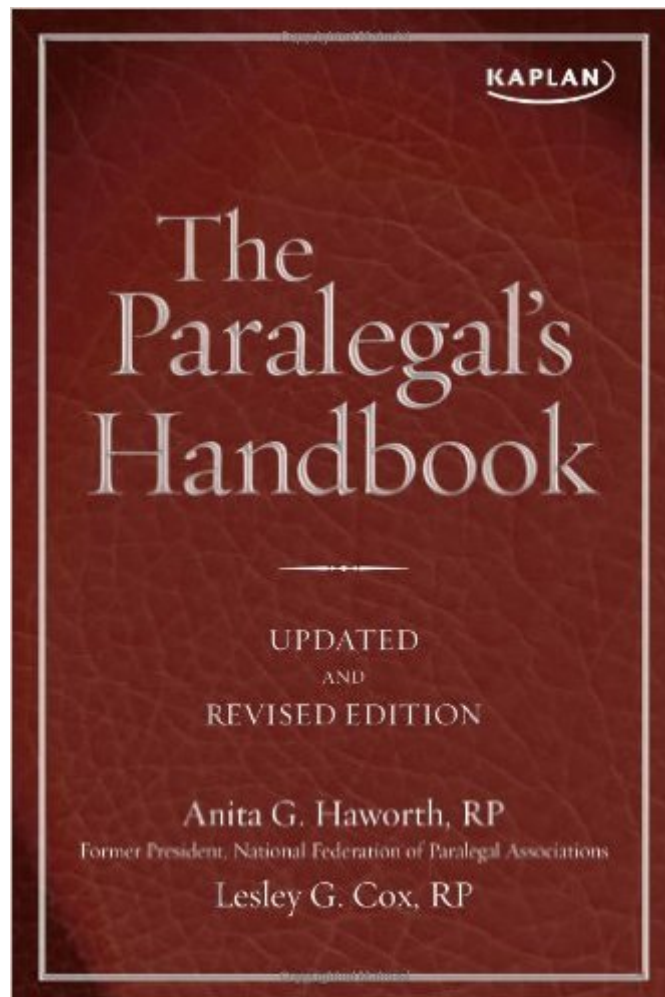


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# The Paralegal's Handbook: A Complete Reference For All Your Daily Tasks



## Synopsis

A completely updated and revised desk reference for paralegal professionals. Paralegals are the backbone of the legal business. The Paralegal's Handbook is a guide to the responsibilities and tasks a paralegal may be asked to undertake. In this comprehensive guide to the profession, expert authors Anita Haworth and Leslie Cox explain everything paralegals need to know to handle the job with accuracy and confidence. From ethics issues to a detailed analysis of all the tasks encountered in the various legal specialties, The Paralegal's Handbook provides invaluable advice and expertise to paralegal professionals. Haworth and Cox are experienced paralegals and provide explanations and details on the various areas of practice paralegals may choose including Family Law, Probate, Corporate Law, Intellectual Property, Real Estate, and Personal Injury Law. They cover everything from handling everyday tasks to reviewing facsimiles of legal documents. This Second Edition is fully updated and revised, with a new section on eDiscovery.

## Book Information

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## Customer Reviews

When I purchased this book, I was looking for a reference tool with examples of how to create legal documents for my paralegal studies. This book looks impressive--the cover and table of contents would indicate I was getting quality, specific examples of documentation and rules applying to a paralegal position, but I was extremely disappointed. The book is very general and does not provide any 'new' information; it is basically an overview of standard office procedures which anyone with any type of working background already knows. The examples of legal documents have a juvenile, unprofessional appearance.

If you are going to KAPLAN University this is the book you will get with your course it is not detailed it does not give you an extensive review of anything. Stick with WEST Paralegal Books.

I was under the impression I would get document production advice, and really this book is a very general overview of Paralegal tasks. General knowledge that you learn through each of your Paralegal classes. This is not a handbook for you to reference by. DO NOT waste your money on this book. Very Dissappointed that my school book money went to no use.

Not a great source of in-depth knowledge. The book is written from a secretarial perspective. Even as a handbook not very handy. More like instructions on performing clerical work than training and specific instructions on paralegal studies.

As a in-house counsel paralegal, this book was very helpful and provided practical advice in a variety of areas that I will implement in my job. I was glad to find that this book discussed e-discovery.

This was the first book I purchased when I decided to get into the legal field. It was really good for me to start out because it is so basic and I needed to learn the basics first. I later decided that I didn't want to just be a normal paralegal, but wanted to be self employed and do virtual work for attorneys. I became a notary and also a virtual bankruptcy assistant through 713training.com. I think I made the right choice so I'm not tied down to one attorney. I would recommend this book to anyone starting out as a paralegal and would also recommend looking into 713 training for their training, it has been great for me.

This book is very helpful in all areas of paralegal work. I feel every paralegal should read it. It has a lot of detail as far as starting out a project and follow-up.

Too basic. I have a paralegal degree and work as a new paralegal. I wanted a general book to refer to and review for cerification tests, but this book is too basic.

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