

NALA Manual for Paralegals and Legal Assistants

A GENERAL SKILLS & LITIGATION
GUIDE FOR TODAY'S PROFESSIONALS

NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.

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paralegal studies as we enter the new millenium Modern colorful and visually attractive this book brings the paralegal field to life Students like the dynamic full color photos and illustrations as well as all of the real world examples and high interest features *Subject Guide to Books in Print* ,1996 Bowker's Law Books and Serials in Print ,1998 *Forthcoming Books* Rose Army,2001 **NALA Manual for Paralegals and Legal Assistants** National Association of Legal Assistants,2009-03-10 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 Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **NALA Manual for Legal Assistants** National Association of Legal Assistants,1999 The NALA Manual for Legal Assistants 3E is designed to serve as a quick reference guide for working legal assistants to be used by schools as a textbook and to assist legal assistants preparing to take the Certified Legal Assistant examination *Paralegal's Litigation Handbook* Carole A. Bruno,1993 *Everything You Need to Know about Being a Legal Assistant* Chere B. Estrin,1995 An easy to follow guide for the professional wanting to change careers or improve their existing skills by seeing what other legal assistants do *The Legal Assistant's Practical Guide to Professional Responsibility* Arthur Garwin,Carole Mostow,1998 The Legal Assistant's Guide to Effective Communication Pasquale De Marco,2025-04-28 The Legal Assistant s Guide to Effective Communication Mastering the Art of Legal Writing and Persuasion In today s fast paced legal environment effective communication is more important than ever before Legal assistants play a vital role in supporting attorneys and ensuring that legal documents are clear accurate and persuasive This comprehensive guide provides paralegals with the skills and knowledge they need to excel in their role as legal communicators With clear explanations practical examples and helpful exercises this book covers all aspects of legal writing including The different types of legal correspondence The elements of a well written legal document Tips for writing clear and concise legal documents Avoiding common pitfalls in legal writing Writing persuasive legal arguments Drafting effective legal contracts Composing compelling legal briefs Preparing effective legal memoranda Crafting powerful legal motions Navigating legal correspondence with confidence This book also includes chapters on the future of legal communication and

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