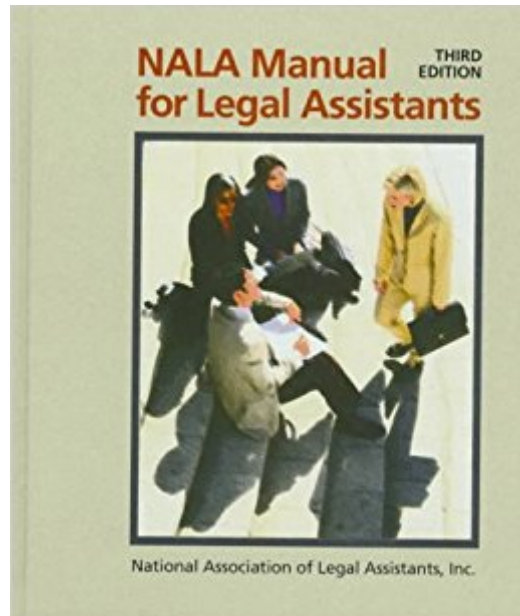




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# NALA Manual For Legal Assistants



## Synopsis

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.

## Book Information

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## Customer Reviews

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.

This book may be outdated. But what makes it so helpful is the choice of material and the topics."The NALA Manual for Legal Assistants" is not a catch-all book, nor does it cover every facet of the legal assistant's career. Where it has helped me is by reading it in conjunction with my studies on related subjects.The NALA knew what areas would be most important for aspiring legal assistants.The Chapters that I specifically found helpful to date were those on Ethics, Legal Research, Communications, and Investigation.Another nice feature is the small Glossary of terms.If you are a paralegal student on a tight budget this manual is cheap and it more than pays for itself!This manual has value as reference tool also.

Easy to read and understand. Explains how to conduct functions delegated to Legal Assistants by

Attorney such as: Client Interviews; How to Locate Witnesses; Conduct Investigations; Legal Research; How to Draft Correspondence, Pleadings, and other Legal Documents. How to summarize depositions, interrogatories, and testimony. How to attend execution of wills, real estate closings, depositions, court or administrative hearings, or trials with the attorney, and all correspondence Attorney has approved.

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