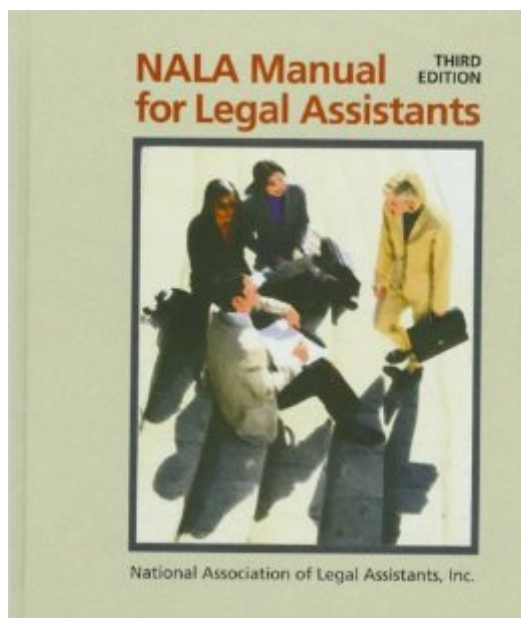


The book was found

# 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

Paperback: 405 pages

Publisher: Delmar Cengage Learning; 3 edition (July 2, 1998)

Language: English

ISBN-10: 0766803937

ISBN-13: 978-0766803930

Product Dimensions: 9.6 x 8.1 x 0.8 inches

Shipping Weight: 1.9 pounds

Average Customer Review: 4.5 out of 5 stars [See all reviews](#) (2 customer reviews)

Best Sellers Rank: #2,806,949 in Books (See Top 100 in Books) #7 in [Books > Law > Law](#)

[Practice > Law Office Technology](#) #229 in [Books > Law > Law Practice > Law Office Education](#)

#631 in [Books > Law > Law Practice > Paralegals & Paralegalism](#)

## Customer Reviews

This book may be outdated.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.

[Download to continue reading...](#)

NALA Manual for Paralegals and Legal Assistants NALA Manual for Paralegal and Legal Assistants: A General Skills & Litigation Guide for Today's Professionals NALA Manual for Legal Assistants I Sing the Law Electric: Computer Source Manual for Legal Assistants The Redbook: A Manual on Legal Style, 3d: A Manual on Legal Style (American Casebook Series) Wills, Trusts, and Estates for Legal Assistants (Aspen College Series) Legal Thriller: Predatory Kill: A Brent Marks Legal Thriller (Brent Marks Legal Thrillers Book 2) Legal Thriller: The Spy Files, A Courtroom Drama: A Brent Marks Legal Thriller (Brent Marks Lawyer Legal Thrillers Series Books Book 7) English Legal System with Legal Method, Skills & Reasoning SAVER: Learning Legal Skills and Reasoning Legal Theory and the Legal Academy: Volume III (The Library of Essays in Contemporary Legal Theory) Physician Assistants: Policy and Practice A Comprehensive Review For the Certification and Recertification Examinations for Physician Assistants: Theory and Application A Comprehensive Review for the Certification and Recertification Examinations for Physician Assistants: In Collaboration with AAPA and PAEA Clinical Procedures for Medical Assistants - Text and Study Guide Package, 8e Competencies and Strategies for Speech-Language Pathologist Assistants By Carol Dixon Hatrick - Dental Materials: Clinical Applications for Dental Assistants and Dental Hygienists: 2nd (second) Edition Dental Materials: Clinical Applications for Dental Assistants and Dental Hygienists Dental Materials: Clinical Applications for Dental Assistants and Dental Hygienists, 1e Mosby's Textbook for Long-Term Care Nursing Assistants, 6e Mosby's Essentials for Nursing Assistants INSTRUCTOR RESOURCES and PROGRAM GUIDE [2010]

[Dmca](#)