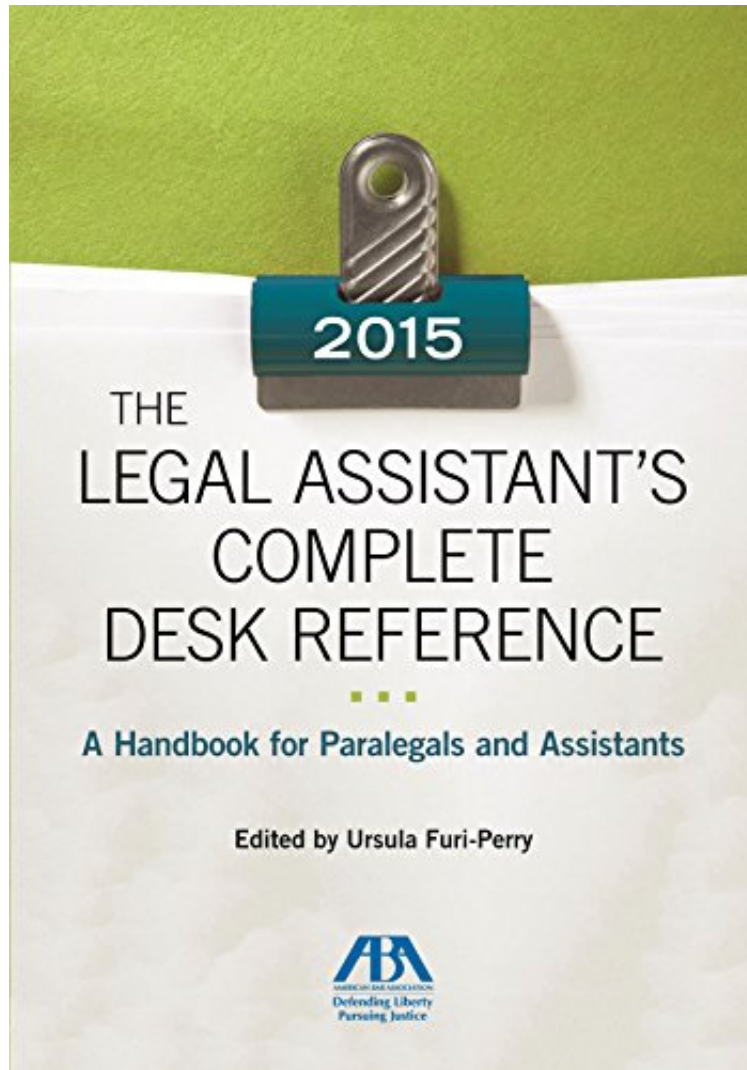


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Paralegals and legal assistants need a thorough guide to all the rules and regulations dictating their job performance, as well as a repository of the many forms they see every day. The revised and updated 2015 Legal Assistants Complete Desk Reference explores these myriad responsibilities and types of paperwork in six easy-to-use sections: PART I: A DAY IN THE LIFE OF A LEGAL ASSISTANTPART II: COURT SYSTEMS AND PROCEDURESPART III: PREPARING LEGAL INSTRUMENTS, DOCUMENTS AND COURT FILINGSPART IV: LEGAL RESEARCH AND WRITINGPART V: TRIAL PREPARATION PART VI: AREAS OF PRACTICEThis is a complete guide to the rules and regulations guiding paralegals and legal assistants, as well as the many different types of forms they are responsible for each day. This comprehensive handbook also explores the career opportunities open to paralegals and legal assistants, as well as some common areas of legal practice and what they entail. With a CD of writable sample forms and letters, a state-by-state resource guide, a glossary of common legal terms, and a thorough index, this is the guide you need to efficiently complete all your many duties. This updated edition contains new forms and additional samples.

About the AuthorUrsula Furi-Perry is a nationally published freelance writer with nearly two hundred published articles to her credit. She owns The Furi-Perry Group, which provides quality writing, editing, legal research, and instruction to private and corporate clients. She resides in Haverhill, MA.