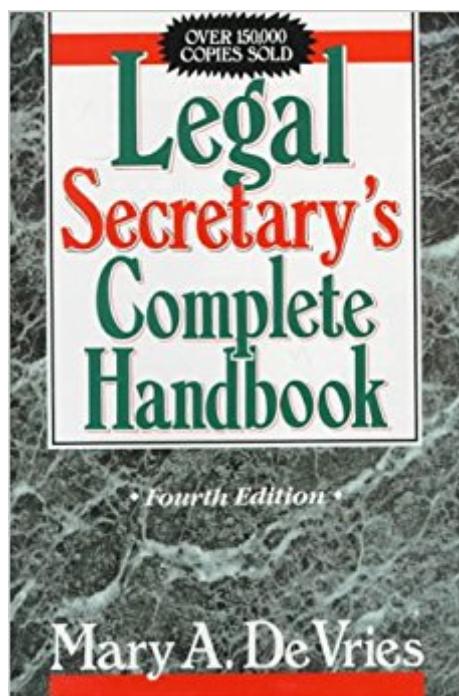


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# Legal Secretary's Complete Handbook, Fourth Edition



## **Synopsis**

Now in its fourth edition, this popular desktop tool is packed with law-office practices and procedures for beginning and veteran legal secretaries and paralegals. Organised for quick access to work-day solutions, the guide is divided into five parts - general duties in the law office; preparing legal instruments and documents; preparing court papers; assisting in specialised practice; legal facts and secretarial aids.

## **Book Information**

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## **Customer Reviews**

I like a lot of the tips in this book, however, it is very outdated. For example, in the section that describes the computer (or "PC" as they refer to it) says that the computer has a floppy drive and a hard drive, yet no mention of CD drive. Also, this book is kind of lost on any secretary who works outside of litigation. None of the legal references or forms will ever do me any good as a patent prosecution secretary.

This book is very thorough and is a good resource for a beginning legal secretary who has no previous experience in the law office. Its draw back is it was written in 1992 and does not have the computer coverage that we enjoy today.

Legal Secretary's Complete Handbook, Fourth EditionI think this is a very detailed book, very helpful with some useful suggestions for all the Legal Firms or Law Offices in terms of organization, mailing, communicating, writing, talking and answering on the phone. Even with simply and real examples! I

have found the book really useful although it refers to the American Legal System, and I am working in another country. It has been a good deal!

I keep these reference books right beside my desk to I have easy access. These are very helpful, give explanations about what you are searching, and I use it frequently. So far, no mistakes.

just started using it, very helpful

This book covered the most popular law needs and is great for legal secretaries or anyone who would like to understand more about legal documents and the law. The explanations are easy to understand and make clear the process of filing and what happens until action is complete.

Too old. Didn't apply to today's office world.

Great book for Legal Secretary's. However, I would recommend Merriam Webster's Legal Secretaries Handbook over this one as it has more comprehensive material in it. The book was in excellent shape when I received it. I would recommend this seller to others. Great service!!

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