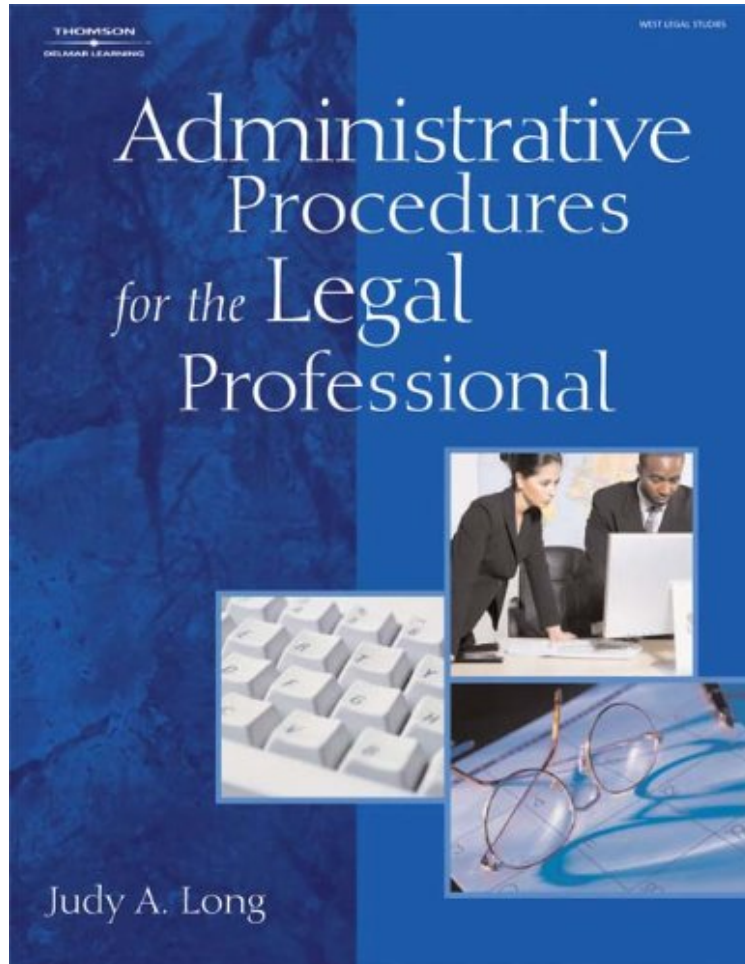


Administrative Procedures for the Legal Professional

Judy A. Long

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Administrative Procedures for the Legal Professional includes substantial coverage of the different types of administrative procedures used in a law office, and is geared to a legal secretary or legal assistant program, as well as serving as a valuable reference in a law office. The various administrative procedures covered in the text are explained

in clear and concise language that is readily and easily understood by students, and each chapter in the text includes key words, state specific information boxes, and review questions. Some of the many topics explored in this comprehensive text include ethics, research, computers, and communications, and there are practical simulated problems for the student to solve that will strengthen their skills as they train to be a legal professional. Sample documents, charts, and figures give the student insight into the law office experience. This textbook provides the student with an inclusive background of the administrative procedures required for the legal professional.

Preface Chapter 1: Law Practice Overview Chapter 2: Management of the Law Office and Ethics Chapter 3: Working with Attorneys and Others Chapter 4: Ethics and Client Relations Chapter 5: Using Computers Chapter 6: Legal Research Chapter 7: Research Duties Chapter 8: Filing Records Management Chapter 9: Communications Chapter 10: Mail and Docket Control Systems Appendix A Appendix B Appendix C About the Author Judy A. Long, J.D., is a retired College Professor/ Paralegal Program Director and retired Attorney and has written several books focusing on paralegal education.