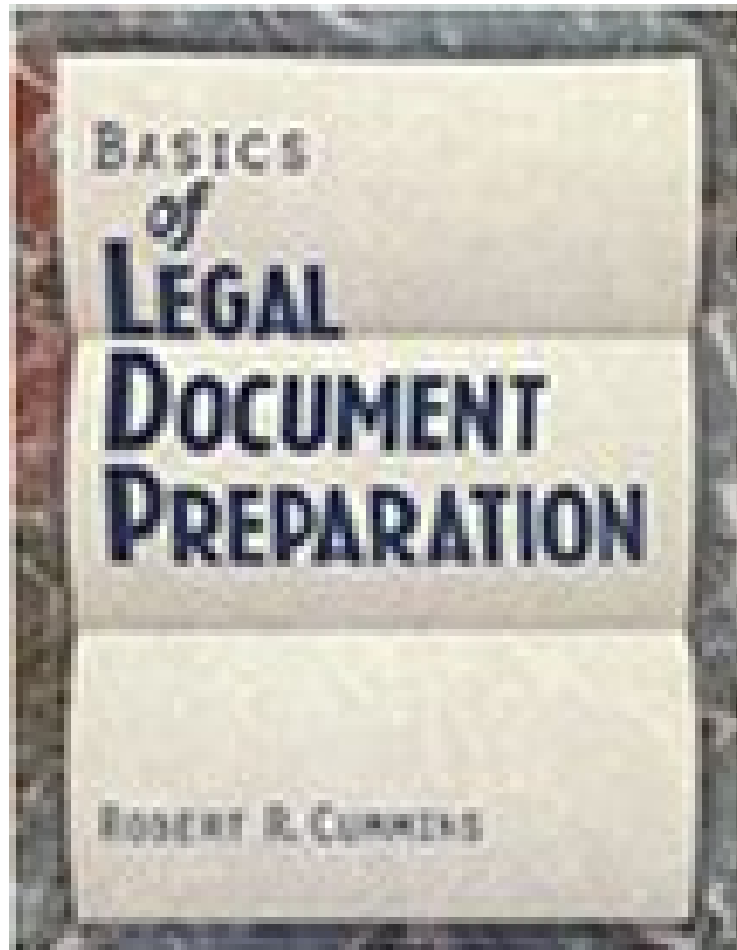


## Basics of Legal Document Preparation

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This innovative book is an excellent resource and reference tool for paralegal professionals desiring to acquire the proper techniques used to prepare legal documents. It provides the fundamental knowledge of law in the basic areas of legal practice, as well as presenting informative and practical information on how to meet today's rigorous standards.

PREFACE. INTRODUCTION TO LEGAL DOCUMENT PREPARATION. Fundamentals of Legal Document Preparation. The Fundamentals of Legal Document Generation. PREPARATION OF LEGAL INSTRUMENTS. The Nature, Types, and Function of Legal Instruments. Contracts. Real Estate Law and its Documents. Corporations. Partnerships. Wills. Trusts. PREPARATION OF LEGAL PLEADINGS. Bankruptcy. Federal Pleading and Practice. State Practice and Pleading. Discovery. Domestic Relations. Appellate Practice. APPENDIX- Common Commands Utilized in the Use of WordPerfect. GLOSSARY. INDEX.About the AuthorRobert Cummins, J.D. is an Instructor of Legal Studies at Southern College in Orlando, FL. He is also the Director of Job Placement and Director of Public Relations. Prior to this position, Mr. Cummins has over twenty years of legal practice in the matters involving civil litigation in the areas of commercial law and personal injury.