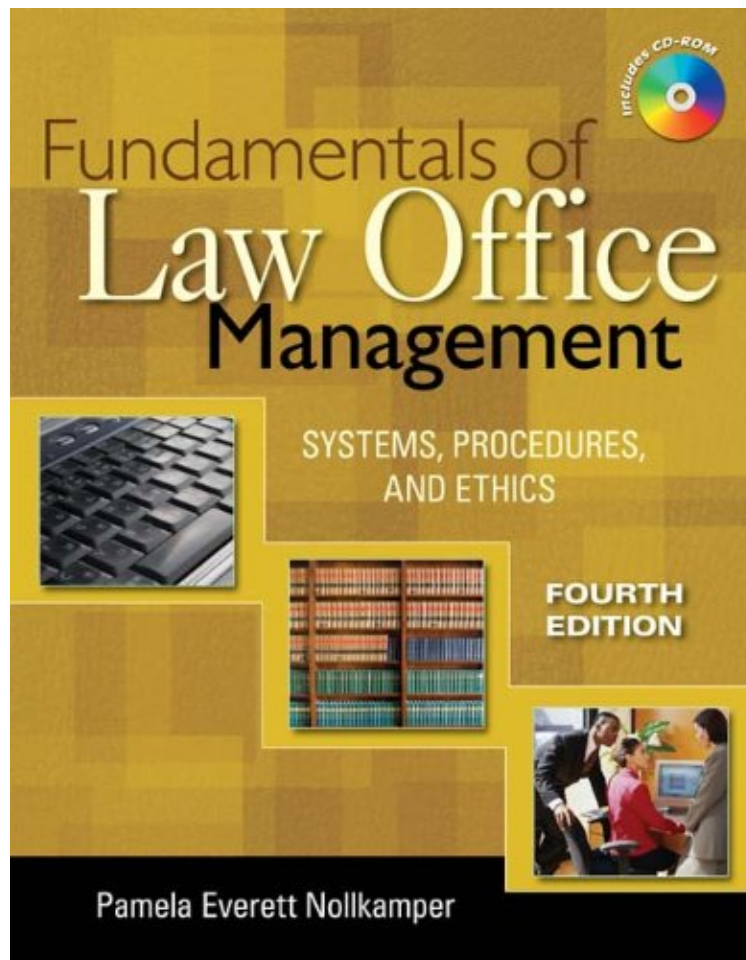


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Fundamentals of Law Office Management: Systems Procedures and Ethics, fourth edition, was created to present knowledge of the industry, an understanding of how a law office functions, and to provide essential skills. The text is divided into three sections in order to best accomplish these goals. The first section, consisting of five chapters, provides an overview of the legal industry. These chapters explain the parameters and policies of the business of law and provide a strong foundation upon which to build a legal career. The information contained in these chapters is essential to understand why law firms, and other types of legal offices, conduct business differently from other industries. The second section, consisting of five chapters, introduces students to the functions and procedures common to a law office environment. The third section, consisting of four chapters, provides students with essential skills that will be utilized throughout their legal career. The text is enhanced with the inclusion of features such as key words, ethics alerts, side bars, and tech tips. New to this fourth edition is material on federal employment laws and law office marketing, along with revised tables and charts and updated web resources.

About the AuthorPamela Everett Nollkamper has been teaching paralegals since 1979 in various colleges in the southern California area. In addition, she developed curriculum for paralegal programs and served on numerous Legal Assistant Advisory Committees. She has authored multiple textbooks and articles.