



Legal Office: Concepts and Procedures (with Template)

Robert Cummins

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This book provides a basic understanding of legal concepts of the law for legal assistants in training. It includes case law excerpts to call attention to law office procedures, includes a chapter on accounting and payroll that is unique to this type of book, and provides an analysis of the legal office environment. Emphasizes principles of the law, while offering simulated activities and cases on template disk. Includes a glossary of key legal terms, and presents illustrated legal documents by fields of the law.

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