



The 2015 Legal Assistant's Complete Desk Reference: A Handbook for Paralegals and Assistants

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Paralegals and legal assistants need a thorough guide to all the rules and regulations dictating their job performance, as well as a repository of the many forms they see every day. The revised and updated *2015 Legal Assistant's Complete Desk Reference* explores these myriad responsibilities and types of paperwork in six easy-to-use sections:

PART I: A DAY IN THE LIFE OF A LEGAL ASSISTANT

PART II: COURT SYSTEMS AND PROCEDURES

PART III: PREPARING LEGAL INSTRUMENTS, DOCUMENTS AND COURT FILINGS

PART IV: LEGAL RESEARCH AND WRITING

PART V: TRIAL PREPARATION

PART VI: AREAS OF PRACTICE

This is a complete guide to the rules and regulations guiding paralegals and legal assistants, as well as the many different types of forms they are responsible for each day. This comprehensive handbook also explores the career opportunities open to paralegals and legal assistants, as well as some common areas of legal practice and what they entail. With a CD of writable sample forms and letters, a state-by-state resource guide, a glossary of common legal terms, and a thorough index, this is the guide you need to efficiently complete all your many duties. This updated edition contains new forms and additional samples.

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