



## Law Office Procedures: A Practical Guide

*Judy A. Long*

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# Law Office Procedures: A Practical Guide

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## **Law Office Procedures: A Practical Guide** Judy A. Long

A practical, comprehensive text that prepares the legal assistant and legal secretarial student for the law office. Includes a general overview of various areas of substantive law, focusing on documents and forms that students will commonly prepare. Explanations are appropriate for students of all levels. Numerous sample documents and forms are provided, along with practical exercises. Projects at the end of each chapter give students practical experience with tasks they will perform on the job, such as proofreading, document and form preparation, and advanced drafting and research assignments. Documents for selected Projects are provided on disk in WordPerfect for easy access and editing. Students can also build a Notebook portfolio of documents they've prepared to use in job interviews and as an on-the-job reference. A simulated law office is presented in the introduction in which the student will be employed throughout the text.

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