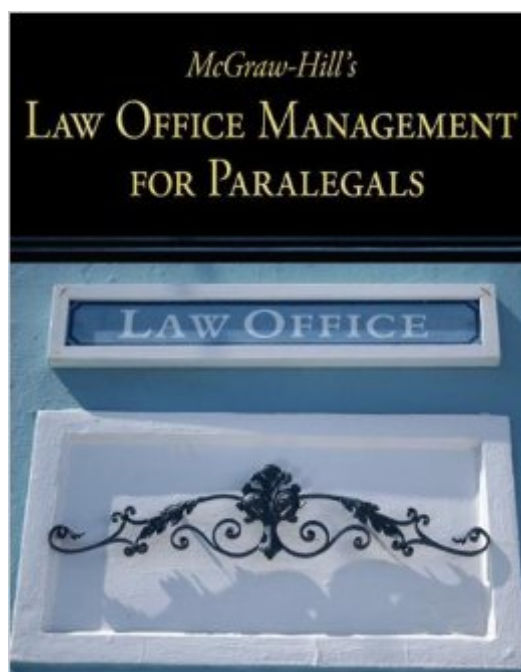


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# McGraw-Hill's Law Office Management For Paralegals



## Synopsis

McGraw-Hill's Law Office Management for Paralegals is an applied, practical text written specifically for paralegal courses that cover day-to-day law office management topics. The text begins with an overview of the legal industry and the various players involved. Then, it moves into the specific needs and duties that paralegals have to come to fill. Each chapter includes a recent, applicable case opinion, along with many ancillaries, such as charts, tables, figures, and exercises to aid in students' development. The text's appendices cover a wide range of documents, including the Model Codes of Ethics from two top paralegal organizations, the NALA and NFPA; a listing of paralegal associations with URLs; continuing legal education requirements of the NALA and NALs; a sample retainer agreement; and an article pertaining to the limitation of fees for malpractice cases. This text is a must for students who wish to gain industry-level knowledge of working in a law office in an approachable and hands-on way. The Paralegal Supersite Site

## Book Information

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## Customer Reviews

I borrowed a copy of this book at the campus library and I just had to buy my own. It had great information for someone considering a career in legal services.

Excellent

Product came wrapped and brand new! Crisp and clean pages and packaged beautifully! I highly recommend this book for anyone interested in the paralegal profession!

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