

BASIC
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MANAGEMENT
for
PARALEGALS

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ASPEN LAW & BUSINESS PARALEGAL SERIES

Basic Law Office Management For Paralegals

Pamela Everett-Nollkamper



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Laurel A. Vietzen, 2015 This is a comprehensive introduction to law office management written specifically for paralegal students taking a stand alone office management course Unique among textbooks of its kind it provides thorough coverage of all aspects of law office management and organization including ethics and soft skills such as communications and critical thinking that are key to successful office management Assignments are drawn from real world law office management situations and supported by innovative visual aids and learning tools such as Clio Tabs and PracticeMaster which gives students hands on practice with timekeeping systems Features Supported by visual aids and innovative learning devices this book offers complete coverage of principles of management employment and compensation personnel structure of different types of law offices billing and accounting methods administrative systems technology and the tasks responsibilities and roles of lawyers and paralegals Every chapter includes an ethics assignment A new chapter walks students through exercises using Clio Tabs III and PracticeMaster software available online to users of this text for time keeping conflicts checks entering contacts entering dates in the docket system trust accounting generating a form letter and other client file tasks The chapter also directs students through creation of a pdf portfolio redacting documents and creating bookmarks New career profiles emphasize the importance of involvement in professional organizations advancement in the legal field without obtaining a law degree and that the legal profession Is populated by men and women of all ages and backgrounds

Instructor's Manual to Basic Law Office Management for Paralegals Jeffrey A Helewitz, J.D., 1995-12-01 *Fundamentals of Law Office Management (Book Only)* Pamela Everett-Nollkamper, 2008-05-28 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

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Fundamentals of Law Office Management Pamela Everett Nollkamper, 2004 Fundamentals of Law Office Management is an excellent learning and reference tool for paralegal and law students seeking thorough knowledge of how a

law office operates and their future roles in that process One of the unique approaches to illustrating the material is the presentation of a fictitious law firm and how each chapter's content applies to the firm Discussions include why law firms function differently from businesses in other industries and such essential elements as fees billing record keeping client relations financial management and more Additional features bring the student up to date on the use of technology in the law office setting trends affecting the industry and related Web sites Law Office Management Jonathon Lynton, Terri Mick Lyndall, Donna Masinter, 1996 This is the ideal reference for legal secretaries legal assistants and law office managers

Study Guide for Basic Law Office Management Vena Garrett, 1992 **Law Office Policy & Procedures Manual** Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs *Fundamentals of Law Office Management* Pamela I. Everett, 2000 This text for paralegal legal secretarial legal administration and law students describes a legal environment and how the student fits into that environment Through complete and easy to follow information it familiarizes the student with procedures system and ethics that make law offices different from other industries Structured to accommodate students who plan to work in a small law office large law office the government or a corporate legal department this text uses skill oriented instruction in areas such as timekeeping file management document management and library maintenance A new chapter has been added dealing with paralegal ethics and client relations and most chapters have an ethics section that illustrates the ethics of the subject matter Each chapter includes a chapter summary chapter illustration and review as well as examples for discussion a self test and key words There are a variety of assignments for students including written oral research and group work Key words Docket management **Practical Law Office Management** Brent D. Roper, 1994-10 Roper takes a practical approach to law office management Checklists How to features and quotes from practicing paralegals emphasize the self management style of the text Clear explanations and many illustrations further reinforce chapter material Know Your Ethics sections offer hypothetical scenarios that pose ethical dilemmas for students to consider A computer emphasis provides clear coverage of computers and law office management software programs reinforced by hands on exercise **McGraw-Hill's Law Office Management for Paralegals** Lisa Schaffer, 2009 Searching the Law, 3d Edition Frank Bae, Edward Bander, Francis Doyle, Joel Fishman, Paul Richert, 2021-12-13 **Paralegals, Profitability, and the Future of Your Law Practice** Arthur G. Greene, Therese A. Cannon, 2003 This book provides advice on how to hire and use top notch paralegals to achieve success

in providing clients with quality service Practical Law Office Management Brent D. Roper, 2002 Practical Law Office Management 2nd Edition explores how law office management applies to practicing legal assistants It identifies the subject matter that today's paralegals need to master in order to be successful The text is practically focused and includes quotes from actual legal assistants It also provides real life examples up to date Internet web sites for expanded research practical exercises pertinent software and tutorials and current cases on topics related to law office management Subjects covered in the text include budgets client communication staff manuals marketing billing case management and docketing human resources and file and law library management *Special Issue: Law Firms, Legal Culture and Legal Practice* Austin Sarat, 2010-09-24 Large law firms have become a dominant feature of the legal landscape in the United States and elsewhere This volume of *Studies in Law Politics and Society* examines the situation of large law firms Law Office Dynamics Charlotte W. Smith, 2002 Using clear and concise explanations and easy to understand examples this book explores the paralegal's broadened role and expanded opportunities in today's law office environment especially as it shifts from its traditional approach to a more practical one where the paralegal is responsible for more management duties It details how to find a job what to expect once employed in a law firm and how to emphasize one's role on the job especially how to be recognized as an indispensable team player Law Firm Structure and the Legal Community Opening the Office Planning Technology and Equipment Division of Responsibility Human Resource Procedures Managing Effectively Marketing Legal Services Administrative Systems Financial Systems Financial Management Avoiding Malpractice Ethics and Conflicts For paralegals **Interviewing and Investigation for Paralegals** Ann M. Dobmeyer, 1998 With a distinctly student friendly voice this new text provides a succinct overview of the interviewing and investigation process focusing on the key issues paralegals need to know in practice The practical approach of the book uses realistic case scenarios to show interviewing and investigation skills in context and draws from criminal as well as civil cases The helpful pedagogy of the book includes key terms practice tips review exercises in depth chapter exercises glossary and bibliography Users will also find charts and exhibits throughout the book supplying them with the tools to help structure their interviews and investigations in practice coverage of using the Internet to help in investigation extensive appendices which provide a variety of resources to help in the investigation and interviewing process including a sample case investigation file sample client letters selective excerpts from the Federal Rules of Civil Procedures And The Federal Rules of Evidence The text is divided into three major sections Overview of Litigation Process including rules of procedure evidence and ethics discussed in the context of the interviewing and investigating process Basics of Interviewing including how to ask questions how to listen to determine whether questions are answered how to diffuse the angry of hostile person and how appearance and tone can influence the interview and how to interview children and those from different cultures As well as how to preserve information gathered through interviews Investigation Process including how to plan and organize an investigation and complete sources for finding people and

finding information **Contemporary Law Office Management** Lori Tripoli, 2012 Timely and engaging Contemporary Law Office Management comes to life through actual examples of issues that managers handle every day The Lawyer's Guide to Increasing Revenue Arthur G. Greene, 2005 Are you ready to look beyond cost cutting and toward new revenue opportunities Learn how you can achieve growth using the resources you already have at your firm Discover the factors that affect your law firm's revenue production how to evaluate them and how to take specific action steps designed to increase your returns You'll learn how to best improve performance and profitability in each of the key aspects of your law firm BOOK JACKET

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