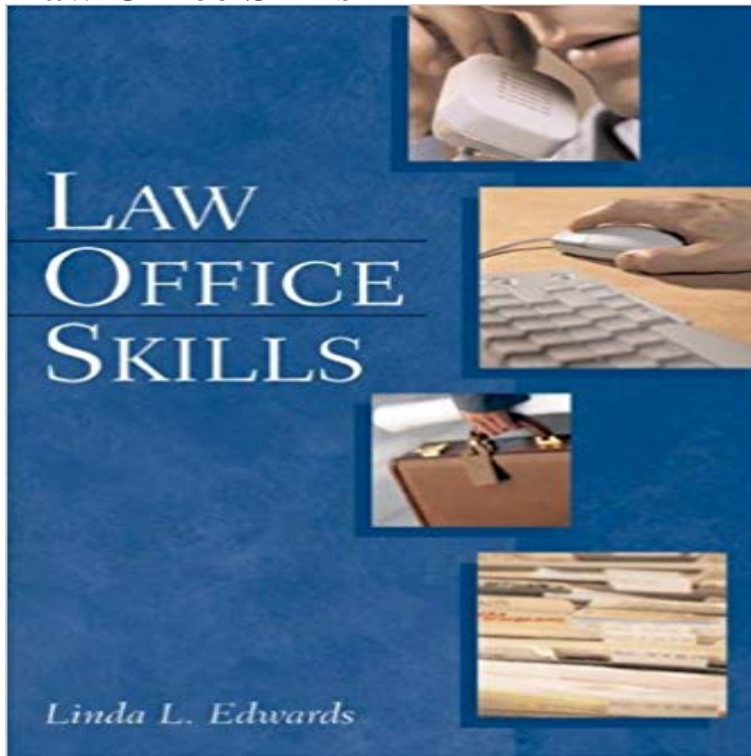


Law Office Skills



This book is a survival kit for anyone new to the legal arena. It teaches students what it means to dress, act, and behave professionally. How to use the phone, voice mail, and e-mail effectively and professionally. It explains how to efficiently manage their time. Demonstrates common billing practices and the mechanics of timekeeping, the mechanics of opening and organizing files, the mechanics of organizing documents, and the mechanics of docket control systems. Teaches how to cope with the realities of office politics and how to work effectively with challenging clients, attorneys, and staff. Practicality is the cornerstone of this text. Students who use this text should be better prepared to work as paralegals and generally more useful to employers than those who do not.

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