

A SURVIVAL GUIDE

for
Paralegals

TIPS FROM THE TRENCHES

Alan Gelb
Karen Levine

A Survival Guide For Paralegals Tips From The Trenches Paralegal Reference Materials

**National Association of Legal
Assistants**



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A Survival Guide for Paralegals Alan Gelb, Karen Levine, 2003 This work offers tips from successful legal professionals on how to survive on the job as a paralegal The book discusses paralegal work issues asking for a raise and office politics and gives advice on the job search administrative responsibilities time management and juggling work and family NALA Manual for Paralegals and Legal Assistants National Association of Legal Assistants, 2005 The NALA Manual for Paralegals and Legal Assistants A General Skills Litigation Guide for Today's Professionals Fourth Edition previously titled The NALA Manual for Legal Assistants is designed to serve as a quick reference guide for working legal assistants to be used by schools as a textbook for intro courses and reference material and to assist legal assistants preparing to take the Certified Legal Assistant examination It is a collection of proven techniques and procedures used by paralegals nationwide The techniques described are examples of successful solutions to actual assignments accomplished by working legal assistants They may be used as starting points from which changes adaptations and modifications may be made by legal assistants in similar situations

The Paralegal's Handbook Anita Haworth, Lesley Cox, 2011-01-28 A completely updated and revised desk reference for paralegal professionals Paralegals are the backbone of the legal business The Paralegal's Handbook is a guide to the responsibilities and tasks a paralegal may be asked to undertake In this comprehensive guide to the profession expert authors Anita Haworth and Leslie Cox explain everything paralegals need to know to handle the job with accuracy and confidence From ethics issues to a detailed analysis of all the tasks encountered in the various legal specialties The Paralegal's Handbook provides invaluable advice and expertise to paralegal professionals Haworth and Cox are experienced paralegals and provide explanations and details on the various areas of practice paralegals may choose including Family Law Probate Corporate Law Intellectual Property Real Estate and Personal Injury Law They cover everything from handling everyday tasks to reviewing facsimiles of legal documents This Second Edition is fully updated and revised with a new section on eDiscovery

Paralegal Career For Dummies Scott A. Hatch, Lisa Zimmer Hatch, 2019-04-30 Your career as a top notch paralegal starts here The demand for paralegal professionals is exploding and Paralegal Career For Dummies 2nd Edition explains the skills and requirements needed to pursue this rewarding career Inside you'll discover the ins and outs of paralegal skills from preparing documents and performing legal research to obtaining certification job hunting and understanding legal concepts Use this hands on guide to help in your career considerations bolster your paralegal training or as an everyday on the job reference Paralegal Career For Dummies will be your trusty assistant through all phases of your life as a paralegal taking you forward with tips on networking and joining professional organizations that will enhance your career Discover the job skills required for success as a paralegal Learn important legal concepts you'll need on the job Access forms templates and examples on the companion website Develop strategies to manage time and advance your career Complete with a companion website containing a wealth of valuable information this book covers everything you need to

become a top notch paralegal **Surviving and Thriving in the Law Office** Richard L. Hughes,2005 This career guide gives current and future paralegals the inside scoop on how to select the right job for them and how to thrive in their work setting A well respected supervising attorney who now is a paralegal educator lets paralegals know what law firms look for in their paralegal staff in terms of time and work management quality assurance interaction with various segments of the office and much much more The Paralegal Perspective feature gives the reader first hand advice on how to handle situations they encounter on the job Further this publication fully addresses such important issues as finding the right paralegal job producing high quality work understanding billable hours dealing with office politics asking for a raise and advancing in a paralegal career End of chapter questions Internet based questions and ethical discussion questions make this an enjoyable and educational read *The Legal Assistant's Complete Desk Reference* Ursula Furi-Perry,2011 Resource added for the Paralegal program 101101 Survival Guide for Paralegals T. Moore,2002-10 Paralegal Practice & Procedure Fourth Edition Deborah E. Larbalestrier,Linda Spagnola, Esq.,2009-07-07 The completely revised and updated fourth edition of the most trusted paralegal desk references on the market Now fully revised and expanded the bestselling desk reference for paralegals at any level Each chapter has been completely updated to include the latest step by step instructions for every aspect of a paralegal s job with new procedures checklists and resources throughout Topics covered include Paralegal ethics Training programs Court systems and court procedures Federal court practice and procedures Pretrial practice and procedure Legal research tools Electronic trial preparation procedures In addition to the general resources that will be of value to every paralegal this guide also includes detailed information on practice and procedures for working in specialty law firms **Paralegal Practice & Procedure Fourth Edition** Deborah E. Larbalestrier,Linda Spagnola, Esq.,2009-07-07 The completely revised and updated fourth edition of the most trusted paralegal desk references on the market Now fully revised and expanded the bestselling desk reference for paralegals at any level Each chapter has been completely updated to include the latest step by step instructions for every aspect of a paralegal s job with new procedures checklists and resources throughout Topics covered include Paralegal ethics Training programs Court systems and court procedures Federal court practice and procedures Pretrial practice and procedure Legal research tools Electronic trial preparation procedures In addition to the general resources that will be of value to every paralegal this guide also includes detailed information on practice and procedures for working in specialty law firms *Paralegal Practice and Procedure* Deborah E. Larbalestrier,1986

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