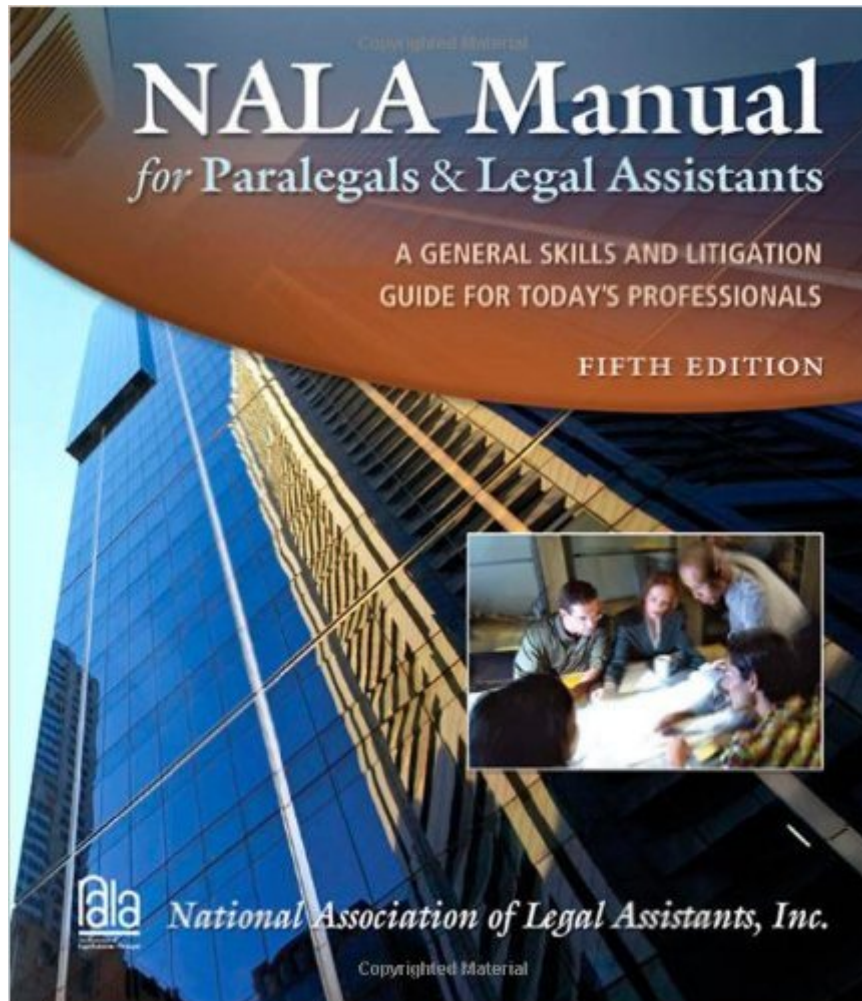


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# NALA Manual For Paralegals And Legal Assistants



## Synopsis

The revised NALA Manual is a valuable reference guide for professionals and students in the legal studies field. Working paralegals will not only find it helpful as an on-the-job reference, but also beneficial when preparing for the Certified Legal Assistant/Certified Paralegal examination. Paralegal programs can also use the manual as a reference for students or a textbook for capstone courses. The Manual 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. More than 100 leading authorities with a wide range of experience in legal disciplines and management have contributed to this comprehensive manual since it was introduced in 1976. The expertise and commendable dedication of these individuals has consistently produced an authoritative and reliable reference for paralegals with each updated edition.

## Book Information

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## Customer Reviews

I found the Fourth edition of this book to be invaluable. This book is so rich in practical information, reading it feels a bit like a Vulcan mind-meld with an extremely experienced paralegal. As a student who is near completing a paralegal certificate program, I expect to refer to this book again and again during my internships and on the job. That said, the book is not for everyone. Specifically, the "reading level" is much more like the Wall Street Journal or The Economist, as opposed to, say, USA Today, or a "Dummies" book. This is not a criticism--I enjoy reading more challenging material.

But, not everyone does. So, if you are looking for an easy read, and a quick overview, this book is probably not for you. However, if you want detailed, substantive instructions to help you carry out specific paralegal tasks and functions, you are in the right place. I especially appreciate how the author(s) identify potential problem areas throughout the book, along with advice on preventing--or failing that, handling--difficult situations. If I get any money back from the IRS this year, I'll probably upgrade to the current edition!

This study guide prepared me to take the paralegal exam a few months ago. It has a broad overview of the areas you need to pass for the paralegal exam and I particularly enjoyed the section on legal research. Sometimes it is a little boring, like all textbooks tend to be, but definitely thorough information in the book.

This book is recommended my NALA for the CLA exam. It is a real asset for preparation for the exam.

I purchased this as a study guide for a NALA test. It came quickly and as expected. Thanks

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