

# NALA Manual

*for Paralegals & Legal Assistants*

A GENERAL SKILLS AND LITIGATION  
GUIDE FOR TODAY'S PROFESSIONALS

FIFTH EDITION



*National Association of Legal Assistants, Inc.*

# Nala Manual For Paralegals

**Arthur G. Greene, Therese A. Cannon**



## **Nala Manual For Paralegals:**

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complexities of civil and criminal law this book unravels the concepts of contracts torts property law family law criminal procedure and civil procedure It emphasizes the significance of legal research and writing litigation support and the effective use of technology in the legal field With clear explanations practical examples and engaging discussions this guide equips readers with the knowledge and skills necessary to excel as paralegals More than just a theoretical exploration this book places a strong emphasis on the practical aspects of paralegal work It provides step by step guidance on conducting legal research drafting legal documents and effectively communicating with clients attorneys and other legal professionals The book also delves into the ethical responsibilities of paralegals highlighting the importance of maintaining the highest standards of integrity and professionalism Aspiring paralegals will find this book an invaluable resource as they embark on their educational journey Practicing paralegals will appreciate its comprehensive coverage and practical insights which can help them enhance their skills and navigate the ever changing legal landscape With its clear writing style comprehensive content and focus on practical application this book is an indispensable guide for anyone seeking to establish a successful career as a paralegal It serves as a trusted companion providing a deep understanding of the legal system and empowering readers to make a meaningful contribution to the field of law If you like this book write a review on google books

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