



Practical Law Office Management

Cynthia Traina Donnes

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Succeed in your course and prepare for your paralegal career with PRACTICAL LAW OFFICE MANAGEMENT, 4th Edition. This hands-on text provides easy-to-understand coverage of day-to-day law office management topics, including client relations and communication skills; legal fees, timekeeping, and billing; client trust funds and law office accounting; calendaring, docket control, and case management; legal marketing; and file and law library management. Included with the text is Clio's Boutique Plan cloud-based software that provides detailed, step-by-step tutorials and an opportunity to learn computer software as it applies to the law office environment. Throughout the text up-to-date forms, charts, and checklists illustrate important forms relating to paralegals in the law office, and hands-on exercises help you master key skills and concepts you'll need on the job.

Practical Law Office Management Details

Date : Published January 1st 2016 by Cengage Learning

ISBN : 9781305577923

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Format : Paperback 608 pages

Genre :

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Needed this book for class, it was very easy to navigate and the laws and practices in office are easy to learn.
