

Introduction To Legal Assisting

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Introduction To Legal Assisting

Introduction to Legal Assisting Study Guide Edition by Vena Garrett (Author) › Visit Amazon's Vena Garrett Page. Find all the books, read about the author, and more. See search results for this author. Are you an author? Learn about Author Central. Vena Garrett (Author) ISBN-13: 978-0028002781.

Introduction to Legal Assisting: Garrett, Vena ...

Excellent writing and research skills Eye for detail and ability to edit carefully Good customer service skills, since client interaction is usually involved Knowledge of the law, especially in the area you plan to work Excellent organizational skills Computer skills General office and secretarial ...

What does a Legal Assistant do? (with pictures)

Introduction to Law Course Upon entering a paralegal program, students generally take an

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introductory course that provides an overview of the legal system and the role of the legal assistant. Focus...

Legal Assistant Course Information

Introduces various areas of law in which a legal assistant may be employed. Includes study of the court system (Virginia and federal) as well as a brief overview of criminal law, torts, domestic relations, evidence, ethics, the role of the legal assistant, and other areas of interest. Lecture 3 hours per week.

Introduction to the Law and the Legal Assistant ...

Introduction to Legal Assisting & Technology-MCC Certificate (96 Hours) NEW! This course is for students interested in entry-level employment in the legal field. Course topics can include but are not limited to, basic legal terminology and procedures, along with ethics and confidentiality.

Introduction to Legal Assisting & Technology-MCC ...

The MLK Library at LACC maintains a large and up-to-date collection of legal resources to support our Law & Paralegal programs. This guide includes links to LACC & Government resources relating to the fundamentals of California civil litigation to support LACC students taking Law 11 "Introduction to Legal Assistant II".

Law 11 - Intro to Legal Assistant II - Law - LibGuides ...

Legal Assistant Performed clerical, substantive legal work in assisting an attorney Drafted pleadings and other documents Carry on legal research, both conventional and computer aided Researched public records and prepared discovery requests and responses Scheduled depositions and summarized ...

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Legal Assistant Resume Examples | JobHero

A legal assistant or paralegal helps lawyers deliver legal services to their clients. To land a legal assistant job, you'll need the right education and training, and a resume that shows your qualifications. The resume examples below can help guide you in building an effective resume.

Best Legal Assistant Resume Example | LiveCareer

What to look for in an answer: Self-awareness of their role as a legal assistant and an understanding of the challenges inherent in the legal... Objective rather than emotional analysis
Ability to communicate with tact

5 Legal Assistant Interview Questions and Answers

Paralegals and legal assistants perform many of the duties an attorney would have to take care of personally if he did not hire such a professional. They do legal research and draft pleadings, contracts, leases, and other court and legal documents.

The Difference Between Paralegals and Legal Assistants

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Introduction to legal assisting (Book, 1993) [WorldCat.org]

Earning an associate degree may prepare you for voluntary certification through the National Association of Legal Assistants (NALA). Bachelor of Arts in Jurisprudence or Legal Studies. Students must earn approximately 60 credits from core legal studies classes and additional legal electives.

What Are the Courses for an Online Legal Assistant Degree ...

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This course is designed to introduce the student to the American legal system and to examine the roles of the lawyer, the legal assistant, and the legal secretary. It will provide an overview of the training and purposes of legal professionals and survey various fields of law. Parallel: College Transfer (A.A. and A.S) [Back to Top](#) |

PLA 1003 - Introduction to Legal Assisting - Acalog ACMS™

The Legal Assisting Certificate is a one-year course of study consisting of 30 units of legal specialty courses. Legal courses cover basic substantive and procedural areas including civil litigation, legal research and legal writing, contracts, and torts in addition to electives within the program.

LEGAL ASSISTING - American River College

A person qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible

Intro to Paralegal lesson 1 Flashcards | Quizlet

While legal assistants/paralegals are not permitted by law to give legal advice, they do work under the direct supervision of attorneys, performing specifically delegated duties necessary in the effective delivery of legal services to the client.

Program: Paralegal Studies (Legal Assisting) (2299) (A.S ...

The Bachelor of Science (B.S.) in Legal Studies prepares its graduates for success in both law school and for careers in legal assisting, paralegal, and other law-related professions with a rigorous curriculum designed to provide them with necessary critical thinking, writing and research skills, as well as an in-depth understanding of the entire legal system, including the court system, clients, and lawyers.

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Legal Studies BS - Florida Gulf Coast University

LG 110 Introduction to Legal Assisting <p>A study of the functioning of legal assistants in law-related employment including legal interviewing, investigation, formal and informal advocacy support roles, as well as a study of ethical condu 1.855.STORM Search Main Navigation

LG 110 Introduction to Legal Assisting - Lake Erie College

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