

FUNDAMENTALS OF Law Office Management

SYSTEMS, PROCEDURES
AND
ETHICS

THIRD
EDITION



Fundamentals Of Law Office Mgmt 3e Web Tutor On Webct

Ed Bowker Staff, Staff Bowker, Ed

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Books In Print 2004-2005 Ed Bowker Staff, Staff Bowker, Ed, 2004 Fundamentals of Law Office Management Pamela Everett Nollkamper, Everett, 2004-01-01 This On line component is meant to complement the textbook activities discussions and any instructor lectures classroom or On line **Fundamentals of Law Office Management WebTutor on Blackboard Printed Access Card** Pamela Everett-Nollkamper, 2008 Improve your grades with WebTutor online review and test prep tools **Fundamentals of Law Office Management (Book Only)** Pamela Everett-Nollkamper, 2008-05-28 Fundamentals of Law Office Management Systems Procedures and Ethics fourth edition was created to present knowledge of the industry an understanding of how a law office functions and to provide essential skills The text is divided into three sections in order to best accomplish these goals The first section consisting of five chapters provides an overview of the legal industry These chapters explain the parameters and policies of the business of law and provide a strong foundation upon which to build a legal career The information contained in these chapters is essential to understand why law firms and other types of legal offices conduct business differently from other industries The second section consisting of five chapters introduces students to the functions and procedures common to a law office environment The third section consisting of four chapters provides students with essential skills that will be utilized throughout their legal career The text is enhanced with the inclusion of features such as key words ethics alerts side bars and tech tips New to this fourth edition is material on federal employment laws and law office marketing along with revised tables and charts and updated web resources

Fundamentals of Law Office Management Pamela Everett Nollkamper, 2004 Fundamentals of Law Office Management is an excellent learning and reference tool for paralegal and law students seeking thorough knowledge of how a law office operates and their future roles in that process One of the unique approaches to illustrating the material is the presentation of a fictitious law firm and how each chapter s content applies to the firm Discussions include why law firms function differently from businesses in other industries and such essential elements as fees billing record keeping client relations financial management and more Additional features bring the student up to date on the use of technology in the law office setting trends affecting the industry and related Web sites **Student Cd for Everett-nollkamper's Fundamentals of Law Office Management** Pamela Everett-nollkamper, 2008-04-02 **Fundamentals of Law Office Management** Pamela I. Everett, 2000 This text for paralegal legal secretarial legal administration and law students describes a legal environment and how the student fits into that environment Through complete and easy to follow information it familiarizes the student with procedures system and ethics that make law offices different from other industries Structured to accommodate students who plan to work in a small law office large law office the government or a corporate legal department this text uses skill oriented instruction in areas such as timekeeping file management document management and library maintenance A new chapter has been added dealing with paralegal ethics and client relations and most chapters have an ethics section that illustrates

the ethics of the subject matter Each chapter includes a chapter summary chapter illustration and review as well as examples for discussion a self test and key words There are a variety of assignments for students including written oral research and group work Key words Docket managment

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