



## NALA Manual for Paralegals and Legal Assistants

By National Association of Legal Assistants

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Summary: 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.



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