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NALS Advanced Manual for the Lawyer's Assistant lays out legal principles and approved law office procedures. It is the required text for the NALS Legal Training Course, is the reference for the Professional Legal Secretary and Professional Paralegal exams, and can be used as a reference guide for experienced legal support staff. It offers chapters on career development, ethics, law office management, computer information systems, accounting, legal writing, legal research, the courts, administrative agencies, trial preparation, civil procedure, criminal procedure, and torts, as well as dozens of legal practice areas

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