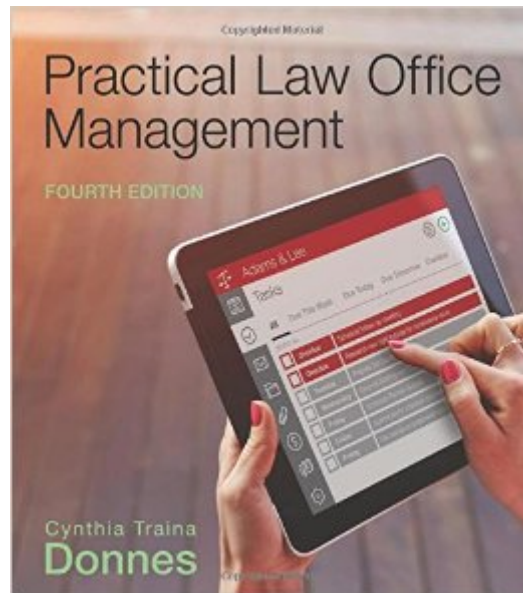


The book was found

# Practical Law Office Management



## Synopsis

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.

## Book Information

Paperback: 521 pages

Publisher: Delmar Cengage Learning; 4 edition (January 1, 2016)

Language: English

ISBN-10: 1305577922

ISBN-13: 978-1305577923

Product Dimensions: 7.9 x 0.8 x 9.1 inches

Shipping Weight: 12.6 ounces (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #1,208,547 in Books (See Top 100 in Books) #108 in Books > Law > Law Practice > Law Office Education #385 in Books > Law > Law Practice > Paralegals & Paralegalism #10365 in Books > Textbooks > Law

[Download to continue reading...](#)

Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) Legal Research and Law Library Management (Law Office Management Series) Technology in the Law Office, Second Edition (Technology in the Law Office, Second Edition) Practical Law Office Management Practical Management of Pain, 5e (PRACTICAL MANAGEMENT OF PAIN (RAJ)) Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed

Access Card Exploring Microsoft Office 2016 Volume 1 (Exploring for Office 2016 Series) Ethernet Networking for the Small Office and Professional Home Office Microsoft Office 2016: A Beginner's Guide to Microsoft Office Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013 Enhanced Editions) Microsoft Office PowerPoint 2007: Introductory Concepts and Techniques (Available Titles Skills Assessment Manager (SAM) - Office 2007) Documents, Presentations, and Workbooks: Using Microsoft Office to Create Content That Gets Noticed- Creating Powerful Content with Microsoft Office Microsoft Office 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Microsoft Office 2010: Introductory (Shelly Cashman Series Office 2010) Office Procedures for the Legal Professional (Legal Office Procedures) HOW 13: A Handbook for Office Professionals (How (Handbook for Office Workers)) McGraw-Hill's Law Office Management for Paralegals Law Office Management for Paralegals, Second Edition (Aspen College)

[Dmca](#)