



The Legal Assistant's Complete Desk Reference: A Handbook for Paralegals and Assistants

Ursula Furi-Perry

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The American Bar Association examines the myriad responsibilities of legal assistants and paralegals in *The Legal Assistant's Complete Desk Reference*. This authoritative compendium provides the scope and definition of the proficient and successful legal assistant in six easy-to-use sections. Also included is a CD-ROM of sample forms and letters, a state-by-state resource guide, a glossary of common legal terms, and a thorough index.

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