

Cla Review Manual: A Practical Guide to Cla Exam Preparation (Paralegal Series)

Koerselman, Virginia

Note: This is not the actual book cover

Cla Review Manual Koerselman

Victor M. Corman



CLA Review Manual Koerselman:

CLA Review Manual Virginia Koerselman, 1993-01-01 **NALA Manual for Paralegals and Legal Assistants** National Association of Legal Assistants, 2005 The NALA Manual for Paralegals and Legal Assistants A General Skills Litigation Guide for Today's Professionals Fourth Edition previously titled The NALA Manual for Legal Assistants is designed to serve as a quick reference guide for working legal assistants to be used by schools as a textbook for intro courses and reference material and to assist legal assistants preparing to take the Certified Legal Assistant examination It 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 **Current Publications in Legal and Related Fields**, 1998 **Certified Paralegal Review Manual: A Practical Guide to CP Exam Preparation** Virginia Koerselman Newman, 2010-09-27 Like the exam itself this comprehensive manual is known in the field for high standards of paralegal professionalism and excellence This latest edition is an invaluable resource for those preparing to take the Certified Legal Assistant CLA Certified Paralegal CP Examination administered by the National Association of Legal Assistants The manual first describes the CLA CP exam in detail so that readers are well prepared for the essential elements of the test including aspects of grading retake policy eligibility requirements preparation for the exam group study and taking the examination It then delves into specific content areas of the test including legal terminology communications administrative law and bankruptcy law This third edition thoroughly covers each section of the exam with extensive outlines examples facts and charts for review Sample tests study tips and overall best practices are provided to fully prepare test takers on their way to success Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Interviewing and Investigating* Stephen P. Parsons, 2000 In his exciting new book author Stephen Parsons drives home the point that interviewing and investigating skills are to be mastered not memorized He also instills in students the fact that these skills are essential For The well trained paralegal every bit as critical as legal research skills As such his approach is two fold First join textual discussion of the subject matter with hands on learning activities And second provide varied and realistic scenarios in which the student applies the principles studied The first part of the book's two part organization Foundations for Interviewing and Investigation introduces the student To The legal contexts in which interviewing and investigating skills are utilized The second part Formulating and Executing a Plan of Investigation walks the student step by step through an investigation Parsons puts students on a path to being able to effectively assist an attorney in case or project investigation by helping them Understand The critical connection between law and fact engage in effective factual analysis develop communication skills commit To The highest standards of legal ethics get grounded in the adversarial system The formal discovery rules in civil and criminal cases The distinctions between

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