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1. Evaluate and demonstrate knowledge of the law office, office duties, history of the law, the court structure, types of law, legal research, and client records management. 2. Create and demonstrate knowledge of legal forms and documents. 3. Demonstrate knowledge of and preparation for employability in field. 4.

LEGAL OFFICE PROCEDURES - Daytona State College

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Office Procedures For The Legal Professional Legal Office

The manual sets out the Clinic's policies, client management procedures and office and administration procedures so that Student Advisors can provide a consistent professional service to clients of the Clinic.

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16 Working in a Legal Office - Pearson Education

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throughout the United States, and seven foreign English-speaking countries.

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