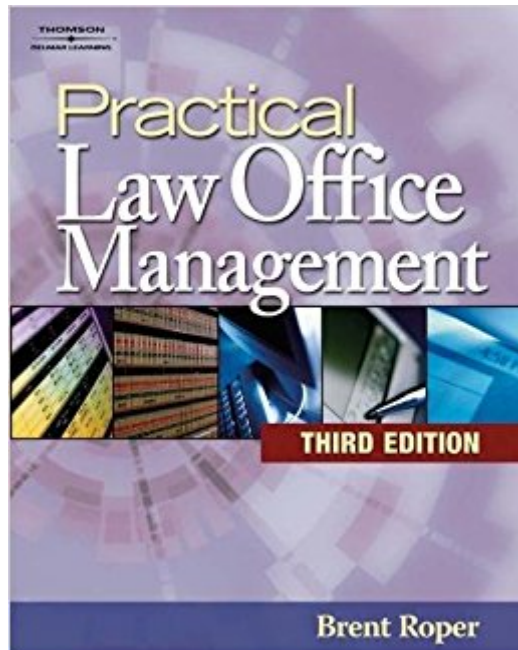




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Practical Law Office Management



Synopsis

Practical Law Office Management, third edition focuses on law office management from a practical standpoint. Designed for the paralegal student interested in day-to-day law office management topics, this text focuses on 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. This revised edition offers an extended focus on technology, including a full demonstration of Thomson's ProLaw software and in-depth software tutorials. It includes up-to-date charts and graphs that present material in an easy-to-understand context. Each chapter now includes thought-provoking questions, and expanded and interesting case studies that deal with unique facts specific to practicing paralegals appear after most chapters. To expand the technology focus of the text, Excel exercises appear in the timekeeping and billing and trust account chapters. In addition, this revised text has a strong ethics focus throughout, with ethics-related cases included at the end of nearly every chapter.

Book Information

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Customer Reviews

My students love the hands-on projects....The CD-ROM is excellent. - North Central State University
Text is concise and covers those areas I deem important and practical for everyday working in a law firm; the author provides excellent illustrations and descriptions which are then reinforced in clear, straight forward examples. - Gulfport Community College
The text was chosen for the Abacus and Timeslips CD...This is the only law practice management book available that has this type of supplement.

Brent Roper has a J.D., and a M.B.A. from Washburn University in Topeka, Kansas. Over the past 15 years he has published a number of textbooks and articles on law office computing and law office management.

This does NOT work with ANY Windows programs newer than 2000 or XP nor will it run on a 64-bit computer. If you have to have the book, buy old or used. CD is useless. Software company has NO updated version of this CD available and apparently has no desire to update this anytime soon. Customer service actually advised me to find a 32 bit computer to install the CD. Hello? As if I'm going to go low tech and waste money getting another computer.

My professor wrote this, very helpful with class...

The book is great but the computer parts are very outdated since better technology is already out. Aside from that everything else is very solid a good read throughout without feeling confused

I'm happy the book was in good condition and that it arrived on time and it was a good deal saving money and getting the same value I will only buy a book brand new if I can't find it used because it's not worth it used looks just like new and it cost less than half the price

arrived on time. it's a textbook, what more can I say?

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