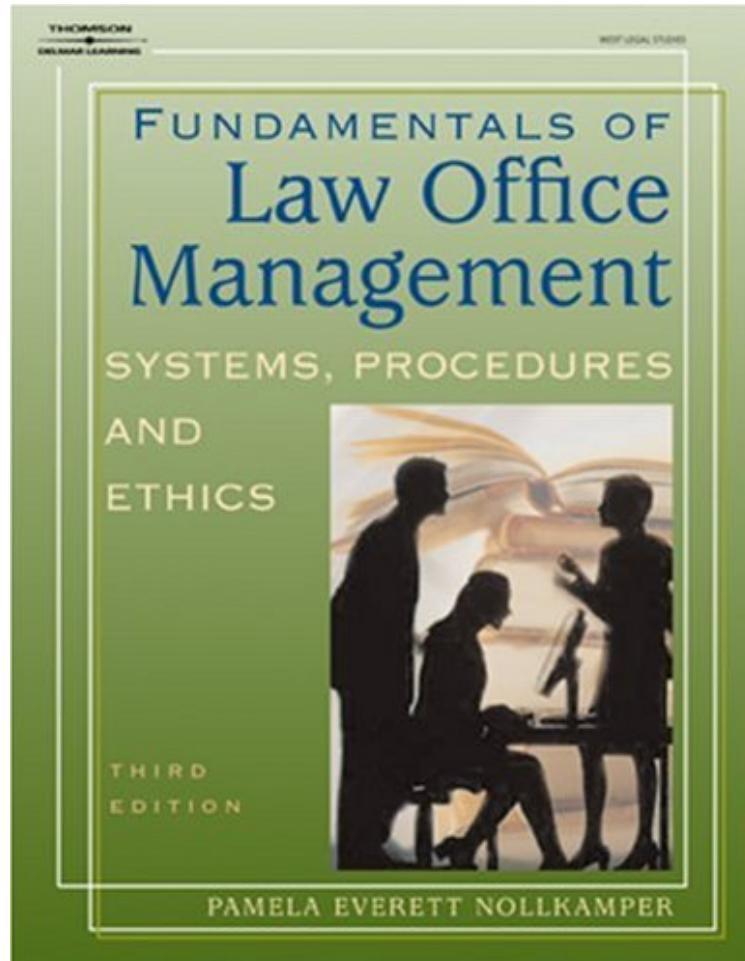


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Fundamentals of Law Office Management (West Legal Studies)

Pamela Everett-Nollkamper

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Pamela Everett-Nollkamper : Fundamentals of Law Office Management (West Legal Studies) before purchasing it in order to gauge whether or not it would be worth my time, and all praised Fundamentals of Law Office Management (West Legal Studies):

0 of 0 people found the following review helpful. Making an easy subject as hard as possible By Bexter This book was so redundant. Every topic is covered over and over. It's almost like every sentence had to be written out in three different ways to fill space of something. It might be because it was one of the last paralegal courses I had to take that the material seemed obvious. However, I didn't like the writing. It seemed choppy and unnecessarily complicated. It also contradicted some of the stuff that my professor taught, which made take-home tests really fun. On the other hand, the book arrived water damaged and the binding was broken so pages were falling out of it. When I let the seller know they gave me a refund and let me keep the book, so the price was right! 0 of 0 people found the following review helpful. Do not buy By Customer Now they finally put a picture up you know what you're buying. It is complete crap

and useless. This is the very first edition of the book released in 98 or a bouts. This should be at thrift stores for free. It is about computers in the law office and it has not been updated since 98.. Completely out of date and useless0 of 0 people found the following review helpful. Four StarsBy RobertoVery useful

Fundamentals of Law Office Management, 3E, is at once a text book and manual for understanding the operations of a law firm. The material introduces the parameters and policies of the business of law and provides a strong foundation upon which to build a legal career. Students develop a sound understanding of how a law office functions and why this industry conducts business differently than others. Chapters on specific systems within the law office are designed to provide students with essential skills they will need throughout their careers. The text covers such areas as docket control systems, records and file management and law library organization and management. Chapter objectives, summaries and review questions give students the best tools for understanding the wealth of material presented. The text is further enhanced through myriad photographs, diagrams and charts, as well as through special attention to subject-specific Web sites, trends and technology. All of this information is illustrated in a real-world context through the interesting presentation of a fictitious law firm's formation and growth.

About the AuthorPamela Everett Nollkamper has been teaching paralegals since 1979 in various colleges in the southern California area. In addition, she developed curriculum for paralegal programs and served on numerous Legal Assistant Advisory Committees. She has authored multiple textbooks and articles.