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Paralegal Career For Dummies: Amazon.co.uk: Hatch, Scott A ...

Paralegal Career For Dummies (published 2019, 2nd edition) is a book written by Scott A. Hatch and Lisa Zimmer Hatch that is a comprehensive “all you need to know” guide on your decision to become a paralegal. The book, published by John Wiley & Sons Inc. in Hoboken, New Jersey, and simultaneously in Canada, is around 540 pages in length and filled with fundamental illustrations and ...

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Paralegal Career for Dummies | Lisa Zimmer Hatch; Scott A ...

During your paralegal career you may find that you ' re often the liaison between the client and the attorneys you work for, which may be one of the most important duties you have. As the liaison, you keep the client informed of how the case is progressing and work with the client to get all the relevant case information.

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As a paralegal, you need to familiarize yourself with all the types of documents that are relevant to the practice of law. When you prepare any documents, including the demand letter and the legal complaint, you should first consult your law firm ' s formbooks or document files for samples. After you input a document into your office ' s form file database, place a copy of that document into the document files for future reference.

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By Scott A. Hatch, Lisa Zimmer Hatch . Part of Paralegal Career For Dummies Cheat Sheet . These law websites provide a wealth of information to help you prepare for and excel in a paralegal career. Access continuing education, legal forms and precedent, and other legal resources at the following law websites.

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