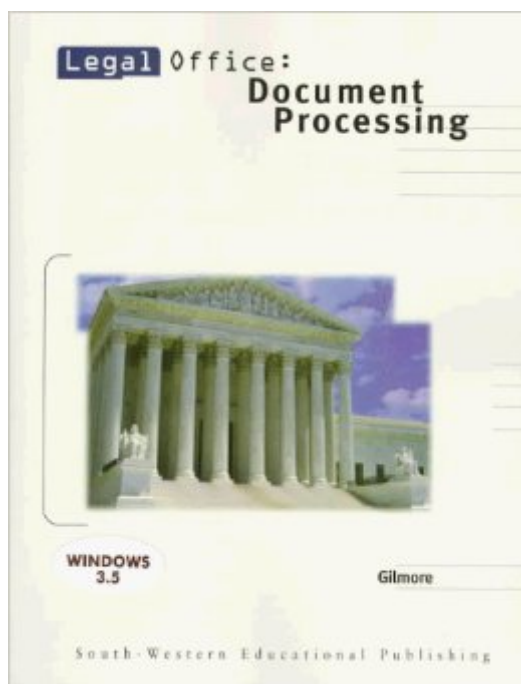


The book was found

# Legal Office: Document Processing (with Template)



## Synopsis

This text-workbook is designed to familiarize anyone training to work in a legal office keying various types of legal court documents. Emphasis is placed on how to key various types of legal court documents, and the preparation of correspondence for the legal field.

## Book Information

Paperback: 320 pages

Publisher: Cengage Learning; 1 edition (February 14, 1997)

Language: English

ISBN-10: 0538719184

ISBN-13: 978-0538719186

Product Dimensions: 10.8 x 8.3 x 0.8 inches

Shipping Weight: 1.5 pounds

Average Customer Review: Be the first to review this item

Best Sellers Rank: #2,715,787 in Books (See Top 100 in Books) #6 in Books > Law > Law

Practice > Law Office Technology #220 in Books > Law > Law Practice > Law Office Education

#387 in Books > Business & Money > Skills > Secretarial Aids & Training

[Download to continue reading...](#)

Legal Office: Document Processing (with Template) Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor Office Procedures for the Legal Professional (Legal Office Procedures) Gregg College keyboarding & Document Processing, 11th edition (Lesson 1-120) Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) The NEW Knitter's Template: Your Guide to Custom Fit and Style Linux PCI Device Driver - A Template (Linux Driver Development) Linux Char Device Driver - A Template (Linux Driver Development) Data Structures in C++: Using the Standard Template Library (STL) Effective STL: 50 Specific Ways to Improve Your Use of the Standard Template Library Weekly Teacher Planner Template: Undated Lesson Plan Book For Teachers. 40 weeks, 5 Day View 7 Periods, With Classroom Management, Goals, Substitute Teacher Info & Record Pages (Teaching Resources) Blank Grade Book Template: Record Notebook/Pad For Teachers. With Attendance Sheets, Grading Sheets And More. 35 Names. 8.5in by 11in. 102 Pages (Teaching Resources) Templates For 95% Bar Essays: Reaching the 'A' grade on a law school exam or bar essay involves two simple things: Follow the template and second, follow it well. Visual Journaling: Document Your Life Document Image

Analysis, 1997 Workshop (Dia '97) Proceedings of the Third International Conference on Document Analysis and Recognition: August 14-16, 1995, Montreal, Canada 4th International Conference on Document Analysis and Recognition - Icdar '97 Pest Management in your Food Business: How to document and implement an effective pest management program Entertainment Law Document Supplement The Constitution: Understanding America's Founding Document (Values and Capitalism)

[Dmca](#)