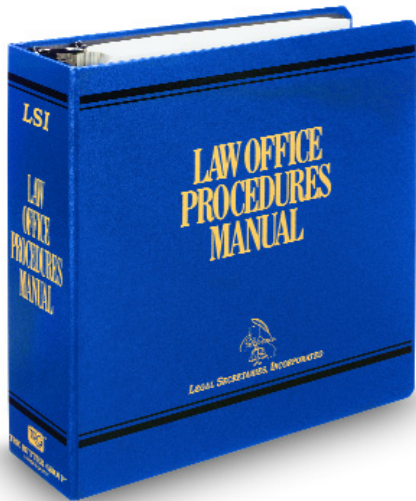


LEGAL SECRETARIES, INCORPORATED

LAW OFFICE PROCEDURES MANUAL

... THE *IDEAL TRAINING MANUAL* FOR NEW STAFF!



The Problem

Training new law office staff members is time consuming and expensive. The adequacy of the training is often dependent on the ability of the existing staff. Loss of key personnel may make it impossible to train and supervise less experienced staff.

The Solution

A system for training new staff and a reference source for all existing office personnel. The *Law Office Procedures Manual*, created by Legal Secretaries, Incorporated, provides everything you need to know about the forms, rules and procedures required in a law office.

STEP-BY-STEP GUIDANCE: The Manual covers each major area of law practice.

FORMS: The Manual includes the major Judicial Council forms, plus typical attorney-drafted forms. *Sample forms are filled out* to illustrate common applications.

UP-TO-DATE: The Manual is updated twice a year to include revised Judicial Council forms and other changes in applicable rules and procedures.

CONTENTS

- Court Structure
- Civil Procedure
- Local Rules
- Discovery
- Unlawful Detainer
- Real Estate
- Criminal
- Family Law
- Adoptions
- Probate
- Conservatorships and Guardianships
- Corporations and Limited Liability Companies
- Workers' Compensation
- Miscellaneous: Practice Tips; Service and Proof of Service; Fax Filings; Verifications; Substitution/Association of Counsel; Notarial Acknowledgments; Recording Laws; Forms of Address; U.S. Postal Service Addressing Standards and State Code Abbreviations; Transcription and Proofreading; Alphabetic Filing Rules; Calendars; Legal Abbreviations and Jargon; Office Procedures; Reference Materials
- Glossary

ORDER FORM

Please send me **LAW OFFICE PROCEDURES MANUAL**. If I decide not to keep the book, I will return it within 45 days at my expense.

Also, please enter my subscription to future Updates, which I may cancel at any time.

Do NOT send future Updates. I understand this book has limited value without Updates. (Cost of 522-pg. 2009 Update #2 was \$40.)

My payment is enclosed

Please bill me

Legal Secretaries, Incorporated
LAW OFFICE
PROCEDURES MANUAL

Over 1200 Pages

LSI Members-Only Price \$126.65

Nonmembers Price \$149

(Includes shipping)

NAME _____ PHONE (_____) _____

E-MAIL ADDRESS _____ STATE BAR NO. _____

FIRM _____

ADDRESS _____ SUITE _____

CITY _____ STATE _____ ZIP _____

Enclosed is my check for \$ _____ payable to **THE RUTTER GROUP**

Charge \$ _____ on my VISA MASTERCARD AMERICAN EXPRESS

Credit Card Number _____ Exp. Date _____

Signature _____

Subtotal \$ _____

Add applicable sales tax \$ _____

TOTAL \$ _____

CONTINUING LEGAL EDUCATION **TRG** PROGRAMS AND PUBLICATIONS

THE RUTTER GROUP
A DIVISION OF WEST, A THOMSON REUTERS BUSINESS

40530574