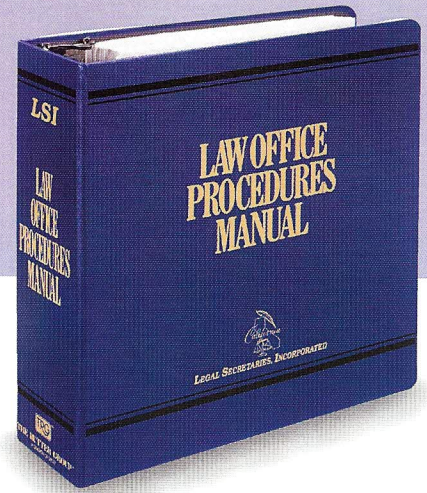


LEGAL SECRETARIES, INCORPORATED

LAW OFFICE PROCEDURES MANUAL

FOR CALIFORNIA LAW PRACTICE

compiled by Legal Secretaries, Incorporated
published by The Rutter Group



THE IDEAL TRAINING MANUAL FOR NEW STAFF! QUICK REFERENCE FOR EXPERIENCED 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.

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

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