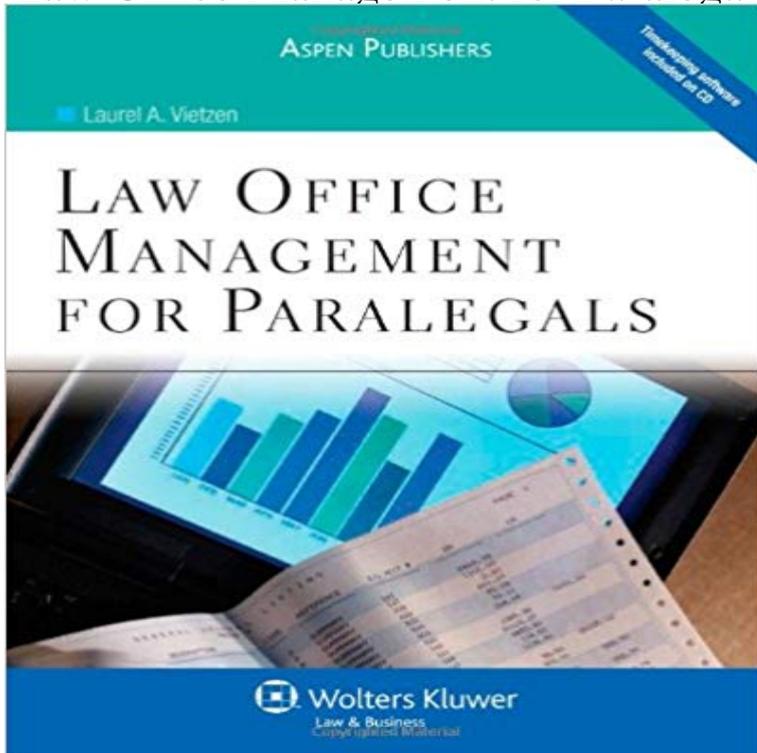


Law Office Management for Paralegals



Drawing on her extensive background as a professor and practitioner, author Laurel A. Vietzen clearly presents basic law office management and organization. Well-crafted assignments throughout the text help students hone practical skills essential in the law office environment.

Supported by visual aids and innovative learning devices, Law Office Management for Paralegals offers complete coverage of law office management and organization topics, including:

- The basic principles of management
- Paralegal employment and compensation
- The personnel structure of different types of law offices
- The tasks, responsibilities, and roles of lawyers and paralegals
- Basic billing and accounting methods used in law firms
- Administrative systems, such as client relations systems, conflict management, personnel, docket/calendaring systems, and risk management
- The role of technology in the law office
- Professional responsibility and legal ethics

Author Laurel A. Vietzen integrates assignments throughout the text that help students understand and practice essential law office skills:

- Critical thinking
- Organization of law firms, files, and workflow
- General communication and specific types of communication
- Computer proficiency using both general office and law-office specific applications
- Recognition of ethical issues

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