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The NALA Manual for Paralegals and Legal Assistants: A General Skills & Litigation Guide for Today's Professionals Fourth Edition (previously titled "The NALA Manual for Legal Assistants") is designed to serve as a quick reference guide for working legal assistants, to be used by schools as a textbook for intro courses and reference material, and to assist legal assistants preparing to take the Certified Legal Assistant examination. It is a collection of proven techniques and procedures used by paralegals nationwide. The techniques described are examples of successful solutions to actual assignments accomplished by working legal assistants. They may be used as starting points from which changes, adaptations, and modifications may be made by legal assistants in similar situations.

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