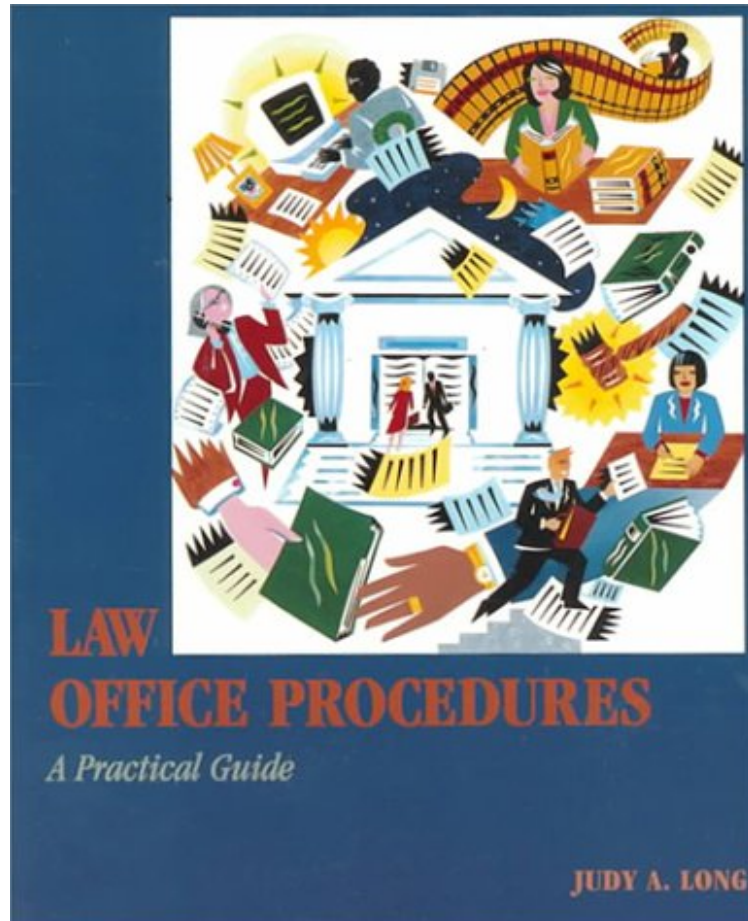


Law Office Procedures: A Practical Guide

Judy A. Long

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Law Office Structure. Administrative Functions. Court Structure. Civil Law Practices. Criminal Law. The Trial Process. Probate and Estate Planning. Family Law. Types of Business Organizations. Real Property. Contract Law. Appendices. Glossary. Index. About the Author Judy A. Long, J.D., is a retired College Professor/ Paralegal Program Director and retired Attorney and has written several books focusing on paralegal education.