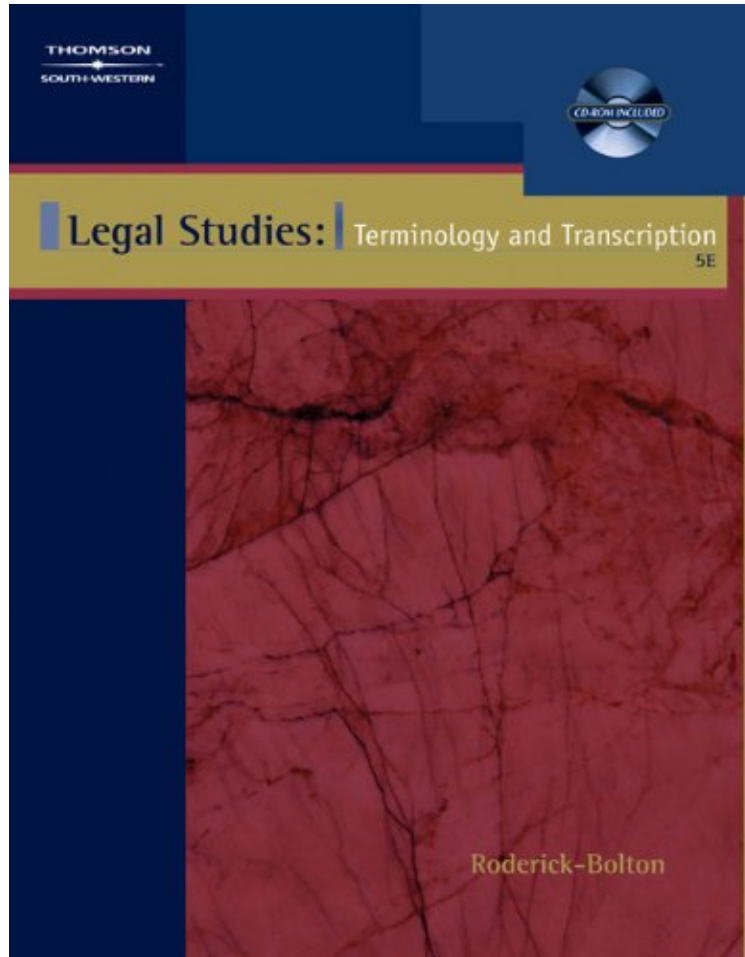


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Legal Studies: Terminology Transcription (with CD-ROM)

Wanda Roderick-Bolton

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This text provides a basic understanding of legal vocabulary for administrative personnel in a legal office. Over 900 terms commonly used in the legal profession are included. Users will learn to define the terms and use them in a legal context. Keyboarding practice from printed copy will reinforce learning the correct spelling and proper use of each term.

1. Courts and the Legal System. 2. General Legal Terminology. 3. General Legal Terms. 4. General Legal Terms. 5. Litigation-Pretrial. 6. Litigation-Pretrial. 7. Litigation-Trial and Proceedings. 8. Litigation-Trial and Proceedings. 9. Litigation-Verdicts and Judgements. 10. Litigation-Judgements and Appeals. 11. Civil Actions. 12. Civil Actions. 13. Criminal Law. 14. Criminal Law. 15. Probate-Wills and Estates. 16. Probate-Wills and Estates. 17. Real Property. 18. Real Property. 19. Contracts. 20. Contracts and Leases. 21. Domestic Relations-Marriage, Separation and Divorce. 22. Domestic Relations-Marriage, Separation and Divorce. 23. Commercial Paper. 24. Commercial Paper. 25. Bankruptcy. 26. Agency. 27. Equity. 28. Partnerships. 29. Corporations. 30. Corporations. 31. Additional Legal Terms-General and Real Property. 32. Additional Legal Terms-Domestic Relations, Corporations, Probate, Bankruptcy, and Contracts and Leases.

About the Author Wanda Roderick-Bolton developed the Court and Conference Reporting program at Lansing (Michigan) Community College, where she was also a professor of Business. She taught the Court and Conference Reporting program for 16 years. She has degrees from Murray State University, Illinois State University, and Michigan State University as well as additional graduate study at the University of Illinois. She is currently owner and president of RW Associates, a real estate investment and development company, where she oversees the daily operations and the legal and financial aspects of the business. She is listed in numerous Who's Who publications, including Who's Who of Women in Education, Men and Women of Distinction, and The International Who's Who of Intellectuals. She is an Associate Member of the National Court Reporters Association, a member of the National Business Education Association, a small-business consultant, and a Trustee for Starr Commonwealth Schools in Michigan and Ohio.