

## Paralegal Career For Dummies

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### Paralegal Career For Dummies

Paralegal Career For Dummies Cheat Sheet. By Scott A. Hatch, Lisa Zimmer Hatch. If you're starting a career as a paralegal, the first thing you need to know is how to conduct legal research, which is a significant portion of your legal job. The next thing you need to know is about the legal resources, legal research materials, and law websites that can help you do your job.

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### PDF Download Paralegal Career For Dummies Free

During your paralegal career you may find that you're often the liaison between the client and the attorneys you work for, which may be one of the most important duties you have. As the liaison, you keep the client informed of how the case is progressing and work with the client to get all the relevant case information.

### What is a Paralegal? - dummies

As a paralegal, you need to familiarize yourself with all the types of documents that are relevant to the practice of law. When you prepare any documents, including the demand letter and the legal complaint, you should first consult your law firm's formbooks or document files for samples. After you input a document into your office's form file database, place a copy of that document into the document files for future reference.

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