

# BASIC MANUAL FOR THE LAWYER'S ASSISTANT

ELEVENTH EDITION



*NALs...the association for legal professionals*

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# PREFACE

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NALS® believes that continuing education is vital to every successful career in the legal profession. This Manual, the Eleventh Edition, is geared toward those persons entering or returning to the legal field.

We believe this text will provide a useful tool for all legal support personnel, regardless of title, job description, or experience. Even as we remind you that the Basic Manual for the Lawyer's Assistant remains a general reference and not a specific map for your firm's practice, we encourage you to rely on this manual for basic knowledge and guidance.



# HOW TO USE THIS TEXTBOOK

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The *Basic Manual for the Lawyer's Assistant* is presented by NALS® as part of a training course for legal support personnel. It is also the official text for the NALS® Legal Training Course and Independent Course of Study.

It is intended for use as a training aid for people who are entering or have recently entered the legal field. It does not attempt to teach the law.

The content of the text is general, because it is geared for a broad audience. The accompanying Student Study Guide and Instructor's Manual offer many suggestions on the application of general subject matter to local needs.

This text is not intended as a legal authority and should not be used in that manner. The intent is purely informational. The examples in the text are illustrative in nature and should be used in an office only at the direction of the lawyer. Legal procedures change daily, and legal support personnel, as well as lawyers, should maintain a knowledge of current procedures in their local practice area.

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