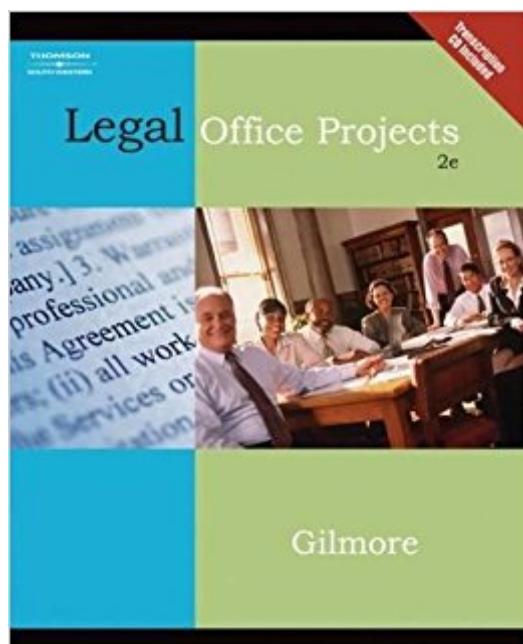


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# Legal Office Projects (with CD-ROM) (Legal Office Procedures)



## **Synopsis**

LEGAL OFFICE PROJECTS is designed to utilize a project-based approach to completing legal office activities that involve legal document preparation, layout, formatting, Internet research, and transcribing. The setting for the projects is a law firm where the student serves as a floating legal assistant for a number of diverse individuals practicing various types of law. The projects allow a hands-on approach to legal document preparation.

## **Book Information**

Series: Legal Office Procedures

Paperback: 128 pages

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Product Dimensions: 8.5 x 0.3 x 10.9 inches

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Average Customer Review: 5.0 out of 5 stars 5 customer reviews

Best Sellers Rank: #1,343,965 in Books (See Top 100 in Books) #3 in Books > Law > Law Practice > Law Office Technology #129 in Books > Law > Law Practice > Law Office Education #190 in Books > Business & Money > Skills > Secretarial Aids & Training

## **Customer Reviews**

Diane Gilmore is an active member of the medical transcription profession. She has been a medical transcriptionist for more than 14 years and is the author of two medical transcription books.

Currently Ms. Gilmore works as the Director of Education and Instructor of Med-Line School of Medical Transcription, a national medical transcription educator located in Arizona. Ms. Gilmore has been a member of the Association for Healthcare Documentation Integrity (AHDI) since 2004, has been a certified medical transcriptionist (CMT) since 2005 and received the designation of Fellow of AHDI in 2008. Diane has served as President of her local AHDI chapter, conducting membership drives, organizing symposiums and chapter meetings, and serving as editor of the chapter newsletter. She is currently a working transcriptionist for a large medical transcription company and stays current with trends related to the profession. In addition, Diane has 25 years of legal assistant experience and has written two textbooks related to the legal profession as well as having served in various offices and committees in that field. She has been an invited speaker at regional and

national legal support staff events about computers and technology.

This book was very good for my legal secretary class. I learned a lot about the forms in the court room, how to fill the court forms out, when to file them and when to answer. This book showed me how to be strict but firm, be smart not cocky. I love this book! I would have loved the book more if I had the CD-Rom. the CD-Rom did not come with it.

I took legal office and this book was required for the course but it helped me out so much I was the first person to graduate in the legal class and at the top of the class

I asked a lawyer and they were impressed with the book, said it was true to what they might give their legal secretary to complete. I just started the book and find it very interesting to do. The transcription projects are not with all English accents (lawyers) which gives a more realistic job duty, not everyone speaks perfectly.

Excellent learning tool for both the beginner and those with some experience. Excellent quality.

I am an instructor and use this material for teaching an online course through an Administrative Office Systems through the local community college. I also have worked for the legal field for many years and was asked to specifically find a text and develop a course to be taught strictly online. This has been used as a capstone course for those completing an AOS degree with a legal certificate. I act as their administrative office manager in approving anything that goes before the "attorneys of the office" for approval. They are showcasing any and all knowledge of what they have learned. What I like best, is observing how they use the Office Procedures Manual as a company instructional tool and reference as in real life. I've seen some surprising results. Most students have commented that it really gave them a more realistic view of what this type of job could encompass.

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