

Legal Secretary's Handbook

2002

Introduction

This handbook was developed to assist legal secretaries and other members of law office staffs in dealing with the Judge's Office. It will be updated from time to time and will be posted on the Internet at the Eighteenth Circuit's Web Site. It will also be furnished to the various county bar associations in the Central Florida area for distribution. Suggestions to improve this handbook are welcome. All suggestions should be sent to the Court Administrator's Office at the Seminole County Courthouse, 301 N. Park Avenue, Sanford, Florida 32771. The Web Site is located at <http://www.18thcircuit.state.fl.us/> or <http://www.jud18.flcourts.org/>.

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I

DEALING WITH THE COURTS

The Courts are composed of several components, each having its own assigned duties and responsibilities. You must know how each of them function in order to understand the system. The following is a brief description of the major components.

Legal Secretary Handbook

Tina L. Boone



Legal Secretary Handbook:

Legal Secretary's Complete Handbook Mary Ann De Vries, 1992 Here s an instant reference brimming with tips techniques and reliable advice to help you perform scores of challenging and time consuming legal secretarial tasks quickly and easily Organized for easy use into five parts the handbook gives you start to finish methods for solving on the job problems as they arise Legal Secretary's Handbook (California). Patricia S. Brady, *The Legal Secretary's Handbook* A. Newington, H. M. Willoughby, 1976 Legal Secretary Handbook, 2nd Edition , 2012-04-18 **Legal Secretary's Complete Handbook** Besse May Miller, 1980 **The Legal Secretary's Handbook** Ann Newington, Hilary Margaret Willoughby, 1986 **Legal Secretary's Handbook (Louisiana)** Shreveport Legal Secretaries Association, 1960 Legal Secretary's Handbook Alabama Association of Legal Secretaries, 1969 Legal Secretary's Handbook (California). Patricia S. Brady, 1960 *Legal Secretary's Handbook (California)* Inez Ingram, 1954 **Legal Secretary's Complete Handbook** Tina L. Boone, 2014-01-01 **Legal Secretary's Handbook, Revised, Louisiana** , 1993 **Legal Secretary's Handbook** Patricia S. Brady, 1971 Legal Secretary's Handbook Texas Association of Legal Secretaries, 1961 **Legal Secretary's Handbook** , 1967 *Merriam-Webster's Legal Secretaries Handbook* Austin G. Anderson, 1996 Fast reliable answers for law offices Covers legal documents correspondence Treats all aspects of office management Abundant practical examples **Legal Secretary's Handbook, Louisiana** Louisiana Association of Legal Secretaries, 1972 **Legal Secretary's Handbook, Revised, Louisiana** Louisiana Association of Legal Secretaries, Gerry S. Malone, 1976 The Nebraska Legal Secretary's Handbook Omaha Legal Secretaries Association, 1992 **New Jersey Legal Secretary's Handbook** New Jersey Association of Legal Secretaries Staff, 1984-01-01 This looseleaf volume for the legal secretary and paralegal contains forms and how to information covering procedures in all courts and agencies in New Jersey The work is categorized into twelve sections by legal specialty

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