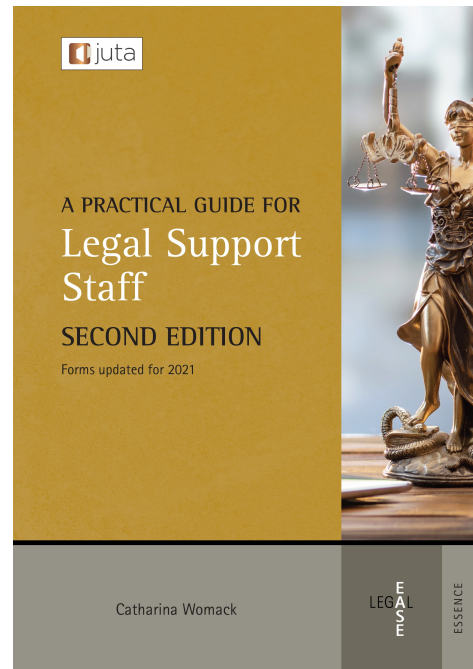


# Practical Guide for Legal Support Staff, A

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## About this Publication:

A Practical Guide for Legal Support Staff provides basic information about various aspects which legal secretaries, legal support staff, paralegals and candidate attorneys will encounter in carrying out their duties in a law firm or similar environment. While being an easy-to-read and user-friendly textbook, the emphasis is placed on acquiring the necessary practice management skills. It includes practical examples of the various forms required for different processes and documents.

**Contents Include:**

- The legal profession
- The attorney's office
- Communication
- Accounts
- The South African judiciary
- Civil court documents and procedures
- Debt collections
- Administration of estates
- Legal instruments
- Notarial documents
- Conveyancing
- Annexures: Practical examples of the various forms required for different processes

**Of Interest and Benefit to:**

- Third and final year LLB students
- Candidate attorneys
- Schools of Legal Practice
- Universities
- Law societies
- Law firms
- Law libraries