



# **The Paralegal's Handbook: A Complete Reference for All Your Daily Tasks**

*Anita Haworth, Lesley Cox*

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A completely updated and revised desk reference for paralegal professionals.

Paralegals are the backbone of the legal business. *The Paralegal's Handbook* is a guide to the responsibilities and tasks a paralegal may be asked to undertake. In this comprehensive guide to the profession, expert authors Anita Haworth and Leslie Cox explain everything paralegals need to know to handle the job with accuracy and confidence. From ethics issues to a detailed analysis of all the tasks encountered in the various legal specialties, *The Paralegal's Handbook* provides invaluable advice and expertise to paralegal professionals.

Haworth and Cox are experienced paralegals and provide explanations and details on the various areas of practice paralegals may choose including Family Law, Probate, Corporate Law, Intellectual Property, Real Estate, and Personal Injury Law. They cover everything from handling everyday tasks to reviewing facsimiles of legal documents. This Second Edition is fully updated and revised, with a new section on eDiscovery.

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