



California Legal Secretary

Marlene Hazlewood



California Legal Secretary Marlene Hazlewood

Filing procedures are seldom found in traditional practice guides, forms CD-ROMs, or on the web. Colleagues with experience in the area may be unavailable. Court clerks are hard to reach. When you need ready and reliable answers to procedure questions, turn to Marlene Hazlewood's California Legal Secretary. Written specifically for those who have to quickly prepare and file legal documents, this helpful resource contains:

- Concise statements of procedure in quick-reading outline format
- Explanation of legal terms of art
- Detailed completion and filing instructions, including step-by-step checklists that walk you through every procedure
- Over 200 model forms in both print and CD for the most common types of litigation and transactions

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