

Legal Document Production

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At the moment I'm thinking that the sensible and most cost-effective thing to do is to do the microsoft office qualification and a touch typing course and then start applying for evening jobs in document production and perhaps as a legal secretary, although I doubt I would get anywhere applying for legal secretary roles without the experience..

Document Production - how to get started | Mumsnet

You will learn about the day-to-day tasks of a Legal Secretary, legal terminology, various areas of law, the legal profession and how the court system operates. Through the practical units of the course, you will also acquire legal document production skills, learn how to complete legal forms and advance your ability to type professional correspondence.

ILSPA - Legal Secretaries Diploma Course

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Request for production - Wikipedia

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