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### **LEGAL ASSISTANT - michigan.gov**

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Susan McIntyre is a legal assistant in the Detroit office of Pepper, Hamilton & Scheetz. She has assisted attorneys since 1979 in representing debtors, trustees, and creditor committees in bankruptcy-court cases, state-court proceedings, and out-of-court workouts. Susan is an affiliate member of the State Bar of Michigan.

### **Plain Language for the Legal Assistant- Preparing**

FILE MANAGEMENT FOR LEGAL ASSISTANTS ... By any measure, legal assistants are key contributors to the delivery of cost effective, high quality ... Phillips, Q.c. and Janice Hill for their kind permission to revise and

update portions of an earlier version of this paper

## **FILE MANAGEMENT FOR LEGAL ASSISTANTS**

The role of legal secretaries, also known as administrative assistants and legal assistants, has evolved in the past two decades. As technology continues to transform the law office, legal secretaries have transcended traditional roles of typing and answering phones to perform high-value activities once reserved for professional and managerial staff such as selecting vendors, managing client ...

### **The Skills and Qualifications of a Legal Secretary**

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