



PACE Secrets Study Guide: PACE Test Review for the Paralegal Advanced Competency Exam

PACE Exam Secrets Test Prep Team

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Get the test prep help you need to be successful on the PACE test.

The PACE is extremely challenging and thorough test preparation is essential for success. *PACE Exam Secrets Study Guide* is the ideal prep solution for anyone who wants to pass the PACE Exam.

PACE Secrets Study Guide includes:

- A full examination of the Paralegal Advanced Competency Exam
- An in-depth study of administration of client legal matters
- A thorough look at development of client legal matters
- An extensive overview of factual and legal research
- A complete guide to factual and legal writing
- A detailed analysis of office administration
- An exhaustive review of technology in the law

It's filled with the critical information you'll need in order to do well on the test: the concepts, procedures, principles, and vocabulary that the National Federation of Paralegal Associations (NFPA) expects you to have mastered before sitting for the exam.

The Administration of Client Legal Matters section covers:

- Conflict of interest
- Client file organization
- Calendars
- Client databases
- Event coordination

The Development of Client Legal Matters section covers:

- Interviews
- Client-paralegal relationships
- Legal document types
- Filing complaints
- Discovery
- Witness preparation

The Factual and Legal Research section covers:

- Analysis of facts
- Legal authorities
- Sources of authorities

- Court opinion structure
- Published cases

The Factual and Legal Writing section covers:

- Communication
- Language usage
- Grammar considerations
- Letter-writing
- Proofreading
- Briefs

The Office Administration section covers:

- Budgeting
- Fair Labor Standards Act
- Managing outside vendors
- Library science
- Ethical responsibilities
- Confidentiality

The Technology in the Law section covers:

- Computerized databases
- Storing documents
- Computer assisted legal research
- Word processing
- Time keeping and billing

These sections are full of specific and detailed information that will be key to passing the PACE Exam. Concepts and principles aren't simply named or described in passing, but are explained in detail. The guide is laid out in a logical and organized fashion so that one section naturally flows from the one preceding it. Because it's written with an eye for both technical accuracy and accessibility, you will not have to worry about getting lost in dense academic language.

We've helped thousands of people pass standardized tests and achieve their education and career goals. We've done this by setting high standards for our test preparation guides, and our *PACE Exam Secrets Study Guide* is no exception. It's an excellent investment in your future.

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Martha Lockridge:

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