

## Materials Available from the Law Practice Management Resource Library

### Books

*101+ Practice Series, The: Breaking Down the Basics* (essential training guide that is a must read for new lawyers that examines the fundamental aspects of law practice and is ideal for new lawyers or law students who are ready to begin practicing law.), ABA Young Lawyers Division (2008)

*101+ Practical Solutions for the Family Lawyer*, (compendium of scenarios and tips to help grow a better family law practitioner), Greg Herman (1996)

*ABA Guide to International Business Negotiations, 2<sup>nd</sup> Edition* (a comparison of cross-cultural issues and successful approaches to international business negotiations) James R. Silkenat and Jeffrey M. Aresty (2000)

*ABA Guide to Lawyer Trust Accounts, The* (reference guide on the proper setup and maintenance of client trust accounts) Jay G. Foonberg (1996)

*ABA Guide to Professional Managers in the Law Office* (ABA exposition on the need for and emergence of professional managers in the modern law office) Carolyn Thornlow (1996)

*ABA Guide to Resolving Legal Disputes Inside and Outside the Courtroom* (provides essential information from the nation's leading legal authority to help you save time and money when resolving all kinds of disputes -- from fighting discrimination at work to settling a property dispute with a neighbor) ABA Division for Public Education (2007)

*Access 2000 for Windows for Dummies* (self-study guide that give you tips on using wizards, forms, and other Access shortcuts), John Kaufield (1999)

*Accounting & Finance for Lawyers: Basic Understandings and Practices* (accounting basics) Rose Marie L. Bukics and Cynthia M. Urbani (1998)

*Advising the Small Business: Forms and Advice for the Legal Practitioner* (designed to help counsel provide more effective legal and strategic guidance to small business clients) Jean L. Batman (2007)

*AMERICA VOTES! A Guide to Modern Election Law and Voting Rights* (provides a snapshot of America's voting and electoral practices, problems, and most current issues relating to a variety of fundamental areas concerning election law from a Federal perspective) Benjamin E. Griffith, Editor (2008)

*Amicus Attorney in One Hour for Lawyers* (fastest way to get up and running with this popular case management software), David J. Bilinsky (2000)

*Anatomy of a Law Firm Merger* (discusses the pros and cons of mergers as well as pitfalls to avoid; provides guidance to firms of all sizes) *Gerry Malone and Howard Mudrick (1992)*

*Anatomy of a Law Firm Merger: How to Make or Break the Deal, 2nd Edition* (updated edition discusses the pros and cons of mergers as well as pitfalls to avoid; provides guidance to firms of all sizes from planning to integration of the new firm) *Hildebrandt International (2000)*

*Anatomy of a Law Firm Merger: How to Make or Break the Deal, 3rd Edition* (revised and chock full of exhibits to provide a structured framework for successfully designing and executing the merger) *Hildebrandt International (2004)*

*Attacking Adverse Experts* (step-by-step guide to investigating, evaluating and attacking the adverse expert in civil cases) *Stephen D. Easton (2008)*

*Attacking and Defending Marital Agreements* (provides practical guidance to the family lawyer when faced with making and evaluating arguments on the validity and construction of marital agreements) *Laura W. Morgan and Brett R. Turner (2001)*

*Being Prepared: A Lawyer's Guide for Dealing with Disability or Unexpected Events* (essential workbook and guide for protecting your law practice against casualty or other unexpected event) *Lloyd D. Cohen and Debra Hart Cohen (2008)*

*Beyond the Billable Hour* (provides insight on alternative billing methods), *Richard C. Reed (1989)*

*Billing Innovations: New Win-Win Ways to End Hourly Billing* (examines current alternative billing and pricing methods and their effectiveness today's law firms) *Richard C. Reed (1996)*

*Breaking Traditions* (career alternatives for attorneys) *Donna M. Killoughey (1993)*

*Business Contracts Kit for Dummies* (*agreements, agreements and MORE agreements...and some forms, too*) *Richard D. Harroch (2000)*

*Business of Law, The: Planning & Operating for Survival & Growth* (displays strategies and techniques that attorneys can apply to managing their firms as a business) *Edward Poll (1994)*

*Business of Law, The: Planning & Operating for Survival & Growth, 2nd Edition* (learn how to maintain a balance between managing in a professional way and mastering the economics of the practice of law) *Edward Poll (2002)*

*Business Valuation: A Primer for the Legal Professional* (written for the attorney who has the need to work with valuation professionals, whether it be in the context of litigation, corporate planning or tax reporting) *Jeffrey M. Risius (2007)*

*Busy Lawyer's Guide to Success: Essential Tips to Power Your Practice* (pocket guide with a collection of practical tips, ideas and techniques to help you survive, thrive and find success in the practice of law) *Reid F. Trautz and Dan Pinnington (2009)*

*Careers in Admiralty and Maritime Law* (if ships and their cargo are of interest to you, this just might float your boat – lists schools with maritime law courses and what to do if your school doesn't offer one) *Robert M. Jarvis (1993)*

*Careers in International Law, 2<sup>nd</sup> Edition* (describes what the work entails, including the pros and cons of practicing international law) *Mark W. Janis and Salli A. Swartz (2001)*

*Careers in Sports Law* (lawyers who currently represent athletes explain how to break into this exciting field), *Kenneth L. Shropshire (1990)*

*Cato Supreme Court Review 2007-2008* (annual critique of the Court's most important decisions from the 2007-2008 term) *Cato Institute, Center for Constitutional Studies (2008)*

*CEO of You, The* (motivational – use this book to help you focus on what is working well and what you might want to change to become more productive and profitable), *Marsha Petrie Sue (2002)*

*Code, The: A Reference Guide to Georgia Criminal Law, 2007-2008 Edition* (pocket size quick reference guide which breaks down the key components of Georgia criminal law) *Parag Y. Shah (2007)*

*Collecting Your Fee: Getting Paid from Intake to Invoice* (interested in freeing your firm from the quagmire of hourly billing and transition to billing based on client value) *Edward Poll (2003)*

*Compensation Plans for Law Firms, 4<sup>th</sup> Edition* (a primary reference for those making compensation decisions in law firms) *James D. Cotterman (2004)*

*Compensation Plans for Attorneys and Their Staffs: Salaries, Bonuses and Profit-Sharing* (deals with compensation issues for partners/shareholders, of counsel, associates, paraprofessionals and their employees, illustrating the generalities and differences) *Altman & Weil, Inc. (1986)*

*Complete Guide to Contract Lawyering, The* (separate chapters for contract lawyers and for firms hiring contract lawyers that includes rate-setting placement agencies, state and local ethical opinions, malpractice liability, sample agreements and marketing tips) *Deborah Arron and Deborah Guyol (2004)*

*Complete Guide to Designing Your Law Office, The* (this volume will help you make the best of new build-out or remodeling the space you have to house your law practice) *Suzette S. Schultz and, John S. Schultz (2005)*

*Complete Guide to Divorce Practice, The: Forms and Procedures for the Lawyer* (comprehensive guide to all aspects of divorce, custody, and related issues; contains many sample forms and checklists) *Larry Rice (1992)*

*Complete Guide to Divorce Practice, The, 3<sup>rd</sup> Edition: Forms and Procedures for the Lawyer* (This guide has the whole divorce kit-and-kaboodle, plus forms and letters on a

CD. If divorce is how you make your living, you've got to see this book.) *Larry Rice (2005)*

*Complete Guide to Lateral Hiring & Integration, The* (you'll find out how to avoid the mistakes in preparation that often result in failed lateral hires in law firms) *Lisa Som-Rodriguez, Ann Podolske and Hilary Sloin (2005)*

*Complete Guide to Marketing Your Law Practice, The* (features strategies and insights from legal marketers that give creative approaches on the subject of marketing) *Hollis Hatfield Weishar, and James A. Durham (2001)*

*Complete Guide to Mediation, The: Cutting Edge Approach to Family Law Practice* (comprehensive guide provides you with hands-on tips and invaluable practice tools to give you a running start in advising and representing your clients through the mediation process) *Forrest S. Mosten (1997)*

*Complete Internet Handbook for Lawyers, The* (chock full of e-stuff, including marketing, research, net ethics, downloadable forms and more) *Jerry Lawson (1999)*

*Computerized Case Management Systems: Choosing and Implementing the Right Software for You* (discussion of various case management programs) *Andrew Z. Adkins, III (1998)*

*Computers for Lawyers: Comprehensive Guide to Automating Your Law Firm, Volume 1* (provides beginners with basic definitions and standards of computerizing and gives advice on many topics of interest to lawyers) *Paul Bernstein (1993)*

*Computers for Lawyers: Comprehensive Guide to Automating Your Law Firm, Volume 2* (sequel to the above edition that gives the latest developments in technology and provides tips and techniques for using new applications to automate every task in a law office) *Paul Bernstein (1995)*

*Connecting with Your Client: Success Through Improved Client Communications Techniques* (step-by-step guide of techniques that can be implemented to improve and enhance relations between lawyers and their clients) *Noelle C. Nelson, Ph.D. (1996)*

*Constructing Core Competencies: Using Competency Models to Manage Firm Talent* (guide your associates regarding firm expectations, as well as defining continuity for development processes across the spectrum - in hiring, training, performance evaluations, and promotions) *Heather Brock, Ph.D. and Robert Ruyak, J.D. (2006)*

*Convincing the Judge: Practical Advice for Litigators* (distills the advice of judges to practitioners appearing in their courtrooms and provides practical advice on case management, all phases of trial and appeals.) *Cecil C. Kuhne, III (2008)*

*Corel Presentations for Litigators* (how to create effective illustrative aids and demonstrative exhibits for trial, mediation, arbitration and appeal) *Deanne C. Siemer and Frank D. Rothschild (2000)*

*Corporate Formation: A Primer for Legal Assistants* (how-to guide for corporate formation and governance, basic securities issues, corporate maintenance, business and securities filings and procedures for legal assistants) *Patricia A. Dris (1995)*

*Cost Accounting for Law Firms* (identifies cost accounting concepts and methods of accounting where costs are assigned to specific services, products, organizational units or functional activities) *Robert J. Arndt and James F. Ravenhorst (1984)*

*Creative Lawyer, The: A Practical Guide to Authentic Professional Satisfaction* (a practical roadmap for achieving professional satisfaction for yourself, regardless of seniority or career path) *Michael F. Melcher (2007)*

*Criminal Lawyer's Job, The: A Survival Guide* (advice to attorneys who represent clients in criminal trials) *Amber L. St. Clair (2006)*

*Cybersleuth's Guide to the Internet, The, 8<sup>th</sup> Edition* (conducting effective investigative and legal research on the Web) *Carole A. Levitt and Mark E. Rosch (2006)*

*Cybersleuth's Guide to the Internet, The, 9<sup>th</sup> Edition* (updated version for conducting effective investigative and legal research on the Web) *Carole A. Levitt and Mark E. Rosch (2008)*

*Dangerous Law Practice Myths, Lies and Stupidity: What You Absolutely Don't Want To Do When Starting, Growing, or Running Your Law Practice* (discover recommended practices that could be dangerously out of date that could put your firm at serious risk) *Kessler, Judd et al (2009)*

*Data Security Handbook* (provide legal practitioners and technology specialists with a practical guide summarizing common information security vulnerabilities and how to manage them) *ABA Antitrust Law Section (2008)*

*Designing Your Law Office* (provides space planning and design needs assessment for small and large offices; many sample floor plans) *Marjorie A. Miller (1988)*

*Digital Practice of Law, The, 4<sup>th</sup> Edition: A Practical Reference for Applying Technology Concepts to the Practice of Law* (an excellent source for attorneys and non-technical office staff who need a grasp of technology) *Michael R. Arkfield (1999)*

*Directory of Law Office Computer Software Vendors 1995/1996*, *Carol Woodbury, J.D. (1995)*

*Disaster Preparedness & Recovery Planning for Law Firms* (volume gives the critical steps that will include the essentials of a comprehensive recovery plan), *Edward Poll (2007)*

*Disaster Recovery Yellow Pages* (locate the crucial, hard-to-find services you'd need to get your operations back to normal) *Steven Lewis, Ph.D., SLSA (2004)*

*Discovery Revolution, The* (E-Discovery Amendments to the Federal Rules of Civil Procedure), George L Paul and Bruce H. Neuron (2006)

*Do-It-Yourself Public Relations: A Success Guide for Lawyers* (practical guide for developing marketing game plans through use of diskette exercises, sample memos, news releases and follow-up letters) David E. Gum pert (1995)

*Documenting the Attorney-Client Relationship: Law Firm Policies on Engagement, Termination and Declination* (law firm policies on engagement, termination and declination) Committee on Law Firms (1999)

*Don't Sweat the Small Stuff at Work* (This little handbook is a GEM! If you work eight, 10 or even 15 hours a day, feel unappreciated, stressed-out, and generally ground down by the rat-race, you may in need of a bit of unadulterated pop psychology. It's packed from cover to cover with simple stress-busting advice, and it's also a fascinating insight into the challenges and traumas of (everyone's) everyday working life, whether you're the boss or have a supporting role.) Richard Carlson, Ph.D. (1988)

*Easy Self-Audits for the Busy Law Office* (find out how you can avoid errors and find ways to practice better) Nancy Byerly Jones (1999)

*Eat That Frog!, 2<sup>nd</sup> Edition* (Get control of your tasks by changing the way you think, work and deal with the never-ending river of responsibilities that flows over you each day.) Brian Tracy (2007)

*Effective Associate Training Program: Improving Firm Performance, Profitability and Prospective Partners* (training manual for law firms) Austin G. Anderson and Arthur G. Greene (1999)

*Effective Marketing for Lawyers* (book outlining personal marketing strategies for attorneys seeking to increase profitability through effective use of networking, business planning, expanded client bases, and automation) Christine S. Phillip, Esq. (1996)

*Effective YELLOW PAGES Advertising for Lawyers: The Complete Guide to Winning Ads* (with the right ad, the Yellow Pages can be a lucrative investment, whether seasoned, start-up or becoming specialized) Kerry Randall (2002)

*E-Learning for Law Firms* (By now, you've most likely heard about this concept and, more than likely, you've already e-learned something. This little book will explain the benefits of this emerging and ever more innovative knowledge-building tool.) Steven H. Glickman and Peter Glowacki (2006)

*Electronic Evidence and Discovery Handbook* (E-Discovery and the use of electronic evidence has increased dramatically over the past few years, but many lawyers still struggle with the complexities of dealing with electronic information. This comprehensive book provides lawyers with the templates they need to develop an effective E-Discovery strategy, and to frame appropriate E-Discovery requests. In addition to the ready-made forms, the authors also supply helpful information and commentary to bring you rapidly up to speed in the electronic discovery field.) Sharon D. Nelson; Bruce A. Olson; and John W. Simek (2006)

*Electronic Evidence and Discovery: What Every Lawyer Should Know* (You already know that technology has created an entirely new source of evidence – electronic evidence. De-mystify e-evidence and place yourself on the brink of cutting-edge electronic discovery and computer forensics technology.) *Michele C.S. Lange and Kristin M. Minsger (2004)*

*Electronic Evidence: Law and Practice* (This book explores the range of evidentiary problems encountered from discovery to trial, and their solutions.) *Paul R. Rice (2005)*

*Employee Benefits Answer Book, 4<sup>th</sup> Edition* (guide in question and answer format which covers medical, group term life, cafeteria plans and other employee welfare benefit plans for professionals trying to determine whether to continue or to institute such benefits) *Cynthia M. Combe and Gerard J. Talbot (1994)*

*Employee Benefits Answer Book, 5<sup>th</sup> Edition*, *Cynthia M. Combe and Gerard J. Talbot (1998)*

*Employee Use of the Internet and E-Mail: A Model Corporate Policy* (there is something about the nature of electronic mail that makes its use a rich source for evidence of legal misconduct – you need policies to cover both internet and e-mail use in your office) *David M. Doubilet and, Vincent I. Polley (2002)*

*Employment Law Answer Book, 2004 Cumulative Summary* (as relates to the *Employee Law Answer Book, 5<sup>th</sup> Edition* below) *Mark R. Filipp, Thomas L. Boyer, and James O. Castagnera (2003)*

*Employment Law Answer Book, 3<sup>rd</sup> Edition* (comprehensive question and answer guide to the latest developments in employment law and related legislation and judicial issues to help professionals identify and resolve their employment problems) *James O. Castagnera (1996)*

*Employment Law Answer Book, 5<sup>th</sup> Edition* (an updated comprehensive question and answer guide to the latest developments in employment law and related legislation and judicial issues to help professionals identify and resolve their employment problems), *Cynthia M. Combe and Gerard J. Talbot (2001)*

*Entertainment Law Careers, 2<sup>nd</sup> Edition* (describes substantive areas that are typically part of entertainment law and guidance for entering this specialty) *William D. Henslee (1998)*

*Essential Formbook – Comprehensive Management Tools for Lawyer, Vols. I-IV* (this work is intended to help you structure and manage your law practice to achieve two fundamental goals: service to clients and making law practice profitable) *Gary A. Munneke and Anthony E. Davis (Vol. I - 2000); (Vol. II - 2001); (Vol. III - 2003); (Vol. IV - 2004)*

*Essential Guide to The Best (and Worst) Legal Sites on the Web, 2<sup>nd</sup> Edition* (a must for any lawyer using the Internet) *Robert J. Ambrogi (2004)*

*Essential Little Book of Great Lawyering, The* (this book sets out principles that can contribute to 'great lawyering' in all types of practices and for those that are seeking fresh approaches to secure satisfied clients) *James A. Durham (2006)*

*Essentials of Immigration Law* (Provides the foundation necessary for an understanding of everything immigration--from the passage of the first immigration-related statute to the current state of affairs under the 2006 laws and amendments.) *Richard A. Boswell (2006)*

*Every Relationship Matters* (learn how to harness the power of relationships-with yourself, clients, colleagues-to help you define and achieve professional and personal success) *Peter E. Rouse (2007)*

*Extraordinary Law Firm, The* (use this guide to discover how to make your own firm a great place to work) *Charles E. Stinnett (2007)*

*Fair Measure Toward Effective Attorney Evaluation* (evaluation processes to promote women's and minorities' full and equal participation in the legal profession), *ABA Women in the Profession (1997)*

*Family Law Careers* (learn about stress and ways to cope, elder law, balancing work and family) *Sara Vlajcic (1999)*

*Family Lawyer's Guide to Bankruptcy, The, 2<sup>nd</sup> Edition: Forms, Tips, and Strategies* (this book provides a valuable and concise resource for understanding the sweeping changes to the Bankruptcy Code as it affects divorce and divorcing parties) *Shayna M. Steinfeld and Bruce R. Steinfeld (2008)*

*Family Limited Partnership Deskbook, The, 2<sup>nd</sup> Edition* (for practitioners who want to understand and comply with both formal and substantive requirements in the creation and administration of FLPs and LLCs) *David T. Lewis and, Andrea C. Chomakos (2007)*

*Fee Agreement Forms Book, 2<sup>nd</sup> Edition* (although not Georgia-specific, this book has just about any type of fee agreement you can think of (plus a CD, so no retyping) *California Bar Editorial Group (2009)*

*Fifty Legal Careers for Non-Lawyers* (A career in the legal field is unarguably an attractive one and there is a place for folks without a law degree. This book shows the variety of rewarding careers that exist within the field of law.) *Ursula Furi-Perry (2008)*

*Financial Statement Analysis and Business Valuation for the Practical Lawyer, 2<sup>nd</sup> Edition* (this best-selling guide takes you step-by-step through the key principles of corporate finance and accounting) *Robert B. Dickie (2006)*

*Finding the Right Lawyer* (gives up to date information on finding the right lawyer) *Jay G. Foonberg (1995)*

*Flying Solo, 2<sup>nd</sup> Edition* (defines the challenges and issues specific to sole practitioners and offers practical information on how to positively overcome them) *Joel P. Bennett (1994)*



*Flying Solo, 3<sup>rd</sup> Edition* (defines the challenges and issues specific to sole practitioners and offers practical information on how to positively overcome them, PLUS cutting-edge issues such as MDP, telecommuting and the best technology for a solo office are covered in this updated edition) *Jeffrey R. Simmons (2001)*

*Flying Solo, 4<sup>th</sup> Edition* (new contributors, including our own Natalie Kelly, and favorite authors lend new ideas regarding the challenges and issues specific to sole practitioners and offers practical information on how to positively overcome them) *K. William Gibson (2005)*

*Focusing on Clients* (guide to practice development and strategic planning; addresses accountability and institutionalizing processes that ensure continuing profits) *Frank Brennan (1990)*

*Focusing on Profitability* (guide to developing a more successful law practice as defined by the concept of Total Quality Management) *Frank Brennan (1994)*

*Freakonomics* (this book has riddles and stories that will literally redefine the way you look at the world of economics) *Steven D. Levitt and Stephen J. Dubner (2005 and 2006)*

*Gay, Lesbian, and Transgender Clients: A Lawyer's Guide* (provides an introduction to lawyers and their clients to the legal landscape as it relates to lesbian, gay and transgender (LGT) persons today and provides the opportunity to look at issues from the perspectives of those persons) *Joan M. Burda (2008)*

*Georgia LLC/LLP Handbook* (complete guide for attorneys to limited liability companies and limited liability partnerships in Georgia) *Robert P. Bryant; Patrick G. Jones; and, Charles R. Beaudrot, Jr. (1995)*

*Getting Started: Basics for a Successful Law Firm* (addresses partnerships issues of putting a firm together, keeping it together and taking it apart) *Arthur G. Greene (1996)*

*Going to Trial, 2<sup>nd</sup> Edition: A Step-by-Step Guide to Trial Practice and Procedure* (handbook of trial techniques and steps to consider in preparing for and going to trial) *Daniel I. Small (1999)*

*Guerrilla Tactics for Getting the Legal Job of Your Dreams* (compilation of practical strategies for helping law students and new law graduates in networking and find a job) *Kimm Alayne Walton, JD (1995)*

*Guide to Setting Up and Running Your Law Office, A* (guide to avoid malpractice through efficient office systems), *State Bar of Georgia (1996)*

*Guide to Time and Billing Software For Lawyers* (an in-depth analysis of time and billing programs for attorneys, includes a template) *Sheldon P. Needle (1995)*

*Guidelines for a Corporate Law Department Manual* (book of textual guides, suggestions and a framework for preparing a corporate law department manual), *ABA Young Lawyers Division (1987)*

*Handling Personnel Issues in the Law Office: Your Legal Responsibilities as an Employer* (guide book for law firm management with an overview of laws governing employment relationships and tips for carrying out an employer's legal responsibilities) *Francis T. Coleman and Douglas E. Rosenfield (1997)*

*Hanging Out A Shingle: An Insider's Guide to Starting Your Own Law Firm* (guide to the perils and pleasures of starting one's own law practice) *Harry F. Weyher (1987)*

*Hereof, Thereof, and Everywhereof: A Contrarian Guide to Legal Drafting* (although not a guide for good writing, but this book's tips are likely to improve the readability of most legal documents) *Howard Darmstadter (2002)*

*Hillman on Lawyer Mobility* (a discussion of the law and ethics of issues that arise as a result of partner withdrawals and law firm breakups) *Robert W. Hillman (1998)*

*HotDocs in One Hour for Lawyers, 2<sup>nd</sup> Edition* (basic overview of HotDocs as well as guidance in using the program) *Bruce W. Miller (2002)*

*How Insurance Companies Settle Cases* (book demonstrates how insurance claims are handled from start to finish by insurance companies and gives tips on how to deal with adjusters effectively), *David Frangiamore (2009)*

*How to Build a Law Firm Brand* (What is a brand identity: pinpoint the core message that you want to convey about your firm, define and deploy an identity that embodies that message, and communicate with your audience consistently using the brand identity. This book explains how.) *Corinne Cooper (2005)*

*How to Build and Manage a Family Law Practice* (A must-read for any family lawyer, this book helps you understand the specialized skills and knowledge necessary to build and manage a successful and rewarding practice.) *Mark A. Chinn (2006)*

*How to Build and Manage a Personal Injury Practice* (guidebook of essentials for developing a successful personal injury practice with sample forms and letters) *K. William Gibson (1997)*

*How to Build and Manage an Employment Law Practice* (book of tips, ideas and strategies on how to a develop a successful employment law practice; sample forms, checklists and letters) *Mindy Farber (1997)*

*How to Build and Manage an Entertainment Law Practice* (addresses a variety of issues such as startup, getting your foot in the door, creating the right image; includes appendix with sample agreements, forms, letters and checklist common to entertainment law.) *Gary Greenberg (2001)*

*How to Build and Manage an Environmental Law Practice* (everything you need to know to run your environmental practice for maximum efficiency and profitability) *Stuart L. Somach (2000)*

*How to Build and Manage an Estates Practice, 2<sup>nd</sup> Edition* (an updated version of practical, proven advice for everything from organizing estate planning files to managing your workload and staff) *Daniel B. Evans (2008)*

*How to Build and Manage an Estates Practice* (books gives the essential stages of developing your specialty practice and include practical advice for everything from organizing estate planning and trust administration filing to managing your workload and staff) *Daniel B. Evans (1999)*

*How to Capture and Keep Clients: Marketing Strategies for Lawyers* (innovative solo and small firm practitioners give you their secrets, approaches and strategies to that age-old puzzle of growing your law firm) *Jennifer J. Rose (2005)*

*How to Choose a Business Structure* (book addressing the pros and cons of various types of entities and structures and includes sample forms) *William C. McFee, Jr. (1996)*

*How to Draft Bills Clients Rush to Pay* (outlines in detail ways of conveying sense of value and progress to clients through effective billing practices) *J. Harris Morgan (1995)*

*How to Draft Bills Clients Rush to Pay, 2<sup>nd</sup> Edition* (step-by-step guide on drafting and formatting invoices that clients will fully understand, find reasonable, and be more likely to pay—on time and without complaint. Samples of effective bills are provided throughout to use as templates. Topics also covered in the book include the importance of building the lawyer-client relationship, establishing fees, budgeting, keeping good records, and much more.), *J. Harris Morgan (2003)*

*How to Get and Keep Good Clients, 2<sup>nd</sup> Edition* (successfully developing a law practice through use of specific marketing techniques) *Jay G. Foonberg (1986)*

*How Good Lawyers Survive the Bad Times* (book provide you with a wealth of tips, finance, marketing and technology essentials necessary to succeed through a down economy) *Sharon D. Nelson, James A. Calloway and Ross L. Kodner (2009)*

*How to Prepare for, Take and Use a Deposition* (This compact, step-by-step guide covers every aspect of the all-important deposition phase of a case: preparation; procedure before, during and after; examination techniques; objections; defense; depositions at trial; videos and computers; rule updates and much more.) *Daniel P. Dain (2008)*

*How to Start and Build a Law Practice, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Editions* (provides fundamental real-life, practical answers to the most commonly asked questions about starting and building a law practice) *Jay G. Foonberg (3<sup>rd</sup> Ed. – 1991); (4<sup>th</sup> Ed. – 1999); (5<sup>th</sup> Ed. – 2004)*

*Human Resources Management for Law Firms and Corporate Law Departments, The Altman Weil Pensa Archive on* (collection of articles focusing on human resources and personnel management in the law firm), *Altman Weil (1995)*

*Identifying Profits (or Losses) in the Law Firm* (guide for determining the sources of profits including the technique of Component Profitability Measurement) *Robert J. Arndt (1988)*

*Improving Accounts Receivable Collection* (includes monograph and spreadsheet templates on diskette; enables an attorney to develop his or her own comprehensive collection system) *Arthur F. Nacht; J. Larry Green; Richard J. Vandenberg; and Dale E. Hower (1990)*

*Information Security for Lawyers and Law Firms* (Written for lawyers and law firms, this book provides sound advice and offers valuable guidelines and assistance to bridge the worlds of law and technology on important information security issues that face the legal professional every day.), *Sharon D. Nelson; John W. Simek; and David K. Isom (2006)*

*Internet Fact Finder for Lawyers, The: How to Find Anything on the Net* (a guide for finding anything on the Internet) *Joshua D. Blackman (1998)*

*Internet Forms and Commentary* (resource for occasional practitioners who review and/or prepare basic internet contract forms, i.e., web advertising agreement, metatag licensing agreement, link license agreement and web site linking policy) *Jonathan B. Wilson and Julia Alpert Gladstone (2002)*

*Keeping Good Lawyers: Best Practices to Create Career Satisfaction* (how to maximize your top legal talent, including how to approach retraining your experienced attorneys and an associate development plan) *Diane M. Vogt and Lori-Ann Rickard (2000)*

*Last Frontier, The: Women Lawyers as Rainmakers* (a booklet of edited speeches stressing the importance of business development to women's progress in the legal field) *Judith L. Grubner (1993)*

*Later in Life Lawyers: Tips for Non-Traditional Law Student* (Whether you are a non-traditional or traditional student, this book will give you the initial stages of planning for law school through admissions, the first year, and right up to graduation and the bar exam.) *Charles Cooper (2006)*

*Law Firm Accounting and Financial Management, 3<sup>rd</sup> Edition* (overview of fundamental accounting, financial management, tax planning and reporting, and advanced accounting and financial management issues for lawyers and law firms) *John P. Quinn, Joseph A. Bailey, and David E. Gaulin (2001)*

*Law Firm Accounting and Financial Management, 4<sup>th</sup> Edition* (an update of a very well-respected and popular overview of fundamental accounting, financial management, tax planning and reporting, and advanced accounting and financial management issues for lawyers and law firms) *John P. Quinn, Joseph A. Bailey; David E. Gaulin; and Stanley Kolodziejczak (2007)*

*Law Firm Accounting and Financial Management, Revised Edition* (overview of fundamental accounting, financial management, tax planning and reporting and advanced accounting and financial management issues) *John P. Quinn, Joseph A. Bailey, and David E. Gaulin (1994)*

*Law Firm Associate's Guide to Connecting with Your Colleagues* (step-by-step guide to help you acquire the skills necessary to help you communicate effectively and build lasting relationships that can sustain and advance you as your career progresses) *Barbara Miller and Martin Camp (2009)*

*Law Firm Associate's Guide to Connecting with Your Colleagues: Trainer's Manual* (key companion to *Law Firm Associate's Guide to Connecting with Your Colleagues*) *Barbara Miller and Martin Camp (2009)*

*Law Firm Associate's Guide to Personal Marketing and Selling Skills* (discover the critical skills necessary to plan, build your network, and cultivate long and satisfying relationships with clients, prospects, and referral sources) *Catherine A. MacDonagh and Beth M. Cuzzone (2007)*

*Law Firm Associate's Guide to Personal Marketing and Selling Skills Training Manual* (key companion to the book above that is a fundamental tool for groups of associates large and small) *Catherine A. MacDonagh and Beth M. Cuzzone (2007)*

*Law, Law, Law on the Internet: The Best Legal Web Sites and More* (a "snapshot" of what legal publishers and law firms are providing over the Web) *Erik J. Heels and Richard P. Klau (1998)*

*Law Office Policy & Procedures Manual, 4<sup>th</sup> Edition* (everything you'll need to create a complete, customized staff manual that can serve as a reference guide for current staff and a training tool for new employees, associates and temp workers) *Robert C. Wert and Howard I. Hatoff (2004)*

*Law Office Policy & Procedures Manual, 5<sup>th</sup> Edition* (latest edition of this indispensable human resources tool for putting your firm's policies and procedures in writing for easy implementation and enforcement) *Robert C. Wert and Howard I. Hatoff (2006)*

*Law Office Procedures Manual for Solos and Small Firms, 2<sup>nd</sup> Edition* (a resource for firm lawyers and staff, to advise them of procedures, expectations, protocols and other information that explains how a law office operates) *Demetrios Dimitriou (1995, 2000)*

*Law Office Procedures Manual for Solos and Small Firms, 3<sup>rd</sup> Edition* (a customizable resource for firm lawyers and staff, to advise them of procedures, expectations, protocols and other information that explains how a law office operates) *Demetrios Dimitriou (1995, 2000, 2005)*

*Law Makers, Law Breakers and Uncommon Trials* (From the divine right of Charles I to the civil rights struggle of Rosa Parks, 25 non-fiction stories provide a panorama of people whose actions helped form our legal system and our world. Constitution makers, Civil War enemies, Irish rebels, murder and passion, art and prejudice appear in this unique look at our legal history.) *Robert Aitken and Marilyn Aitken (2007)*

*Law Partnership: It's Rights and Responsibilities, 2<sup>nd</sup> Edition* (partnership – a privilege – what to expect) *George H. Cain (1999)*

*Law Partnership Revisited* (basic concepts of law partnership, what must happen on invitation, in a dissolution, valuation methods, rules applying to benefits and practice in withdrawal or retirement) *George H. Cain (2002)*

*Lawful Pursuit: Careers in Public Interest Law* (discussion of the importance of working in law centers, hospitals, public defender programs and legal services), *Ronald W. Rox (1995)*

*Lawyers and Reporters: Understanding and Working with the Media* (book explains why your client may be more directly affected by news coverage than by the outcome of the lawsuit, and therefore needs you to be effective when interacting with reporters and also describes how media contacts can help you educate the general public about the law or about an important issue that is going unreported) *Robert L. Rothman (2000)*

*Lawyer's Business Valuation Handbook: Understanding Financial Statements, Appraisal Reports, and Expert Testimony* (provides a comprehensive analysis of valuation law of understanding financial statements, appraisal reports, and expert testimony) *Shannon Pratt (2000)*

*Lawyer's Desk Guide to Legal Malpractice* (provides the "basics" of malpractice prevention and insurance and practical resources for attorneys to use in their everyday practices) *ABA Commission on Lawyers Professional Liability (1992)*

*Lawyer's Field Guide to Effective Business Development* (step-by-step guide for lawyers to implement a business development plan for a successful law firm) *William J. Flannery, Jr. (2007)*

*Lawyer's Guide to Adobe Acrobat, The. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Editions* (maximize Adobe Acrobat and start using dynamic documents that allow you to organize and communicate your facts and arguments like never before! A new guide written specifically for lawyers!) *David L. Masters (1<sup>st</sup> Ed. - 2004); (2<sup>nd</sup> Ed. - 2005); and (3<sup>rd</sup> Ed. - 2008)*

*Lawyer's Guide to Balancing Life and Work* (updated and expanded, but still designed to help you achieve professional and personal satisfaction in your career; exercises (now on CD) to help you reconcile goals and expectations with the realities and demands of the legal profession) *George W. Kaufman (1999)*

*Lawyer's Guide to Buying, Selling, Merging, and Closing a Law Practice* (If you are considering buying, selling, closing, or merging a law practice, this book is a valuable resource for information on things to consider before and during the process.) *Sarina A. Butler and Richard G. Paszkiet (2007)*

*Lawyer's Guide to Collaboration Tools and Technologies: Smart Ways to Work Together* (give action steps to take to increase productivity from videoconferencing to document sharing, from MS Office to Adobe Acrobat to help your office run efficiently on projects with staff) *Dennis Kennedy and Tom Mighell (2008)*

*Lawyer's Guide to Concordance, The* (a "how-to" for the popular high-performance, full-text database management system) *Liz M. Weiman (2008)*

*Lawyer's Guide to Creating Persuasive Computer Presentations, 2<sup>nd</sup> Edition, The* (want your jurors to "get it?" this book can help – a visual presentation can increase information retention by up to 70%) *Ann E. Brenden and John D. Goodhue (2005)*

*Lawyer's Guide to Creating Web Pages, The* (how-to book detailing the steps for building an effective site on the World Wide Web; accompanied by a tutorial and an informative website) *Kenneth E. Johnson (1997)*

**NEW!!** *Lawyer's Guide to CT Summation iBlaze, 2<sup>nd</sup> Edition, The* (how-to book software litigation program book of how you can make the task of managing litigation more efficient for you organized from the perspective of working with evidentiary documents) *Tom O'Connor (2009)*

*Lawyer's Guide to Estate Planning, A, 2<sup>nd</sup> Edition* (fundamentals for the legal practitioner, along with cautions, examples and planning pointers) *L. Rush Hunt (1998)*

*Lawyer's Guide to Extranets – Breaking Down Walls, Building Client Connections* (this is not a technical "how-to" manual; rather, a focus on issues that face law firms and their clients in making well-informed decisions about whether to create or join an extranet) *Douglas Simpson and Mark Tamminga (2003)*

*Lawyer's Guide to Fact Finding on the Internet, The, 2<sup>nd</sup> Edition* (written to help you save time and money, and avoid frustration when researching on the Internet) *Carole A. Levitt and Mark E. Rosch (2004)*

*Lawyer's Guide to Fact Finding on the Internet, The 3<sup>rd</sup> Edition* (written to help you save time and money, and avoid frustration when researching on the Internet) *Carole A. Levitt and Mark E. Rosch (2006)*

*The Lawyer's Guide to Governing Your Firm* (resource for firms that want to provide better client service and improve the working environment for both lawyers and staff) *Arthur G. Greene (2009)*

*Lawyer's Guide to Increasing Revenue* (learn how to increase revenue in your firm without increasing billable hours; without increasing hourly rates, without cutting costs or staff; and without jeopardizing your client base, by using the resources you already have) *Arthur G. Greene (2005)*

*Lawyer's Guide to Insurance, The* (this book will help match your personal insurance needs with products that will satisfy those needs), *Ben G. Baldwin (1999)*

*Lawyer's Guide to Marketing on the Internet, 2<sup>nd</sup> Edition* (it's been six years since first publication – lots of new, relevant, effective and ethical information for marketing your law firm on the internet) *Gregory H. Siskind, Deborah McMurray, and Richard P. Klau (2002)*

*Lawyer's Guide to Marketing on the Internet, 3<sup>rd</sup> Edition* (latest edition that include topics such as marketing tips to help smaller firms grow, budget-friendly ways to market your firm online, increasing your firms visibility with the latest technology, and etc.) *Gregory H. Siskind, Deborah McMurray, and Richard P. Klau (2007)*

*Lawyer's Guide to Marketing on the Internet* (using the Internet as a marketing tool for your practice) Gregory H. Siskind, Deborah McMurray, and Richard P. Klau (1996)

*Lawyer's Guide to Marketing Your Practice, The, 2<sup>nd</sup> Edition* (a MUST for practicing attorneys and busy law firm managers who are interested in revitalizing the timeless marketing concept of "learning what clients want and delivering it.") James A. Durham and Deborah McMurray (2004)

*Lawyer's Guide to Microsoft Excel 2007* (Learn about tools within Excel that are available to help analyze and present cases more effectively by understanding how to manage complex business transactions in this easy-to-read guidebook.), John C. Tredennick (2009)

*Lawyer's Guide to Microsoft Outlook 2007* (Learn about tools within Outlook that are available to help with case management, client relations, and counsel communication in this easy-to-read guidebook.), Ben M. Schorr (2007)

*Lawyer's Guide to Modern Payment Methods, The* (handbook illustrates the applicable laws governing the various methods of making payment for property and services with an hypothetical approach) Frederick H. Miller (2007)

*Lawyer's Guide to Microsoft Word 2007* (Book written specifically for lawyers. This guide will introduce you to Microsoft Word 2007 and explain the key features, tools, and steps that will help you in your daily practice.), Ben M. Schorr (2009)

*Lawyer's Guide to Negotiation: A Strategic Approach to Better Contracts and Settlements* (book for lawyers written by lawyers that is uniquely designed to make winning at the negotiating table the norm rather than a hit-or-miss proposition) X.M. Frascogna, Jr. and H. Lee Hetherington (2001)

*Lawyer's Guide to Networking* (covers networking from the basics of an "elevator pitch" to the role it plays in business development, internal relations, job searches and leadership in the profession and in the community) Susan R. Sneider (2006)

*Lawyer's Guide to Palm Powered Handhelds, The* (everybody is using them; should you get one?) Margaret Spencer Dixon (2004)

*Lawyer's Guide to Practice Management Systems Software, The, 2<sup>nd</sup> Edition* (how-to guide to understanding, evaluating, choosing, and implementing a practice management system) Andrew Adkins, III (2009)

*Lawyer's Guide to Prepaid Legal Services* (practical working handbook that outlines considerations in developing an ethical and profitable prepaid services program) Alec M. Schwartz (1988)

*Lawyer's Guide to Records Management and Retention, The* (This book is suitable for law offices of all sizes, and is written to be of use to both the techno-centric lawyer as well as the techno-phobic practitioner. An accompanying CD-ROM contains sample letters, memos, procedures, and more, useful in implementing an effective file management system.) George C. Cunningham and John C. Montana (2006)



*Lawyer's Guide to Retirement and Lifetime Planning* (estate and lifetime planning strategies and testamentary planning for clients) *Jay A. Soled (2002)*

*Lawyer's Guide to Retirement, 3<sup>rd</sup> Edition, The: Strategies for Attorneys and Their Clients* (strategies to help you prepare for retirement, which includes selling your practice, tax and estate planning, health-care issues, and investing) *David A. Bridewell and Charles Nauts (1998)*

*Lawyer's Guide to Spreadsheets* (how to master Microsoft EXCEL in eight easy lessons) *John C. Tredennick (2000)*

*Lawyer's Guide to Strategic Planning: Defining, Setting, and Achieving Your Firm's Goals* (guide for solos, small firms and large firms who need specific suggestions for a system of strategic planning) *Thomas C. Grella and Michael L. Hudkins (2004)*

*Lawyer's Guide to Summation, The* (teach you how to create effective computer presentations to be used during opening statements, direct examination, cross examination, appellate arguments and at trial) *Tom O'Connor (2004)*

*Lawyer's Guide to the Internet, The* (provides a fundamental understanding of the "Internet" and its application to the practice of law) *G. Burgess Allison (1995)*

*Lawyer's Quick Guide to E-mail* (explanation of and guidance in using e-mail programs) *Kenneth E. Johnson (1998)*

*Lawyer's Quick Guide to Microsoft Internet Explorer, The* (hands-on guidebook of lessons on using Microsoft Explorer to browse the World Wide Web) *G. Burgess Allison (1997)*

*Lawyer's Quick Guide to Microsoft Word* (this handy reference includes clear explanations, legal-specific explanations and timesaving tips for getting the most out of Word) *Alan S. Adler and David Greenwald (2000)*

*Lawyer's Quick Guide to Netscape Navigator, The* (hands-on guidebook of lessons on using Netscape Navigator to browse the World Wide Web) *G. Burgess Allison (1997)*

*Lawyer's Quick Guide to Timeslips* (aid to lawyers who want to learn and use the basics of Timeslips) *Carol L. Schlein (1998)*

*Lawyer's Quick Guide to WordPerfect 7.0/8.0 for Windows, The* (the basics of operating in WordPerfect 7.0/8.0; includes instruction disk) *David Greenwald and Guy Wiggins (1997)*

*Lay Words for Lawyers: Analogies and Keys Words to Advance Your Case and Communicate with Clients* (key words and analogies featured in the book are intended to elicit strong mental--but particularly strong emotional--images or memories in the hearer, to stimulate in the listener a flood of associations with these words in order to effectively communicate with clients, witnesses, and jurors) *William Drennan (2008)*

*Leave the Office Earlier* (motivational; do more in less time - not lawyer-specific, but it'll work for our profession, too) *Laura Stack (2005)*

*Legal Assistant's Practical Guide to Professional Responsibility, 2<sup>nd</sup> Edition, The* (Professional responsibility is at the core of delivering effective legal services. Legal assistants are expected to obey the ethics rules by which their lawyer employers are bound. To help legal assistants stay on top of ethics issues, the new edition reviews the ethics issues that are relevant to paralegals, legal assistants, secretaries, and other employees of law firms, corporations, and law-related organizations.) *Collaboration* (2004)

*Legal Career Guide: From Law Student to Lawyer, 5<sup>th</sup> Edition, The* (designed as a hands-on manual to assist you in making these important decisions by helping you identify specific goals and evaluate opportunities as they arise, reflect on changes in your personal situation that affect your aspirations, and assess new trends within the profession that will impact your chosen practice.) *Gary A. Munneke and Ellen Wayne* (2008)

*Legal Career Guide: From Law Student to Lawyer, 4<sup>th</sup> Edition, The* (a step-by-step guide for planning a law career, preparing and executing a job search, and moving into the market), *Gary A. Munneke* (2002)

*Legal Ethics: Lawyer's Deskbook on Professional Responsibility* (offers lawyers and judges an introduction to and analysis of the complex topic of professional responsibility) *Ronald D. Rotunda* (Volumes: 2000-2001; 2002-2003; 2005-2006, 2007-2008; 2008-2009; and 2009-2010)

*Legal Fees and Representation Agreements* (discusses ways to structure representation agreements to provide maximum protection without undoing client relationships; many sample agreements and clauses) *ABA Economics of Law Practice* (1983)

*Legal List, The: Internet Desk Reference* (consolidated list of all of the law-related resources available on the Internet and elsewhere) *Erik J. Heels* (1995)

*Legal Research and Law Library Management* (manual on legal research methods and tools; phases of legal research; and library management through resource selection, space planning and design, consultation, and document preservation) *Julius J. Marke and Richard Sloane* (1996)

*Legal Software Directory* (this directory will help familiarize you with current legal-specific software and, to a lesser degree, general business software) *Orlando Lopez* (2002)

*Legal Writer, The, 3<sup>rd</sup> Edition - 40 Rules for the Art of Legal Writing* (a guide to "plain language" legal writing, i.e. distinguishing when to use "which" and "that") *Mark P. Painter* (2005)

*Letters for Bankruptcy Lawyers* (essential communications for clients, creditors, opposing counsel and others) *Marc S. Stern and Joel Pelofsky* (2005)

*Letters for Divorce Lawyers* (essential communications for clients, opposing counsel and others) *Martha J. Church* (2006)

*Letters for Lawyers: Essential Communications for Clients, Prospects, and Others* (handbook of sample letters and other written communications designed to enhance client service) *Thomas E. Kane and Tammy A. Linn (1996)*

*Letters for Litigators* (essential communications for opposing counsel, witnesses, clients and others) *Daniel I Small, Robin Page West (2004)*

*Leveraging with Legal Assistants* (learn how to use your para-professionals to the firm's financial advantage) *Arthur G. Green (1993)*

*Living with the Law: Strategies to Avoid Burnout and Create Balance* (solutions for lawyers and staff members to the challenges and stresses of life in the law) *Julie M. Tamminen (1997)*

*MacCarthy on Cross-Examination* (The author is among the top CLE instructors on cross and this book is your key to employing proven techniques in your own practice. Using the three themes that run through out the book--looking good, telling a story, and using short statements--you can take control of your cross-examinations and achieve the results you desire, even when faced with a hostile witness. Learn how to manage and effectively minimize the witness's involvement, without appearing controlling, extracting or insulting. Discover how to use effective short statements and make the witness affirm everything you say.) *Terence F. MacCarthy (2007)*

*Making Partner: A Guide for Law Firm Associates* (offers general guidelines and recommendations for reaching partnership) *Robert Michael Greene (1992)*

*Making Partner, 2<sup>nd</sup> Edition: A Guide for Law Firm Associates* (an updated guide to working toward law firm partnership that discusses new issues, relationships and realities which have arisen in the last 10 years) *John R. Sapp (2002)*

*Making Partner, 3<sup>rd</sup> Edition: A Guide for Law Firm Associates* (show you how to manage your opportunities and tip the scales to your advantage. In short, the book gives you what you need to be selected as the obvious candidate for partner when the time comes --and how to anticipate the opportunity before it arrives) *John R. Sapp (2006)*

*Managing a Better Professional Services Firm* (steps toward meeting the challenge of providing the best possible client services while reducing your exposure to legal malpractice claims) *Daniel E. Pinnington (2006)*

*Managing Emergency Situations in Law Firms* (provides planning and recovery considerations for minimizing damage in emergency situations such as fires, floods, and earthquakes) *Nina Wendt and L.J. Sklenar (1993)*

*Managing for Profit: Improving or Maintaining Your Bottom Line* (monograph of profitability management techniques and concepts) *Robert J. Arndt (1991)*

*Managing Partner 101: A Primer on Firm Leadership* (provides basic guidance for attorneys who find themselves, either by promotion or firm growth, having to take on the role of manager) *Robert Michael Greene (1990)*

*Managing Partner 101, 2<sup>nd</sup> Edition: A Guide to Successful Law Firm Leadership* (much more than a “how to” book, this volume articulates a series of concepts and philosophies that are the underpinnings of a successful law firm) *Hollis Hatfield Weishar and Joyce K. Smiley (2004)*

*Managing the Security and Privacy of Electronic Data in a Law Office* (a comprehensive review of various steps you should take to ensure that the electronic information in your office remains confidential and secure) *Daniel E. Pinnington. (2005)*

*Marketing and Legal Ethics, 3<sup>rd</sup> Edition: The Boundaries of Promoting Legal Services* (comprehensively discusses the pertinent ethical issues that arise in this arena) *William E. Hornsby, Jr. (2000)*

*Marketing Success Stories: Personal Interviews with 66 Rainmakers* (collection of stories providing useful guidance for setting up a successful law office marketing program) *Hollis Hatfield Weishar and Joyce K. Smiley. (2004)*

*Marketing the Law Firm: Business Development Techniques* (clarifies the marketing function in the legal environment; provides a framework for marketing decision making and other helpful techniques to help you create a satisfied and loyal clientele) *Sally J. Schmidt (2009)*

*Marketing Your Law Firm on the Internet* (how to make your firm’s website as sophisticated as a large, more-established firm on the Internet) *Josh Blackman (1996)*

*Marketing Your Practice: A Practical Guide to Client Development* (provides practical steps and exhibits for implementing a marketing plan crucial to developing and retaining clients) *Austin G. Anderson (1986)*

*Maximizing Law Firm Profitability: Hiring, Training and Developing Productive Lawyers* (guide to help attorneys become more effective and more productive as managers and lawyers through in-house training programs, TQM, CLE, legal writing, client relations, negotiation skills and firm loyalty) *Joel F. Henning (1995)*

*Mediation: A Path Back for the Lost Lawyer* (learn why the art and technique of mediation and alternate dispute resolution skills are becoming more and more important to the modern attorney) *John R. Van Winkle (2001)*

*Medical Records Review* (comprehensive guide on obtaining and effectively using medical records in litigation) *Kristyn S. Appleby, Joanne Tarver (2007)*

*Mental Disability Law, Evidence and Testimony: A Comprehensive Reference Manual for Lawyers, Judges and Mental Disability Professionals* (written to guide lawyers, judges, law students, and forensic and other mental disability professionals through the maze of civil and criminal laws, standards, and evidentiary pitfalls, and forensic practices that characterize this area of the law. Moreover, it summarizes what empirical evidence exists to support or raise concerns about these legal standards and forensic practices when they are introduced in the courtroom.) *ABA Commission on Mental and*

*Physical Disability Law Director, John Parry, J.D. and forensic psychologist, Eric Y. Drogin, J.D., Ph.D. (2007)*

*Microsoft Word for Windows in One Hour for Lawyers* (guide for novice users of Microsoft Word for Windows geared towards lawyers) *Catherine A. Pennington (1995)*

*Model Chart of Accounts* (attempts to aid attorneys in facilitating financial reporting; provides a chart of accounts numbering system) *Robert J. Arndt (1990)*

*Model Witness Examinations, 2<sup>nd</sup> Edition* (how to offer testimony on direct examination, how to cross-examine and impeach various types of witnesses, and how to use discovery in the examination of witnesses) *Paul Mark Sandler and James K. Archibald (2003)*

*Modern Litigation and Professional Responsibility, 2<sup>nd</sup> Edition: The Limits of Zealous Advocacy* (book covers every aspect of commencing litigation in regards to ethics and accountability, conflicts of interest, discovery, investigation, trial tactics, and more) *William H. Fortune, Richard H. Underwood and Edward J. Imwinkelried (2001)*

*Modern Rules of Business Etiquette, The* (This book will help you build better and deeper relationships, and feel more confident than you ever have, no matter what the business setting. In a world of increasingly inappropriate and uninformed behavior, those who understand and implement correct principles of behavior will leave their competitors in the dust and will thrive, Topics include: interview etiquette; office etiquette, including working with colleagues who are more senior, more junior, and peers; working with support staff; clients and client development; opposing counsel; outside advisors; office events after working hours; the etiquette of changing jobs; and the "golden rules of etiquette".) *Donna Gerson and David Gerson (2008)*

*Modern Rules of Order, The* (If you want meetings that run more efficiently, for a shorter period of time, and with a minimum of disagreements, then you need this framework of established procedures for business meetings. Simpler and more effective than Robert's Rules, this little book focuses on promoting timely consideration of the substance of the meeting, rather than ritualistic procedure.) *Donald A. Tortorice (2008)*

*Modern Rules of Personal Finance, The* (Lawyers and other successful young professionals can benefit from the timely information found in this book. While they may be saddled with student loans, they are also experiencing significant income for the first time in their career. These readers will learn how to better understand their money, and how to make it work for them. This indispensable book will help any professional become a better steward of his or her own money, today and into the future.) *Susan A. Berson (2008)*

*Modern Rules of Style, The* (Ten short chapters give a brief, elegant primer on how to write vivid, interesting sentences. Brush up on such concepts as parallelism; how to use introductory and trailing modifiers; proper use of the semicolon, colon, and dash; and how to use a noun clause effectively. There are also many examples of how NOT to write.) *Paul Marx (2008)*

*MORE Secrets of The Business of Law: Ways to be More Effective, Efficient and Profitable* (In a world of changing client expectations, technology and other pressing

subjects important to today's law practice, the author cuts through the "mumbo-jumbo" of how to reinvent your operation.) *Edward Poll (2006)*

*Motivational Leaders: Strategies and Wisdom from America's Top Professional Motivators* (strategies and wisdom from American's top professional motivators) *Combination (2000)*

*Multidisciplinary Practice: Staying Competitive and Adapting to Change* (an anthology of articles addressing the real questions that lawyers face in their everyday practice lives, with respect to services being implemented by the other professions and by U.S. lawyers within the scope of existing rules of professional conduct) *Gary A. Munneke and Ann L. MacNaughton (2001)*

*Negotiator's Fieldbook: The Desk Reference for the Experienced Negotiator* (This comprehensive resource features 80 contributing authors and pulls together the relevant ideas on negotiation from law, psychology, business, economics, cultural studies and a dozen other fields to provide a context for successful negotiation. *Andrea Kupfer Schneider and Christopher Honeyman, Editors (2006)*

*Never Enough: One Lawyer's True Story of How He Gambled His Career Away* (*Never Enough* is the shocking, true story of Michael J. Burke, who went from being a successful lawyer, loving father and husband, and respected member of his community to a closet alcoholic and gambling addict to the tune of \$1,600,000, using client's trust account funds.) *Michael J. Burke (June 2008)*

*Nonlegal Careers for Lawyers, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Editions* (loads of possibilities of which you may not have thought) *Gary A. Munneke and William D. Henslee (3<sup>rd</sup> Ed. – 1994; 4<sup>th</sup> Ed. – 2003; and 5<sup>th</sup> Ed. – 2006)*

*Nuts and Bolts of Civil Litigation Practice, The* (a step-by-step guide for preparing an "average" case for trial from beginning to end) *Jennifer Dwight (1994)*

*Of Counsel Agreement, The 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Editions* (practical and comprehensive guide will help to clarify the duties and responsibilities of an of counsel, apprise lawyers of recent case law on of counsel, and provide samples to help draft the right of counsel agreement.) *Harold G. Wren and Beverly J. Glascock (1<sup>st</sup> Edition – 1991; 2<sup>nd</sup> Edition – 1998; and 3<sup>rd</sup> Edition – 2005)*

*Office Equipment Advisor, The, 2<sup>nd</sup> Edition* (reference manual that provides information and advice on all the main types of office equipment) *John Derrick (1994)*

*On Training Associates* (how to develop in-house associate training and professional development programs for your firm) *Theodore Voorhees (1989)*

*One Minute Manners* (Quick solutions to some of the most awkward situations at work. For example, did you know there are rules for using the salutation "Ms."? This rule and many other interesting situations are addressed in this compact, easy-to-read book.) *Ann Marie Sabath (2007)*

*Paralegal Book of Letters* (a self-help guide to composing those pieces of correspondence that are vital and necessary in supporting client matters, no matter how complex) *Wiley Law Publications Editorial Staff (1994)*

*Paralegal Book of Letters Supplement - Wiley Law Publications Editorial Staff (1997)*

*Paralegal Trial Handbook* (comprehensive guidance for anyone involved in case preparation and management) *Beverly K. Hutson (1995)*

*Paralegals, Profitability, and the Future of Your Law Practice* (using qualified paralegals helps lawyers to provide better service and delivery, and to increase profits) *Arthur G. Greene and Therese A. Cannon (2003)*

*Partner Departures and Lateral Moves: A Legal and Ethical Guide* (this guide answers questions about what steps a departing partner or acquiring firm must take to minimize risks and reduce potential liabilities) *Geri S. Krauss (2009)*

*Persuasive Computer Presentations: The Essential Guide for Lawyers* (how to use computer presentations in the courtroom, during opening statements, direct examination, cross-examination, closing arguments and more) *Ann E. Brenden and John D. Goodhue (2001)*

*Plaintiff's Personal Injury Handbook* (practical manual of checklists, forms, tips and guidelines to assist in personal injury litigation) *Kathleen M. Reade (1995)*

*Planning the Small Office Law Library* (guides lawyers through the steps of planning and building a library and its contents), *Catherine A. Pennington (1994)*

*PowerPoint for Litigators* (how to create effective illustrative aids and demonstrative exhibits for trial, mediation, arbitration and appeal) *Deanne C. Siermer; Frank D. Rothschild; Edward R. Stein; and Samuel H. Solomon (2000)*

*Practical Guide to Legal Malpractice Prevention* (compilation of papers relating to a variety of topics concerning attorney's professional, ethical and legal obligations) *J. Randolph Evans (1994)*

*Practical Systems: Tips for Organizing Your Law Office* (guidelines for setting up administrative and substantive systems such as filing systems and calendars and making them effective) *Charles R. Coulter (1991)*

*Practicing Law without Clients: Making a Living as a Freelance Lawyer* (book explaining how wholesale lawyers who enjoy legal research and writing can make a living as freelance consultants/ legal writers) *David A. Robinson (1996)*

*Premarital and Marital Contracts* (This guide will help you focus on the practical considerations of protecting your client's assets and marriage, and the technical issues involved in ante-nuptial contracts. It will guide you in drafting the most appropriate, enforceable agreements.) *Edward L. Winer and Lewis Becker (1993)*

*Preparing Witnesses: A Practical Guide for Lawyers and Their Clients* (this book will help you improve your witness preparation skills to help your client perform as an asset

to your case and learn the most effective ways to teach your client basic principles of testifying) *Daniel I. Small (1998)*

*Preventing and Managing Workplace Violence: Legal and Strategic Guidelines* (identifies possible settings where violence may be more likely to occur, how to recognize the signs, and what to do if you suspect an employee is a potential risk) *Mark A. Lies, II (2008)*

*Preventing Legal Malpractice* (profile of loss prevention problems and techniques for solution and prevention) *Jeffrey M. Smith and Ronald E. Mallen (1989)*

*Profitable Law Office Handbook, The: Attorney's Guide to Successful Business Planning* (practice guide for creating an effective law office business plan; intended to accompany *The Business of Law*) *Edward Poll (1996)*

*Quicken in One Hour for Lawyers* (a learning guide for the basic steps used in Quicken for financial record keeping and reporting for versions 5.0 and 6.0 of the software package) *Gerald J. Robinson (1997)*

*Raise the Bar: Real World Solutions for a Troubled Profession* (Lawyers are leaving the profession in droves. Others remain, but are unhappy with their careers and their lives. What is causing this exodus from the legal profession and what can be done about it? The American Bar Association Section of Litigation tackled this perplexing issue and this book is the culmination of their findings, offering practical, "real world" solutions for increasing satisfaction in your career.) *Lawrence J. Fox, Editor, Scott Turow and Michael Tigar, Contributors (2007)*

*Real Estate Closing Deskbook, 2<sup>nd</sup> Edition* (provides a state-by-state review of real estate closing information as well as a detailed evaluation of several real estate closing software programs) *K. F. Boackle (2003)*

*Reason to Show Up for Work Tomorrow Morning, A* (this book is about going above-and-beyond for your boss, your employer, your employees and the public, your customer) *Cynthia A. Jenkins (2008)*

*Representing the Elderly Client: Law and Practice, Volumes 1 and 2* (prepares you to go beyond advising and planning, to actively advocating the interest of elderly clients, includes forms, flowcharts and tables) *Thomas D. Begley, Jr. and Jo-Anne Herina Jeffreys (2004)*

*Requirements Analyst, The* (provides structured and detailed needs analysis methodology to relate the capabilities of the accounting software packages contained in the database to the specific needs and priorities of the user. Automatically ranks each software system on the basis of requirements met.) *CTS (1996)*

*Results-Oriented Financial Management* (overview of financial management; helpful to a new law firm administrator) *John G. Iezzi (1993)*

*Results-Oriented Financial Management, 2<sup>nd</sup> Edition* (updated version of the 1993 edition immediately above) *John G. Iezzi (1995)*



*Risk Management – Survival Tools for Law Firms* (Everyone wants to achieve excellence in their practice, while avoiding the pitfalls that can lead to liability or discipline. Use the Quality/In Control (QUIC) Survey Questionnaires to get a blueprint for improving the quality of practice in firms of all sizes.) *Anthony E. Davis (1995)*

*Running a Law Practice on a Shoestring* (money-saving tips for solos and small firms to help increase profits) *Theda C. Snyder (1997)*

*Science for Lawyers* (This book discusses 13 applied scientific disciplines in jargon-free language that is specifically geared toward lawyers. The book explores the definitions (what is science), the practice (what scientists do) and the professional roles (what ethical guidelines influence scientists) of 13 professional disciplines such as ballistics, medicine, physics, statistics, linguistics, genetics, chemistry and more. With dozens of photos, figures, graphics and artwork, the book covers these subjects in terms that are not only easy to understand, but fascinating to read. If you are a lawyer who is ever called upon to defend, proceed against, examine, cross-examine or even consult a scientist, this book is for you.) *Eric York Drogan, Editor (2008)*

*Seize the Future: Forecasting and Influencing the Future of the Legal Profession – ABA's Law Practice Management Futurists Committee's Insights and Other Valuable Materials from November 4-6, 1999 in Phoenix, AZ*, *Gary A. Munneke (1999)*

*Selecting Legal Malpractice Insurance 1998 & 2007* (nuts and bolts guide for making an informed decision when choosing professional liability insurance; includes list of approved and sponsored carriers, a comparison chart and contact information) *ABA Committee on Lawyers' Professional Liability (1998 and 2007)*

*Selling in Your Comfort Zone* (this book will help you overcome your discomfort with selling by changing the way you think and help you achieve a fundamental shift in your attitude and behavior) *Robert N. Kohn and Lawrence M. Kohn (2009)*

*Selling Your Law Practice: The Profitable Exit Strategy* (comprehensive guidance on the purchase, sale or closure of a law practice) *Edward Poll (2005)*

*Sex-Based Harassment: Workplace Policies for the Legal Profession, 2<sup>nd</sup> Ed.* (provides an overview of the definition of sex-based harassment and how to formulate and implement harassment policies, how to respond to a complaint of sex-based harassment, and how to resolve such a complaint) *ABA Commission on Women in the Profession (2007)*

*Simplified Accounting Systems and Concepts for Lawyers* (gives guidelines on establishing a practical accounting system and how it should be used on a daily basis; gives ideas on conducting a law practice properly) *Kline D. Strong (1982)*

*Solo and Small Firm Success, 1<sup>st</sup> and 2<sup>nd</sup> Editions* (complete guide to opening a law practice; forms and checklists included), *Mia Ilene-Beth Frieder (1<sup>st</sup> Ed. – 1994 and 2<sup>nd</sup> Ed. – 1997)*

*Solo and Small Firm Legal Technology Guide, The* (annual publication that help solo and small firm lawyers find the best and latest office technology products for their dollar) *Sharon D. Nelson, John W. Simek, and Michael C. Maschke (2008 - 2009)*

*Solo by Choice – How to Be the Lawyer You Always Wanted to Be* (Whether you're already solo or just thinking of going that way, you could benefit from a little confidence bolstering or perhaps some exceptionally detailed pointers to shore up your existing practice.) *Carolyn Elefant (2008)*

*Sourcebook to Public Record Information, The, 7<sup>th</sup> Edition* (comprehensive guide to county, state, and Federal public records sources) *BRB Publications, Inc. (2006)*

*Start-Up & Emerging Companies: Planning, Financing & Operating the Successful Business, Volumes 1 and 2* (all the practical information you need to organize, finance and run a new enterprise) *Gregroy C. Smith (1997)*

*Strengthening Your Firm: Strategies for Success* (addresses the issues surrounding setting up a firm) *Arthur G. Greene (1997)*

*Structuring Employee Compensation Packages* (an aid for general tax practitioners who represent business entities on a variety of tax issues) *Tax Advisors Planning (1995)*

*Successful Client Newsletters* (complete guide to creating powerful newsletters) *Milton W. Zwicker (1998)*

*Successful Lawyer, The: Powerful Strategies for Transforming Your Practice* (Is your practice where you want it to be? This book is full of valuable road-tested advice that is immediately helpful and rewarding. If you're looking for ways to enhance your personal practice, allowing you both added income and increased satisfaction then look no further.) *Gerald A. Riskin (2005)*

*Summ it Up: A Practical Guide for CT Summation* (reference that gives step-by-step "how to" and "when to" use tools throughout the various phases of litigation) *Michelle Kovitch (2007)*

*Survival Guide for Road Warriors, A: Essentials for the Mobile Lawyer* (guide of tips to help master the tools and techniques of a virtual office) *Daniel S. Coolidge and J. Michael Jimmerson (1996)*

*Survival Guide for Working With Humans, A* (helps to have guidelines on how to maneuver through today's unpredictable work environment) *Gini Graham Scott (2004)*

*Taking Advice: How Leaders Get Good Counsel and Use It Wisely* (this book provides in-depth answers to questions of how leaders with crucial change agendas can most effectively use help they receive) *Dan Ciampa (2006)*

*Telecommuting for Lawyers* (provides law offices with in-depth methods for implementing successful telecommuting programs) *Nicole Belson Goluboff (1998)*

*Telephone and Peripheral Systems for Law Firms* (a planning reference guide including sample request for proposal and purchase contract) *Mary R. Westhoff (1993)*

*THINK AGAIN! Innovative Approaches to the Business of Law* (guide to creating a client-centric law firm and delivering great client service, differentiating your firm from

other law firms; developing the specific skills and strategies needed for effective and productive relationship building and positive business development results.) *Jeffrey L. Nischwitz (2007)*

*Thinking About Terrorism: The Threat to Civil Liberties in Times of National Emergency* (Written in response to Judge Richard Posner's "Not a Suicide Pact," Michael Tigar's new book examines the responses of governments throughout history to terrorist threats, including those in our own nation's history. Tigar focuses specifically on the effects of governmental action on the liberties and constitutional protections enjoyed by the people. *Michael E. Tigar (2007)*)

*Through the Client's Eyes* (gives specific, realistic ideas about how attorneys can use good human relation's skills to their advantage to maintain harmonious relationships with clients) *Henry W. Ewalt (1994)*

*Through the Client's Eyes, 2<sup>nd</sup> Edition* (this update provides practical answers for developing your skills and practice in a manner that provides a win-win outcome for you and your clients) *Henry W. Ewalt (2002)*

*Through the Client's Eyes, 3<sup>rd</sup> Edition* (expanded to address distinct issues for law firms, solos, government attorneys, and corporate counsel, the detailed table-of-contents directs you to the topics most pertinent to your practice: from billing to forming alliances to enhancing your web site) *Henry W. Ewalt (2008)*

*Time Management for Attorneys: A Lawyer's Guide to Decreasing Stress, Eliminating Interruptions & Getting Home on Time* (How do you practice? Learn how to move away from the "reactive" style of time management and move towards the "proactive" method. You might not have to play catch-up on the weekends if you alter your work style.) *Mark Powers and Shawn McNalis (2008)*

*Time Matters in One Hour for Lawyers* (guide to assist in learning the basics of Time Matters) *Storm Evans (1998)*

*Turning Points: New Paths and Second Careers for Lawyers* (strategies to help you protect and plan for your future, whether retired or not) *George H. Cain (1994)*

*Understanding Elder Law: Issues in Estate Planning, Medicaid and Long-Term Care Benefits* (*this growing area of specialization is unlike any other – the chapter on ethical concerns is priority reading for the elder lawyer*) *Day, Hunt, and McCauley (2002)*

*Unhappy Lawyer, The: A Roadmap to Finding Meaningful Work Outside of the Law* (will help you uncover a unique step-by-step program that will make you feel like your very own career coach and has a no-nonsense roadmap for finding and pursuing engaging work outside of the law) *Monica R. Parker, J.D. (2008)*

*Using Computers in Legal Research: A Guide to LEXIS and WESTLAW* (background and explanation of steps used for doing computer-assisted legal research with both LEXIS and WESTLAW) *Christopher G. Wren, and Jill Robinson Wren (1994)*

*Welcome to Reality: A New Lawyer's Guide to Success* (focus on practical knowledge, skills, attitudes and habits that will launch your career on a solid footing) *Paul McLaughlin (2002)*

*What Can You Do With a Law Degree? 5<sup>th</sup> Edition: A Lawyer's Guide to Career Alternatives Inside, Outside and Around the Law* (There are 1+ million lawyers in the U.S. today and at least half are said to be unhappy in their chosen profession and considering leaving the law (there are 37,362 Georgia lawyers – we don't know how many are unhappy in their work If you're thinking of making a change, this book is required reading.) *Deborah Arron (2004)*

*When a Professional Divorces* (analyzes ways in which courts have dealt with issues that arise when a professional who has an ownership interest in a practice becomes divorced) *Theodore P. Orenstein, and Gary N. Skoloff (1994)*

*When Disaster Strikes: How to Handle Law Office Emergencies* (guide to planning for unexpected emergencies) *Lawyer's Club of San Francisco (1988)*

*Wills, Trusts, and Technology: An Estate Lawyer's Guide to Automation* (guide for estate practice automation including software selection and planning), *Daniel B. Evans (1996)*

*Wills, Trusts, and Technology: An Estate Lawyer's Guide to Automation, 2<sup>nd</sup> Edition* (updated to reflect critical developments in estate and gift taxation and examines current software programs on estate tax planning, charitable and split-gift planning, fiduciary accounting, and probate document preparation) *Daniel B. Evans (2004)*

*Winning Alternatives to the Billable Hour: Strategies That Work, 3<sup>rd</sup> Edition* (provides you with tools you can use in your practice to implement and evaluate alternative billing methods, including real case studies of lawyers and firms successfully using alternative billing to deliver value to both the client and the lawyer) *Mark A. Robertson and James A. Calloway (2008)*

*Winning Argument, The* (learn about the fundamental tools of advocacy, mediation and the use of goal-directed argument in the courtroom) *Ronald Waicukauski, Paul Mark Sandler, and Joanne Epps (2001)*

*Win-Win Billing Strategies: Alternatives that Satisfy Your Clients and You* (discusses alternatives to traditional billing methods along with ways to ensure client acceptance) *Richard C. Reed (1992)*

*Withdrawal, Retirement & Disputes* (suggests constructive ways to deal with or avoid the disputes that arise when a partner leaves a firm), *Lowell Rothschild and Edward B. Berger (1986)*

*Women Rainmakers' Best Marketing Tips, 2<sup>nd</sup> Edition* (the very best ideas for rainmaking – for men or women) *Theda C. Snyder (2003)*

*Women-at-Law: Lessons Learned Along the Pathways to Success* (an illuminating resource from women lawyers discussing the issues women lawyers care about most) *Phyllis Horn Epstein (2004)*

*WordPerfect 101 for the Law Office* (guide to basic document production using WordPerfect 6.1 for Windows) *Denise Vega* (1991)

*WordPerfect 201 for the Law Office* (guide to advanced document production using WordPerfect 6.1 for Windows) *Denise Vega* (1996)

*WordPerfect 6.1 for Windows in One Hour for Lawyers* (guide for novice users of WordPerfect 6.1 for Windows geared towards lawyers) *Carol Woodbury* (1995)

*WordPerfect Law Office Solutions for Windows* (guide for hands-on creation of legal documents using WordPerfect for Windows) *James Publishing Company* (1995,1996)

*WordPerfect Shortcuts for Lawyers: Learning Merge and Macros in One Hour* (hands-on guide for using WordPerfect advanced merge and macro functions to create legal documents) *Carol L. Schlein* (1994)

*Year 2000 Problem and the Legal Profession: Managing the Risks* (discussion of the impact of the Y2K problem on the legal profession) *Anthony E. Davis, and Robert H. Spencer* (1998)

*Yellow Pages Lawyer Advertising: An Analysis of Effective Elements* (a study of the scope of Yellow Pages usage, demographics of users, and the degree and effectiveness of specific advertising elements for lawyers) *ABA Commission on Advertising* (1992)

*You & Your Clients: A Guide to a More Successful Law Practice Through Behavior Management* (provides helpful client management techniques to improve attorney-client relationships in order to have a more successful and productive practice) *Stanley S. Clawer* (1988)

*You & Your Clients, 2<sup>nd</sup> Edition: A Guide to Client Management Skills for a More Successful Practice* (provides helpful client management techniques to improve attorney-client relationships in order to have a more successful and productive practice) *Stanley S. Clawer* (1996)

*Young Lawyer's Jungle Book, The: A Survival Guide* (comprehensive book of helpful tips and hints for new associates) *Thane Josef Messinger* (1996)

*Your New Lawyer: The Legal Employer's Complete Guide to Recruitment, Development, and Management, 2<sup>nd</sup> Edition* (a guide to recruitment, development, and management of attorneys; considers ways to maximize their performance after hire) *Michael K. Magness and Carolyn M. Wehmann* (1983, 1992)

## Videotapes, DVDs and CD-ROMs

### Videotapes

*Civil Litigation for Support Staff (1993)*

*Confidentiality and Technology Issues in the Law Office (1998)*

*Deadly Dozen, The: Twelve Common Mistakes in Dealing with Clients (1989)*

*Dealing with Difficult Clients and Coworkers (1997)*

*Delivering Exceptional Service to Clients (1992)*

*Dragon Dictate for Windows (1996)*

*Evaluating Associates for Growth and Profit, Parts 1 & 2 (1990)*

*How to Supervise People: Techniques for Getting Results Through Others (1991)*

*Internet Atlas*

*Internet Guide for Professionals, The - Legal Edition with Legal Reference Guide (1997)*

*Introduction to Edward Poll & Associates*

*Introduction to Windows*

*Law Office Confidentiality, Parts I and II, New Concerns (1996)*

*Lawyer Trust Accounts by Jay Foonberg (1991)*

*Learning Windows 95 – Advanced (1995)*

*Learning Windows 95 – Introduction (1995)*

*Learning Windows 98 (Videos 1, 2 and 3)(1998)*

*Windows Applications*

*Legal Ethics for Support Staff (1993)*

*Legal Office Basics (WordPerfect 5.1 for DOS & WordPerfect 6.x for Windows)(1993)*

*Marketing for Legal Support Staff (1994)*

*One Client at a Time (1998)*

*Outlook 2000, Vol. 1 – Beginning (1999)*

*PCLaw-Bank Reconciliation, Month-End Procedures and Template Editor (1998)*

*PCLaw-Introduction and Basic Functions (1998)*

*Professional Communications in the Law Office: Telephones, Voicemail and Beyond (1997)*

*Professionalism in The Law Office (1996)*

*Starting On Your Own, Parts I & II*

*Successful Time Management Strategies for Support Staff (1994)*

*Ten Tough Times (1991)*

*What's Hot and What's Not in Small Law Office Technology (1995)*

*Word 6.0 for both Macintosh and Windows Users (Videos 1 and 2)*

*Word for Windows series: Beginning, Intermediate, Advanced*

*WordPerfect for Windows series: Beginning, Intermediate, Advanced 1, Advanced 2 (1997)*

*WordPerfect 9 – Vol. 1, Beginning (1998)*

*WordPerfect 9 – Vol. 2, Intermediate (1998)*

*WordPerfect 9 – Vol. 3, Advanced (1998)*

#### **DVDs**

*Word 2003, Session 1 of 5 (2004)*

*Word 2003, Session 2 of 5 (2004)*

*Word 2003, Session 3 of 5 (2004)*

*Word 2003, Session 4 of 5 (2004)*

*Word 2003, Session 5 of 5 (2004)*

*PowerPoint 2003, Session 1 of 3 (2004)*

*PowerPoint 2003, Session 2 of 3 (2004)*

*PowerPoint 2003, Session 3 of 3 (2004)*

*Excel 2003, Session 1 of 3 (2004)*

*Excel 2003, Session 2 of 3 (2004)*

*Excel 2003, Session 2 of 3 (2004)*

*Access 2003, Session 1 of 3 (2004)*

*Access 2003, Session 2 of 3 (2004)*

*Access 2003, Session 3 of 3 (2004)*

*Dealing with Difficult Clients and Coworkers (2006)*

*Decontaminate Toxic People, The Flexibility Factor and The CEO of YOU! (2006)*

*Working in the Law Office (2006)*

### **CD-ROMs**

*Access 2007, 5 Disks (2006)*

*Are You Listening? (CD)* (Motivational - Maximize your listening skills and get people to hear you. This CD will enable you to manage any situation with tact and poise. Your stress will be reduced, confidence improved and you will even be able to hear the message in conflict situations.) (2006)

*Excel 2000 – Vol. 1, Beginning (1999)*

*Excel 2007, 5 Disks (2007)*

*How to Get & Keep Good Clients (8 Disks) (2007)*

*How to Manage Your Trust Account Using Quicken (1996)*

*Interactive Courtroom - Client Interviewing (1995)*

*It's About Time (CD)* (Motivational – Skills to help you manage chaos and the ultimate program to help you take charge of your time) (1995)

*Lawyer's Guide to Creating a Business Plan 2005, 2006, 2008 and 2009 Software Editions (a step-by-step software package)*

*Leadership (CDs and DVD)* (Motivational – Motivation and meetings to memory enhancement. Practical steps to power-up your influence in the workplace and beyond.) (2006)

*Learning Windows Vista, 3 Disks (2008)*

*Live Your Best (CDs and DVD)* (Motivational – From wealth building to weight loss; time management to transforming the workplace, this retreat in a box has practical steps to help in all areas of the workplace and at home.) (2006)



*Outlook 2007, 3 Disks (2007)*

*PowerPoint 2007, 3 Disks (2007)*

*Presentation Success Secrets: Keys to Powerful Platform, Media and Speaking Skills (2006)*

*Technology Primer for Solo and Small Firms (2006)*

*Word 2007, 3 Disks (2007)*

Audiotapes

ALA cassettes:

*Personnel Law Update*

*It's the Law: Employment and Reporting Issues Affecting Small Firms*

*Attorney Compensation and Partnership Plans That Work For Small Firms*

*Fundamentals of Financial Management*

*Redirecting the Firm's Behavior*

*Law Practice Management Review: The Audio Magazine for Busy Attorneys*

**Surveys (May not be checked out)**

*2008 ALA Compensation and Benefits Survey*

*2008 Law Firm Economics Survey Altman Weil (2008)*

*2008 Small Law Firm Economics Survey Altman Weil (2008)*

*2008 ABA Legal Technology Survey Report, Vol. I : Baseline and Budgets*

*2007 American Lawyers Media (ALM) Research Survey Report: Billing Rates and Practice (a study of the billing rates and alternative billing practices of lawyers in small and mid-sized firms and solo practices)*

*2008 IOMA Law Firm Practice Management Performance Benchmarks Survey (statistical data including firm financials, lawyer compensation, billing rates and more, that compare performances in law firms across the country) Institute of Management & Administration, Inc. (2008)*

*2007 Law Firm Economics Survey Altman Weil (2007)*

*2007 Small Law Firm Economics Survey Altman Weil (2007)*

*2007 Law Firm Practice Management Performance Benchmarks Survey (statistical data that compare performances in law firms across the country that include firm*

*For more information, please call the State Bar Law Practice Management Program at 404-527-8772 or 800-334-6865 ext. 772.*

financials, lawyer compensation, billing rates, and more) *Institute of Management & Administration, Inc. (2007)*

*2006 Small Law Firm Economics Survey* (statistical data on revenue and expenses of firms with fewer than 15 lawyers) *Altman Weil (2006)*

*2005 Small Law Firm Economics Surveys* (statistical data on revenue and expenses of firms with fewer than 15 lawyers – Altman Weil)(*2005*)

*2006 Survey of Law Firm Economics*

*2005 Survey of Law Firm Economics*

*2005 ALA Compensation and Benefits Survey*

*2003 ALA Compensation and Benefits Survey*

*2002 ALA Compensation and Benefits Survey*

*2000 Survey of Law Firm Economics: A Management and Planning Tool, Altman Weil*

*1998, 1997, 1996 and 1994 ALA Compensation and Benefits Surveys* (salary and benefit information for all types of nonlegal personnel, including bookkeepers, secretaries, legal assistants, and office managers)

*1997 & 1994 National Association for Law Placement ERS Sampler Series - - Starting Salaries: What New Law Graduates Earn*

*1997 & 1996 Survey of Law Firm Economics* (vast amount of statistical information on law firm revenues and expenses)

*1996 & 1995 Small Law Firm Economics Surveys* (statistical data on revenue and expenses of firms with fewer than 15 lawyers)

### **Periodicals**

(may not be checked out but available in State Bar office for review)

*Better Buys for Business* (extraordinarily comprehensive, regularly updated series of publications dedicated to reviews of different types of equipment like copiers, fax machines, phone systems, etc.)

*GP Solo* (monthly publication dedicated to the needs of general practitioners, solo and small firm law firm lawyers)

*Law Practice Magazine* (publication geared towards attorneys and technical/consulting staff)

*Legal Management* (publication geared towards administrators but also helpful for managing partners)

*Law Office Computing* (bi-monthly professional publication on computers in law offices. Probably the most useful and comprehensive periodical around on the subject)

*Law Technology News* (monthly tabloid of product announcements and descriptions. Paid for by advertisers -- a wonderful source of information but contains no critical review)

*MacWorld*, *PC World*, and *PCMag* (technology-based publications that are focused on PC, Apple and Mac markets that gives editorial product reviews)

### **Reference**

(may not be checked out but available in State Bar office for review)

*48 Secret Rules of Lawyering: One Lawyer's Rule for Avoiding Common Mistakes and Words of Wisdom to Survive in Today's Legal Environment* (2008)

*Agnor's Georgia Civil Discovery, Revised Edition* (1991)

*Agnor's Georgia Evidence, 2<sup>nd</sup> Edition* (1986)

*Automated Law Firm, 4<sup>th</sup> Edition: A Complete Guide to Software and Systems* (2002)

*Bar Orientation Matters* (1997)

*Bluebook, The: A Uniform System of Citations* (1991)

*Book Wizard* (Video)

*Code of Georgia Annotated* (1984)

*Common Law Common Values Common Rights* (2000)

*Complete Personnel Administration Handbook for Law Firms, Volumes 1 & 2* (1997)

*Condominium and Homeowner Association Practice* (1981)

*Davis' Forms for Pleading under the Georgia Civil Practice Act, Title 81A, V7a* (1983)

*Defense of Drinking Drivers Institute* (1983)

*Dialogue on the Rule of Law* (2008)

*Divorce Lawyers and Their Clients* (1995)

*Dobbs' Georgia Enforcement of Security* (1990)

*Effective Use of Economists, Rehab Specialists and Other Such Experts for Proving Damages*

*Fulton County Superior Court Civil Arbitration Program – Manual for Arbitrators* (1987)

*Fundamentals of Trial Techniques* (1980)

*Georgia Bankruptcy Practice Desk Book* (1996)

*Georgia County Code Guide, The* (1995)

*Georgia Estate Planning, Will Drafting and Estate Administration, Volumes 1 and 2* (1987)

*Georgia Lawyers Basic Practice Handbook (1989)*  
*Georgia Legal Directory – 1995*  
*Georgia Legal Directory - 1999*  
*Georgia Practice and Procedure, 6<sup>th</sup> Edition (1991)*  
*Georgia Requests to Charge Civil and Criminal Cases, 2<sup>nd</sup> Edition (1991)*  
*Georgia Rules of Court (1986)*  
*Georgia State Constitution, The (1994)*  
*Georgia Workers Compensation Law, 3<sup>rd</sup> Edition (1996)*  
*Guidebook to Purchasing Legal Malpractice Insurance (1996)*  
*Hanging Out A Shingle - Part I: Practical Tips for the New Lawyer on How to Get Started and Successfully Keep Going (2007)*  
  
*Historical Introduction to Anglo-American Law (1973)*  
*How to Protect Your Life Savings from Catastrophic Illness and Nursing Homes (1990)*  
  
*How To Thrive, Not Just Survive, In a Solo/Small Firm Practice (1993)*  
*In a Nutshell – Ideas for Surviving the 90s – The New Economics of the Practice of Law (1991)*  
  
*Introduction to the American Legal System (2003)*  
*IOMA's Complete Guide to Best Management Practices for Law Firm Leaders, Spring 2007*  
  
*Land Transfer and Finance, Cases and Materials, 2nd Edition (1970)*  
*LAWS – A Guide to Georgia Law*  
*Law School 2.0 – Legal Education for a Digital Age (2009)*  
*Lawyer's Guide to Writing Well, The (1989)*  
*Legal Education and Professional Development (1992)*  
*Legal Malpractice (1977)*  
*Legal Secretary Federal Litigation (1998)*  
*McCormick on Evidence (1972)*  
*Medical Practice for Trial Lawyers, 3<sup>rd</sup> Edition (1989)*  
*Military Law (1980)*  
*Nuts, Bolts and Trapdoors of Tort Claim Evaluation (1995)*  
*On Appeal, Courts, Lawyering and Judging (1994)*  
*Practical Tax Planning for the Divorce Lawyer*  
*Practicing in the Juvenile Justice System (1991)*

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*Premises Liability (1994)*  
*Preparation and Pursuance of Civil Litigation (1983)*  
*Preventing Legal Malpractice (1981)*  
*Real Property Law Deskbook (1996)*  
*Reference Guide to Georgia Legal History (1980)*  
*Report on Legal Opinions to Third Parties (1992)*  
*Seminar on Real Estate Title Matters (1984)*  
*Social Security Manual (1991)*  
*Sourcebook on Legal Writing Programs (1997)*  
*Time & Billing Reference Manual for Windows*  
*Torts, Law of*  
*Training Manual for Mediators (1987)*  
*Trial Handbook for Georgia Lawyers (1974)*  
*Uniform Commercial Code (1978)*  
*Valuation of Divorce Assets (1987)*  
*Wills and Trusts Suggested Forms, Supplement (1989)*  
*Winning Jury Trials (1983)*

**Miscellaneous**

(may not be checked out but available in State Bar office for review)

*5th Annual Practical Computer & Practice Seminar (compilation of seminar materials)*

*15 Most Requested Articles from ALA Publications (topics include financial issues, human resources, automation, and space planning and relocation)*

*1993 National Association for Law Placement In-House Training Resource Guide (provides model in-house training programs for new or experienced lawyer training managers)*

*1995 Georgia County Guide, The*

*Common Law, Common Values, Common Rights (essays on common heritage of British and American law by British and American authors)*

*Facilities Management*

*How to Market Your Law Firm - Institute of Professional Training*

*How to Thrive, Not Just Survive in a Solo/Small Firm Practice*

*Understanding and Managing Your Firm's Benefits Program*

**SAMPLE FORMS AVAILABLE:**

associate assignment feedback form  
associate employment agreement  
associate marketing evaluation form  
authority to release medical and/or hospital records  
authorization for wage and salary information  
buy-sell agreement  
client intake and retainer agreement  
client interview  
client satisfaction questionnaire  
confidentiality policy  
conflict of interest check  
consumer bankruptcy checklist  
contingency fee agreement  
contract for legal services  
contract for legal services checklist  
corporate checklist  
criminal case checklist  
criminal file information sheet  
defense checklist  
divorce action agreement  
divorce action checklist  
document removal form  
electronic mail policy  
engagement letter  
employment agreement  
fee agreement worksheet  
fee division form  
file activity sheet  
file closing checklist  
file closing form  
general records release  
law practice financial data form  
letter of withdrawal from representation  
litigation preparation report  
malpractice self-audit  
managers= self-audit  
master docket  
model chart of accounts  
negligence action checklist  
new business information form  
new employee checklist  
new matter form  
nonengagement letter  
nonengagement letter - after review  
nonengagement letter - closing letter  
nonengagement letter - declining case  
after research/investigation  
nonengagement letter - unpaid fees  
of counsel agreement

partners benefits sample  
partnership agreement  
partnership agreement checklist  
periodic bonus plan  
personal injury action checklist  
personal injury case status checklist  
personal injury client interview sheet  
personal injury tracking procedure  
personal injury witness report form  
phone call policy  
phone log form  
pleading summary form  
professional corporation articles of  
incorporation  
professional corporation employment  
agreement  
prospective client pre-screening form  
sample billing statement  
speed letter form  
staff assignment feedback form  
staff management self-audit  
staff policies (call for details)  
termination checklist  
trust account disbursement form  
trust account receipt form  
trust account reconciliation statement  
will planning data collection form  
work assignment form  
workers compensation intake form

**JOB DESCRIPTIONS:**

administrative secretary  
associate attorney  
bookkeeper  
comptroller  
copy clerk  
facilities manager  
file clerk  
finance clerk  
human resources manager  
law clerk  
law librarian  
legal assistant  
legal secretary  
library clerk  
principal administrator  
receptionist  
support clerk  
systems manager  
word processor

\*Forms are also available on [www.gabar.org](http://www.gabar.org)