

# Law Practice Management Lending Library

## BOOKS

### Law Office Organization

#### *Law Office Organization*

##### **100.01 ABA**

Reginald Heber Smith wrote this book in 1940 and it quickly became the "first word" on managing a law practice. Now in its 11th edition, it is acknowledged as the last word as well. Covered in this complete and uncomplicated manual are client relations; organization of support staff; record keeping, profit distribution, and much more.

#### *Building Your Law Library: A Step-By-Step Guide*

##### **100.04 ABA**

A "must-have" book if you have a disorganized library and you don't have a librarian. It is ideal for secretaries, legal assistants, law clerks, new associates—anyone who currently is responsible for the law firm's information center.

#### *Management Controls and Reporting*

##### **100.06 ABA**

Basic types of management control information are defined. Includes representative management reports to show distinctions between reporting practices in small, medium, and large law firms.

#### *Managing a Law Practice: the Human Side*

##### **100.08 ABA**

These 17 articles, written over a period of 15 years, focus on the human side of law firm management. The articles are divided into three major sections: "Management", "Compensation", and "Facing the Future".

#### *The Lawyers Handbook, How to Effectively, Efficiently & Profitably Manage Your Law Firm*

##### **100.09 ABA**

This book gives lawyers the business skills needed to thrive in today's legal economic climate. It offers timely, useful information that is easy to understand and put into practice. In the hectic pace of daily demands, lawyers depend on this book to save time, avoid guesswork, and make profitable business decisions.

Some of the highlights include:

- The number of lawyers has increased dramatically
- Marketing of legal services
- Legal administrators
- Technology
- Growing dissatisfaction with the law career

#### *The Successful Law Firm: New Approaches to Structure and Management*

##### **100.10 Prentice Hall Law & Business**

Managing partners, executive committees, administrators, and business development directors will find hundreds of thought provoking ideas on such matters as changing economics; size and growth of firms; billing practices; increased competition; associate training and development; technological advances; and quality of life.

In addition, the authors focus in on the critical relationship between that stage of a law firm's growth and its managerial structure, profit distribution, and marketing programs. They explain how to develop and implement long range strategic plans, integrate lateral partners, use marketing tools to acquire new business, and avoid crisis management techniques many firms still rely on.

#### *Attorney and Law Firm Guide to the Business of Law, 2<sup>nd</sup> Edition*

##### **100.11 ABA**

Just published by the ABA General Practice, Solo and Small Firm Section, this practice proven handbook describes the process of operating an efficient and successful law practice in easy, step-by-step detail. An essential element of any successful practice is developing and then implementing a realistic business plan. You'll find this book's clear explanations and over 35 forms and checklists will quickly guide you through the process by showing you how to determine goals, market your practice, and understand the basics of finance to control the bottom line. This new edition covers an expanded range of topics and issues, including new chapters that address some of the most pressing issues facing today's practitioners - Marketing, public relations, and the Internet, hiring and other personnel issues, understanding and investing in technology, improving time management skills, client trust accounting,

opening a new office, changing from one type of practice to another, plus two informative case studies. Chapters begin with a handy checklist of topics and conclude with an action plan. For easy reference, a glossary of key marketing, accounting, and financial terms is included as well as a complete index.

### ***The Quality Pursuit***

#### **100.12 ABA**

This book is designed to help you in your "search for excellence." It includes more than 25 articles on a wide range of issues that affect quality service and high performance standards, including:

- Equality assurance: what are the elements?
- Developing a training program that will help lawyers meet client expectations and needs
- Post-hiring approaches to quality work performance, including staff manuals, evaluations, team building, and motivation
- Techniques for quality assurance, including the case plan, co-counseling, group case meetings
- Partner peer review
- New client/new matter screening
- Dealing with the problem partner, including substance abuse, alcoholism, gambling, expulsion

Numerous checklists, reference points and war stories. You'll get discussions of systems, standards, and personnel practices that have been helpful to other lawyers in their quality pursuit.

### ***Self-Evaluation and Checklists Supplement***

#### **100.14**

### ***New Tricks for Old Dogs, Volumes 1 & 2***

#### **100.16 ABA**

#### **100.17 ABA**

Collection of tips, advice, and tried and true "tricks" that attorneys have used to increase their efficiency.

### ***Survival Skills for Practicing Lawyers: Best Articles from LPM magazine***

#### **100.18 ABA**

This book, which includes 29 articles from *Law Practice Management* magazine, was compiled especially for the lawyer who has little or no management responsibilities. Included are articles gleaned from 17 years of magazine issues, which we consider the best and most helpful to you—the practicing lawyer. The majority of the information in this book cannot be obtained from law books or judicial opinion. Often humorous, the advice comes straight from lawyers who have been through it all and have learned their lessons the hard way. Through these articles, the authors impart their wisdom and experience as a mentor would to a less experienced lawyer.

### ***TQM In Action—One Firm's Journey Toward Quality And Excellence***

#### **100.21 ABA**

So, what is TQM (Total Quality Management)? And how can a law firm make it work? The Detroit law firm, Plunkett & Cooney committed itself to a TQM program and decided to share their experience with other firms. Written in a friendly and practical manner, you'll enjoy reading how they managed their entire quality program including the problems they encountered, and the ways they were able to get partners, associates, and staff to buy into the program. And (in true Detroit style), to make reading even more fun, the authors introduce each chapter with an excerpt from a favorite Motown hit!

### ***Developing and Operating a Records Retention Program***

#### **100.22 ARMA**

ARMA International, the Association of Records Managers and Administrators, Inc., is the leading professional organization of persons in the expanding field of records and information management. As of May 1995, there are more than 10,000 members in the US, Canada and 37 other countries around the world. This publication offers an introduction to Records Retention Programs, information on developing and operating a records retention program and disposition program and determining operational, legal, fiscal and historical value of records. Also included are worksheets, forms and procedures.

### ***Thinking Like a Writer***

#### **100.23 CBC**

Lawyers are beginning to realize that the quality of their writing can win or lose clients and cases. This handbook provides an original approach to improving lawyer's written communication. By emphasizing a few basic principles that underlie its more specific advice about style and organization, this handbook allows attorneys to apply that advice intelligently and flexibly. This approach appeals to legal audiences because it echoes a relationship between principles and rules that is familiar from their legal training. Beginning with the basic connections between writing

and reasoning, the handbook outlines the fundamental principles of communicating effectively and persuasively. Once this basic framework has been established, the handbook provides detailed coverage of understanding the audience, the principles of organizing documents, techniques of writing sentences and using words, punctuation, style, editing, advice on writing legal memoranda, briefs, judicial opinions, and letters, a brief review of syntax, linguistic theory and legal analysis.

### ***Telecommuting for Lawyers***

#### **100.24 ABA**

This book is about why and how to telecommute. It is primarily, but not exclusively, about home-based telecommuting. It is for future telecommuters, current telecommuters who want to improve their arrangements, and law firms of all sizes, including sole practitioners. Unlike some other books on telecommuting, this one is addressed to both employers and telecommuters because while each may have different motivations for embracing the new work style, telecommuting can benefit them both. Indeed, they both benefit for many of the same reasons, including the fact that telecommuting is also good for clients.

### ***Easy Self-Audits for the Busy Law Office***

#### **100.25 ABA**

This book is a valuable toolkit for:

- Conducting a total office "health" check
- Improving efficiency & communication
- Enhancing attorney/staff & client relations
- Simplified strategic planning

### ***Lawyers Deskbook 10<sup>th</sup> Edition***

#### **100.26 Prentice Hall**

The *Deskbook* provides both lawyers and business executives with a fast, yet amazingly detailed overview of what's involved in handling the full spectrum of legal matters. Using instant-access checklists, tables, and charts, it spotlights the central facts, alerts you to the critical steps you might face - all in just minutes. And the *Deskbook's* practical, step-by-step approach virtually guarantees that no significant aspect of a problem is overlooked or improperly taken into consideration.

### ***Advanced Law Firm MISManagement***

#### **100.40 Catbird Press**

This humorous book is the authors look back at how he became a lawyer, as well as forward with a bit of trepidation at where the legal profession is heading. He also shares some of favorite memos, forms, and notes of committee meetings from his amusingly inept firm.

### ***Manager's Guide to Contingency Planning for Disasters***

#### **100.43 Wiley**

Plan to prevent a disaster. If one occurs, be prepared to recover without a great loss of time or income. Establish a corporate-contingency plan policy and strategy while minimizing plan development costs. The guide provides sample computer contingency plans and business-continuity strategies and case studies.

### ***Disaster Planning and Recovery***

#### **100.49 ABA**

The new volume of The Essential Formbook provides necessary guidance to law firms not only on planning for disaster, but also on managing disaster after it strikes. Whether it's terrorism; natural disasters like floods, earthquakes, or hurricanes; or disaster precipitated by our own error - legal malpractice, the risks are very real. The small investment made in preparing for a disaster can mean the difference between economic survival and failure.

### ***The Lawyer's Guide to Strategic Planning***

#### **100.50 ABA**

This practice-building resource is your guide to planning dynamic strategic plans and implementing them at your firm. You'll learn about the actual planning process and how to establish goals in key planning areas such as law firm governance, competition, opening a new office, financial management, technology, marketing and competitive intelligence, client development and retention, and more. The accompanying CD-ROM contains a wealth of policies, statements, and other sample documents. If your serious about improving the way your firm works, increasing productivity, making better decisions, and setting your firm on the right course- this book is the resource you need.

## ***The Lawyer's Guide to Records Management and Retention***

### **100.51 ABA**

Finally, a comprehensive resource to help you create and maintain an effective and well-organized records management and retention system at your firm - including administration and storage of client files and administrative records in all types of media. Learn how to reduce costs, access information quickly and accurately, and use staff and technology resources more economically and efficiently. Special sections address issues facing new lawyers, solo practitioners, and small firms. The accompanying CD-ROM features useful checklists, forms, guidelines, and more.

## ***Disaster Preparedness & Recovery Planning for Law Firms***

### **100.52 LawBiz**

It isn't a question of if your firm will face disaster but when it will. How will you and your people respond? Disaster planning is one of the most specialized, most overlooked, and most vital business planning endeavors. The goal is to develop a recovery strategy to get your firm up and running again and thus ensure its survival. This volume gives you the critical steps, including: The essentials of a comprehensive recovery plan; How to create a team to plan the firm's response; where legal ethics and disaster planning intersect; must-dos to safeguard and support your people.

## **Financial Management**

## ***Beyond the Billable Hour: An Anthology of Alternative Billing Methods***

### **200.03 ABA**

This one-volume resource has been showered with accolades from reviewers and practitioners alike. It is the one book that gathers viewpoints and approaches to the whole issue of billing. Included are more than 25 articles on such subjects as:

- How hourly billing rewards incompetence and inefficiency
- What corporate counsel really want
- How to help clients understand the billing process
- What value-billing is and the factors to take into consideration
- Billing methods used by other lawyers, including: flat rates, cost-plus, punitive billing, "deSade" billing.

Included are opinions, successful methods, and ideas to consider or put into practice in your law office. From a wide-ranging group who has experimented and struggled with different billing concepts and approaches.

## ***Winning Alternatives to the Billable Hour, 2<sup>nd</sup> Edition***

### **200.04 ABA**

As the latest entry in the ABA Law Practice Management Section's series on billing strategies, this book provides a firm foundation for the understanding and implementation of alternative billing methods. In this new and updated second edition of the popular Win-Win Billing Strategies by Richard C. Reed, you'll discover - the underpinning of law firm billing, and how billing is intertwined with client value; what alternative billing methods are available and how to implement them at your firm; how to evaluate the systems you have developed and make adjustments as you go; and much more. Written for lawyers in firms of all sizes, this guide provides valuable examples, practical tools, and tips throughout. It's the perfect book for legal professionals concerned about billing.

## ***A Model Chart of Accounts***

### **200.05 ABA**

This book provides a structure for organizing your law firm's revenue and expenses. The chart of accounts is designed to be flexible enough to accommodate firm activities in all size firms—from the solo to the mega firm. There are several accounting options available, allowing you to choose the amount of detail and the formats that are best suited to your needs.

The book is divided into three main parts: report formats, chart of accounts and an explanation of individual accounts. Each of these sections is then divided into three subsections: modified cash basis statements; memorandum statements; component profitability reports. The author explains each format and your options in choosing one or more. The actual chart of account numbers and their explanations are clearly and simply presented.

## ***Cost Accounting for Law Firms***

### **200.06 ABA**

Geared to both the accountant and non-accountant. Provides a general overview to cost accounting. And, also provides step-by-step detailed procedures for using cost accounting in the law firm.

## ***Financial Management for Law Firms***

### **200.07 ABA**

An overview of the features of law firm financial management including financial planning, profit planning and budgeting, capital management, and management controls.

## ***Identifying Profits (or Losses) in the Law Firm***

### **200.08 ABA**

You'll learn a technique for determining the sources of profits in your firm—"component profitability measurement." In simple terms, it's a way to measure profits generated by separate clients, matters, areas of law, offices, departments, client industry type, client size, or any other business grouping that may be meaningful to a firm. You'll get a clear explanation of what this measurement can and cannot do and what you should consider before you begin any financial analysis.

## ***Improving Accounts Receivable Collection: A Practical System***

### **200.09 ABA**

It is possible to get paid on-time, improve your cash flow, and increase productivity. This book will give you the basics for developing an easy-to-manage, formal billing and collection system that can cut months off the collection process. To make the whole process easier, the booklet is organized around the six basic phases of a typical engagement: pre-acceptance, acceptance, representation, billing collection, post-collection. At each phase, you will learn the policies, procedures, and forms that you should consider so your collection system works best. Included are easy-to-adapt collection letters, sample law firm policy statements plus two Lotus 1-2-3 templates to help analyze work-in process and accounts receivable. Start getting paid on time. Surveys have proven that over time, the value of a fee decreases.

## ***Managing for Profit***

### **200.10 ABA**

This guide provides you with the tools to manage and improve profits while maintaining or improving work quality and client satisfaction. It covers both basic and advanced profitability methods and is suitable for solo practitioners, larger firms, and all in between. You'll get practical suggestions and approaches to improve profitability. Included are a variety of easy-to-read charts and graphs that will make learning and remembering easier.

## ***Profit Planning and Budgeting for Law Firms***

### **200.11 ABA**

Designed to assist attorneys in forecasting revenues, planning capital requirements, planning cash flow and distribution, and using computers to support profit planning.

## ***Controlling Law Firm Overhead and Maximizing Resources***

### **200.12 ABA**

The course materials from this 4-hour ABA Satellite Seminar broadcast live to more than 67 locations will provide you with information that will help you audit your own firm such as:

- Financial management and control effective staffing plans
- Policies to reduce abuses, automation to reduce expenses and recover costs
- Facility management decisions by economic justification
- Systems analysis organizational structure

## ***Results-Oriented Financial Management***

### **200.13 ABA**

This book is ideal for any law firm looking to improve its financial management system and ultimately achieve better profitability. CPA and law firm financial expert John Iezzi guides you through the entire financial management process, from gathering a firm's historical personnel and billing data to preparing and analyzing the budget itself. In discussing different ways to set rates, compute billable hours, calculate net income, and perform other financial analysis, Iezzi presents options for the reader and then offers his own advice and the reasoning behind it. It's a complete guide to creating and implementing a successful law firm financial plan.

## ***When a Professional Divorces: Strategies for Valuing Practices, Licenses, and Degrees, 2<sup>nd</sup> Ed.***

### **200.14 ABA**

A step-by-step guide through the problems and pitfalls of preparing an appraisal. Discusses goodwill, IRS rulings, the buy-sell agreement, and the valuation process.

### ***Billing Innovations - New Win-Win Ways to End Hourly Billing***

#### **200.15 ABA**

Probably more than anything, *Billing Innovations* will change you to think in terms of new paradigms. Billing and pricing are no longer isolated from other functions of the legal organization. The author persuasively explains how they are absolutely intertwined with five other functions of a well-run law practice, namely strategic planning, maintaining quality of services, marketing, instituting a compensation system, and firm governance. You'll get discussions on how to implement innovative billing, the relationship and importance of client trust and satisfaction, motivating lawyers to change how law is practiced, and overcoming lawyer resistance to alternative billing methods. An imperative for change and designing the future.

### ***A Lawyer's Checklist for Buying Insurance***

#### **200.16 ABA**

A series of insurance purchase checklists. After a brief description of a particular category of exposure, there is a corresponding checklist for comparing various policies. Included are checklists for buying general liability coverage; property policies; medical insurance; income replacement policies; business expenses protection, and life insurance.

### ***Legal Fees and Representation Agreements***

#### **200.17 ABA**

Who hasn't had a disagreement with a client over a fee? This book presents an easy-to-adapt solution: written fee and representation agreements. Covered are how much to charge; avoiding write-offs and unneeded costs; working of optional fee arrangements. Model forms include a Legal Representation Agreement and Associate Counsel Agreement.

### ***Focusing on Profitability***

#### **200.18 ABA**

A lawyer's guide to approaching new markets, engaging new clients, capitalizing on competitors, improving service, structuring fees and billing, adapting TQM to the legal setting and other strategies for developing a more successful practice.

### ***Compensation Plans for Lawyers and Their Staff***

#### **200.19 ABA**

Compensation is one subject that probably causes more controversy and ill will than any other. Included are formulas, alternatives, and guidelines for setting up compensation plans for the law office. Also included are forms for evaluating lawyer and clerical staff performance, and rules for allocating client production credit.

### ***Compensation Plans for Law Firms, 3rd Edition***

#### **200.20 ABA**

This third edition of the best-selling ABA book provides complete and systematic guidance on how to establish workable plans for compensating partners and clerical staff. Key concepts such as value billing, tiered ownership, and deferred compensation are also discussed.

### ***How to Draft Bills Clients Rush to Pay, 2<sup>nd</sup> Edition***

#### **200.24 ABA**

Backed by their numerous years of combined experience, these two distinguished ABA authors show you how to prepare bills that enlighten and satisfy your clients - an inspire them to pay. This is a 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.

### ***Law Firm Financial Statement Modeling Using Computers***

#### **200.25 ALA**

The purpose of this monograph is to demonstrate planning, financial, and programming concepts which will help you build custom models and, in so doing, make your firm's financial planning more valuable. This book considers what a computer-based law firm financial model is, why it should be used, and when it should be used. The book also examines two specific examples of models in detail.

### ***The Profitable Law Office Handbook—Attorney's Guide to Successful Business Planning***

#### **200.26 Lawbiz Publications**

This book is a lawyer's practical guide to profit! By using this 74 page workbook style handbook, attorneys can take more control of their financial future, measure their successes, achieve greater harmony with staff who are now

included in the planning process, and sleep better at night knowing that they are achieving their financial goals. Developed as a companion piece to "Attorney Law Firm Guide to the Business of Law", this workbook is loaded with charts and forms, and it presents a clear outline for understanding the business planning process, identifying personal and law firm goals, creating a marketing plan, and creating a cash flow statement.

### ***IRS Audit Protection and Survival Guide***

#### **200.27 John Wiley & Sons, Inc.**

This book helps law practices prepare for intensified scrutiny. Supplemented with relevant IRS forms and regulations, this is the ultimate road map to the changing tax landscape for CPAs and attorneys.

Topics covered include:

- Sources of income
- Accounting periods and methods
- Employee and independent contractor issues
- Establishing, purchasing, or buying into a practice
- Attorney–client privilege
- And many other special issues

### ***The ABA Guide to Lawyer Trust Accounts***

#### **200.28 ABA**

This practical guide demystifies the subject of trust accounts. Designed as a self-study course or as seminar material—author Jay Foonberg walks you through the procedures of client trust accounting. Topics cover: the pitfalls of the Internet on Lawyers' Trust Account (IOLTA) requirements, ways to work with your banker and accountant to avoid trust account problems, how you could be inadvertently violating client trust fund rules, and more. Plus, you'll get Foonberg's "10 rules of good trust account records," "10 steps to trust account records," an extensive self-trust to further comprehension, and more.

### ***Financial Planning for You & Your Clients***

#### **200.29 ABA**

This resource is designed to help you and your clients make informed decisions about financial matters and establish a plan for reaching financial goals. The book begins with an overview of financial planning and then guides you through six areas of finance with separate chapters on money management, insurance, investments, income taxation, retirement planning and estate planning. The authors, both lawyers and investment advisors, do an excellent job of walking you through the math on everything from business reading this book, you will be able to explain options to your client and discuss critical decisions with financial professional. Whether you are looking for ways to help your client establish a financial plan or achieve your own financial goals, this guide gives you the knowledge to make informed decisions.

### ***The Lawyer's Guide to Insurance***

#### **200.30 ABA**

Today more than ever before, lawyers are being asked to counsel clients on a wide range of financial planning and risk management issues. At the same time, the insurance products which professionals can take advantage of are becoming increasingly complex. This much-needed guide to various types of insurance clearly and concisely explains what to insure and how to save when selecting products that best meet your needs or those of your clients.

### ***Accounting & Finance for Lawyers***

#### **200.31 Altman Weil Pensa**

This book will introduce you to accounting and financial management practices for lawyers who need to know more about the economics of their professional pursuits. This is not a book for financial managers. It is a book for every lawyer who needs or wants to better understand and apply the accounting and financial practices which attend the business of lawyering.

### ***Collecting Your Fee: Getting Paid from Intake to Invoice***

#### **200.37 ABA**

Increase client satisfaction - increase collections. In *Collecting Your Fee*, author Ed Poll outlines the basics you need and the systems to set in place to ultimately increase your bottom line and keep your clients happy while doing it. His insightful and practice-proven strategies will help you: Improve your relationships with present clients and set the proper expectations with new ones to ensure timely payment of bills; understand why you need to discuss the issue of fees at the first meeting to set the tone for getting paid; implement an effective collections policy and procedure at the initial client meeting; prepare a fee agreement letter that should include your firm's hourly rate and the client's

agreement to pay; increase contact with your client - keeping them informed with frequent status reports - to guarantee payment at the end; and much more!

### ***Law Firm Accounting and Financial Management, 4<sup>th</sup> Edition***

#### **200.43 Law Journal Press**

Accounting experience not required! Whether you are a partner or a law firm CFO, you can profit from financial reporting techniques and strategies designed specifically for law firms. *Law Firm Accounting and Financial Management* is a comprehensive guide to the use of financial information in fundamental management and tax reporting and accounting strategies. Control your firm's destiny: Make maximum use of your firm's financial reports, develop a program to improve your firm's profitability, use operating statistics as a management tool, automate accounting and financial information systems, develop retirement benefit plans, implement successful tax planning strategies, develop merger and acquisition strategies, plan for opening offices outside the U.S. (and vice versa), create financial models to help choose among alternative strategies, develop of risk management policies, design partner compensation programs, understand retirement planning options, standardize codes for budgeting and billing.

### ***The Lawyer's Guide to Increasing Revenue: Unlocking the Profit Potential in Your Firm***

#### **200.45 ABA**

Discover the factors that affect your law firm's revenue production, how to evaluate them, and how to take specific action steps designed to increase your returns. The book will also show you how to fully develop your plans into a multi-year strategy for improved long-term financial results.

You'll learn how to best improve performance and profitability in each of these key areas:

- Billable Hours and Rates
- Profit Expense Ratio
- Client Relations and Intake
- Fee Agreements
- Collections and Accounts Receivable
- Technology
- Paralegals
- Marketing
- and more!

### ***Maximizing Law Firm Profitability: Hiring, Training and Developing Productive Lawyers***

#### **200.46 Law Journal Press**

The book shows how to manage your own practice and how to develop the potential of the people who report to you. It covers subjects such as: enhancing attorney skills and increasing profits through development of practical in-house training programs; using strategies for time and stress management; choosing CLE programs wisely' recruiting and keeping "top-notch" lawyers; benchmarking; grasping the basics of legal writing; teaching the essentials of negotiating, client relations and "people" skills; giving associates effective supervision and feedback; making the evaluation process productive; and instilling law firm loyalty. It features a cutting –edge discussion of lawyer training in the 21<sup>st</sup> Century and includes materials on intellectual asset management.

### ***The Lawyer's Guide to Modern Payment Methods: ACH, Credit, Debit, and More***

#### **200.54 ABA**

Using a hypothetical example, the author explains the applicable laws of fund (wire) transfers, credit, debit, and charge cards, checks, and other payment methods, including stored value, PayPal and others, and then discusses those laws in the context for the hypothetical.

Each chapter includes several research resources for additional information as well as handy checklists, forms and agreements. The book is accompanied by a CD-ROM of the checklists, forms and agreements for easy customization.

### ***The Lawyer's Field Guide to Effective Business Development***

#### **200.55 ABA**

A focus on face-to-face skills and tactics in business development.

### ***The Lawyer's Guide to Governing Your Firm***

#### **200.59 ABA**

Good governance and a positive culture in a law firm go hand in hand. It is difficult to find a law firm that has achieved success without having a superior culture, one that creates the best work environment and helps everyone succeed. This new guide, *The Lawyer's Guide to Governing Your Firm*, is a practical and valuable resource for those firms that want to provide better client service, as well as improve the working environment for both lawyers and staff. It provides strategies to change the culture of the law firm, boost morale, and effectively and efficiently manage and

govern the firm. It provides you with guidance on leadership and partnership issues and basic running of the law firm, as well as:

- \* How to properly budget, manage financials on a monthly basis, bring in revenue and be profitable
- \* Creating a motivating and positive culture within the firm
- \* Establishing effective compensation plans for partners and associates to protect the firm
- \* Set goals for the firm and the employees
- \* Hire, train, and mentor the legal staff
- \* Streamline management and address management problems
- \* And much more!

Includes a companion CD-ROM with more than 25 model forms, partnership agreements, worksheets, questionnaires, job descriptions, policy forms, and more.

### ***Winning Alternatives to the Billable Hour: Strategies that Work***

#### **200.60 ABA**

This newly revised third edition of the highly acclaimed *Winning Alternatives to the Billable Hour: Strategies that Work*, 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.

In addition to an appendix containing sample agreements, forms, proposals, and client letters, you'll find topics addressed include:

- Understanding the client's perceptions of value
- Ethical rules and practices (covering most of the gray areas)
- Interpreting and applying the "value curve"
- How to build a billing method
- Integrating technology and alternative billing
- Developing a case and/or transaction plan
- Evaluating alternative billing method results

## **Clientele/Client Relations**

### ***Writing Your Law Firm Newsletter from Start to Finish***

#### **300.01 ABA**

This how-to-guide will give you ground rules on who should actually write the newsletter; what kind of paper stock to use; graphics and photographs; timetables for production and printing; measuring the benefits. Also included are rules that should be observed by anyone who writes a newsletter; a schedule of estimated out-of-pocket costs, sample newsletters produced by other firms.

### ***The ABA Guide to Legal Marketing***

#### **300.02 ABA**

An invaluable reference source of ideas, strategies, and approaches to enhance your marketing efforts. Fourteen chapters written by marketing experts, practicing lawyers, and law firm marketing administrators on such topics as:

- The tarnished image of lawyers—how to overcome its effects on marketing
- Teaching marketing skills: environment over heredity
- Lawyers and the media, including guidelines for dealing with the press
- Preparing successful responses to requests for proposals
- Geographic considerations in marketing a multi-office firm
- New billing strategies and marketing
- Budgeting and evaluating the results of your marketing efforts.

### ***Action Steps to Marketing Success***

#### **300.03 ABA**

Too often, a marketing plan gets written and approved only to gather vast amounts of dust on a shelf. This publication will help you turn your marketing plan into an on-going and results-oriented program. It will make it easier for you to lead your firm's marketing efforts by focusing on action steps—how to structure your program for the best results. Topics include:

- How to create the proper internal environment for a marketing program.

- What a marketing committee should and should not do.
- Picking the right marketing administrator.
- How much money to spend on your marketing program.
- How to develop a personal marketing plan.
- What to do to cross-market.

### ***Marketing Your Practice***

#### **300.05 ABA**

This comprehensive best seller is a basic primer that will show you how to put together a thorough, results-oriented marketing plan. Find out how to evaluate your firm's current strengths and weaknesses; evaluate your current marketing efforts; cross-sell services; exploit existing business opportunities. Also included are real life examples of: brochures and newsletters, TV and radio scripts, direct mail pieces, firm resumes, client questionnaires.

### ***Yellow Pages Lawyer Advertising: An Analysis of Effective Elements***

#### **300.06 ABA**

This is a report from the ABA's Commission on Advertising, which in addition to testing the marketing myths, the study looked at more than 25 specific characteristics of lawyers' Yellow Page ads. Among the most important elements were consumer information and the credentials of lawyers. On the other hand, the use of slogans and some types of trade names were found to be of substantially less value. These findings strongly suggest that consumers of legal services want good information about their legal rights and the quality of their potential lawyer, while they are critical of, or at least indifferent to, catch phrases.

### ***Organizing Successful Client Seminars***

#### **300.07 ABA**

There's no need to pull your hair out trying to organize and orchestrate a client seminar. This thorough and practical guide will help you plan high-quality, impressive client seminars. You can avoid disaster and last-minute panic attacks with the advice in this publication.

- Avoid an on-site disaster with the "Planning Checklist", which itemizes the logistical details you cannot afford to neglect.
- Keep better control of your speakers and program with the "Guidelines for Preparing Handout Materials" and "Guidelines for Speakers".
- Get more visibility from the press using the "Sample letter requesting publicity".
- Involve your clients and truly integrate the seminar with the firm marketing plan using the "Sample Evaluation Form".

Also included are sample seminar brochures used by 10 law firms with summaries describing how each firm used the promotion piece and a bibliography of books and articles related to seminars.

### ***Do-It-Yourself Public Relations: A Success Guide for Lawyers***

#### **300.08 ABA**

This guide explains how lawyers can use the media and other publicity outlets to build their practices. It provides a total approach to public relations techniques especially designed for lawyers. It enables lawyers to develop a realistic public relations strategy, provides guidance for implementing the strategy, and enables them to leverage publicity for additional exposure. This step-by-step guide includes real-life cases, practical advice, and many hands-on tools, including "Professional's Secrets" at the end of each chapter, and actual letters, proposals, and dialogues used by the author to gain media attention for clients. Includes a diskette of sample letters and forms.

### ***ABA Resource Guide on Client Relations***

#### **300.09 ABA**

This guide contains books, pamphlets, videos, and programs on the topic of client relations offered by the ABA. A description of each offering is followed by ordering information and the ABA entity that produced the material.

### ***Through the Client's Eyes, 2<sup>nd</sup> Edition***

#### **300.10 ABA**

This new revised edition covers every aspect of the lawyer-client relationship, giving sound advice and fresh ideas on how to develop and maintain excellent client relationships. Author and seasoned practitioner Henry Ewalt shares tips on building relationships and trust, uncovering some unlikely ways to make connections in addition to traditional methods. Marketing techniques, including brochures, newsletters, client dinners, and sporting events are discussed. Other topics that are covered include client intake, client meetings, follow-up, dissemination of news, fee setting and collection, and other client issues. Completely revised and updated, including information on using email communications and more.

## ***Avoiding Client Grievances***

### **300.11 ABA**

This booklet alerts practitioners to common client grievances that can readily be avoided by taking certain preventative measures. Typical problem areas such as fee disputes, lack of communication, and conflicts of interest are discussed in the context of relevant ABA standards.

## ***Focusing on Clients***

### **300.12 ABA**

A primer on how to stimulate client loyalty position your practice in the minds of clients, conduct client surveys and focus interviews to get new business from old business, gain introductions to new clients, network effectively, write and implement a strategic development and plan monitor and evaluate the results of your efforts. Also four ways to keep new clients happy, what to consider before advertising, marketing techniques to avoid at all costs and effective, inexpensive public-relations options. Eight rules for effective personal presentations, the steps in the engagement cycle, converting seminar attendees into clients, points to remember when giving a speech, and a 12-step process for gaining referrals from organizations.

## ***Keeping Happier Clients***

### **300.13 ABA**

There is no better source for new business than existing clients. This book will help you have satisfied and loyal clients who will tout your services and expertise. It describes a whole approach to building strong relationships with clients. You will learn how you should approach your very first client meeting. How to create the right impressions with your clients or prospects. How to anticipate your client's needs so you will become indispensable to them. You'll get tips on socializing with clients, conducting client feedback sessions, presenting final bills for your services.

## ***You and Your Clients-A Guide to Client Management Skills for a More Successful Practice***

### **300.15 ABA**

If you understand how clients feel and react in the legal setting, you will be better able to serve them—and in the process improve your case control, your efficiency, and your earning capacity. *You & Your Clients* will show you how to achieve these goals by revealing the motives, emotions, and needs behind your clients' behavior and by dealing with that behavior constructively.

## ***How to Get and Keep Good Clients, 2nd Edition***

### **300.16 ABA**

Best-selling author and marketing ace, Jay Foonberg, gives time-proven tips and techniques that you can use for long-range and immediate marketing success. This book is not theoretical. Foonberg encourages you to experiment with different marketing approaches so you can develop your own winning style. Included: "Foonberg's Favorite 51 Rules to Good Client Relations for the Busy Lawyer", "How Turning Down my First Case Led to 19 Cases", "How to Handle People Who Hate Lawyers or the Legal System", "Fee Allocation Formulas to Encourage Marketing", "Cost-Effective Classified Newspaper Advertising" and much, much more! Numerous sample letters, homespun advice, and personal anecdotes. Written in Foonberg's straightforward, no-nonsense style.

## ***Letters for Lawyers—Essential Communications for Clients, Prospects, and Others, 2<sup>nd</sup> Ed.***

### **300.17 ABA**

Frequent, effective written communication is vital to the successful practice of law. In today's legal industry, clients expect their lawyers to be responsive, efficient, and cost conscious. Communication with clients has never been more important. The new second edition of this publication will help ease the task of communicating with clients, prospects and others. This book contains numerous communication tools, including: business letters, announcement cards, invitations, survey forms, response cards, press releases, and thank-you notes. Also for added convenience all letters are included on CD-ROM.

## ***Avoiding Legal Malpractice Claims***

### **300.18 ABA**

This is a fifth edition book that offers procedures, techniques, systems, forms and checklists to assist you in avoiding administrative type legal malpractice claims. Included you find topics such as:

- Malpractice exposure audit
- Preventing malpractice claims through successful client relations
- An effective time control system for the law office
- Effective filing and avoiding conflicts of interest
- The law firm systems and procedures manual
- The lawyer's computer purchase checklist

## ***Law Office Procedures to Avoid Legal Malpractice***

### **300.19 Oregon State Bar**

The majority of malpractice claims can be prevented. The underlying cause in most malpractice claims is inadequate docket control, poor client relations or conflicts of interest. This booklet has been compiled in the hope that most of these problems can be eliminated by setting up proper controls and procedures. By following these procedures consistently, the lawyer can concentrate on the business of advocacy of the client and rely on the procedures to keep the legal services being rendered free of malpractice.

This booklet is not intended to be exhaustive in the treatment of subject matter. Each office is different and will need different systems. These procedures are suggestive. They can be adopted as presented, modified for individual use, or used for comparison to existing procedures to make sure all bases are covered.

## ***Preventing Legal Malpractice***

### **300.20 West Publishing**

Preventing Legal Malpractice is a reference work on the subject of claims and loss prevention. Although this work is extensive, the content is focused. The primary goal is that this work be a primer, intended to be read from cover to cover. To achieve that objective, *Preventing Legal Malpractice* emphasizes specific topics. Experience demonstrates that a substantial percentage of all claims, including defense costs, settlements and judgments, are attributable to a relatively small number of problems. To reach the maximum number of lawyers, both size and cost of this work were considerations in its design and content. Thus, the focus is upon those problems that account for most of the claims.

## ***The Lawyer's Desk Guide to Legal Malpractice***

### **300.21 ABA**

The only reference combining risk-evaluation data, prevention strategies and tactics, and legal malpractice insurance information in one reference. Helps you find the information you need quickly and easily.

- How-to checklists, ready-to-use sample forms, imprudent evaluation statistical data and straightforward explanations almost totally comprise this reference.
- Everything is spelled out in plain English.
- Puts hundreds of checklist points at your fingertips. Refer to them time and again to ensure you don't overlook a way to prevent and insure against legal malpractice claims. No other reference contains checklists on all these areas of legal malpractice.
- Includes staff evaluation forms and sample letters for engaging, declining and terminating representation of clients. Forms and letters are designed to help you avoid malpractice situations.
- Describes in detail ten traps guaranteed to result in a malpractice claim. Thoroughly explains how to avoid them and cross-references you to appropriate checklists.
- Lists every insurer currently selling legal malpractice insurance in the United States. Includes addresses and phone numbers. Also organizes companies by state.

## ***Risk Management: Survival Tools for Law Firms***

### **300.22 ABA**

With enormous increases in both the number and size of money claims against lawyers and their firms, and exponential growth in allegations of conflict of interest, no firm is immune to this increasingly hostile environment. *Risk Management: Survival Tools for Law Firms* presents practical ways to assess your level of risk, improve client services, and avoid mistakes that can lead to costly malpractice claims, civil liability, or discipline.

## ***Alternative Dispute Resolution - Practice and Perspectives***

### **300.23 The Bureau Of National Affairs, Inc.**

This book is a collection of articles that have in common a hands-on perspective on ADR. They are dispatches from the field, written during a period of ADR experimentation and expansion, by mediators, arbitrators, lawyers, judges, and disputants who have used ADR to address a variety of problems. The 66 articles are grouped within 10 sections:

- Uses of Mediation - Uses of Arbitration - Court-Adjunct AD<sup>o</sup>
- State Agencies and ADR - Federal Agencies and ADR - Labor and ADR
- ADR and the Practice of Law - Legal Issues in ADR - Sample ADR Documents
- Public Policy and Professional Issues in ADR

### ***The ABC's of Marketing for Sole Practitioners and Small Law Firms***

#### **300.26 State Bar Of Wisconsin**

This one-of-a-kind manual is an introduction to marketing designed especially for smaller practices with limited budgets. This 84-page manual includes topics on:

- Marketing vs. advertising ethics
- Developing a sound marketing plan
- Techniques to attract new clients
- Media and client relations

### ***Successful Client Newsletters: The Complete Guide to Creating Powerful Newsletters***

#### **300.27 ABA**

If you don't want your client newsletters to land in the circular file, use this practical, how-to guide on creating a successful publication. Geared for lawyers, editors, writers and marketers, this book will help you start a newsletter from scratch, redesign an existing one, or simply learn more about the design, production and marketing of your newsletter.

*Newsletters* shares how to:

- Develop content and write compelling headlines
- Plan and budget your newsletter
- Publish your newsletter on the Internet
- Design and grab your audience's attention
- Inspire your readers with photographs and graphics

### ***Documenting the Attorney-Client Relationship: Law Firm Policies on Engagement, Termination, and Declination***

#### **300.29 ABA**

This practical guide explains recent developments, and the use, form and content of law firm policies and letters covering engagement, termination, and declination of the attorney-client relationship. Sample forms are also included in the book, to illustrate examples of what may be used under some law practice circumstances. The policies and letters are also included on disk in ASCII, so that they can be easily modified to cover the specific needs of a particular attorney-client relationship.

### ***Planning Ahead: A Guide to Protecting Your Clients Interests in the Event of Your Disability or Death***

#### **300.30 Oregon State Bar**

This handbook was created to help you fulfill your ethical obligations to protect your clients' interest in the event of your death, disability, impairment, or incapacity. Although it is hard to think about events that could render you unable to continue practicing law, freak accidents, unexpected illness, and untimely death do occur. Following the suggestions in this handbook will help to protect your clients' interests and will help to make your practice a valuable asset that can be sold to benefit you or your estate. In addition, it will simplify the closure of your office-a step your family and colleagues will very much appreciate.

### ***Braude's Treasury of Wit and Humor for All Occasions***

#### **300.31 Prentice Hall**

An authentic classic, this collection has supplied the laughs for thousands of speeches by thousands of speakers before audiences as diverse as nuclear scientists and high school athletes. And it has made every one of those speeches easier to prepare.

### ***The Complete Guide to Marketing Your Law Practice***

#### **300.32 American Bar Association**

How can lawyers develop effective, profitable marketing strategies? *The Complete Guide to Marketing Your Law Practice* features the strategies and insights from the country's top legal marketers, bring you only the best and the most competition and business challenges of the new millennium.

### ***The Essential Formbook: Comprehensive Management Tools for Lawyers***

#### **300.34 American Bar Association**

Your definitive source for all law office management forms! This publication offers administrative forms on everything from fees and billing to disaster response and recovery planning and much more! Collectively, these forms will help you establish profitable, affirmative client relationships so you can avoid unnecessary risks associated with malpractice and disciplinary complaints.

### ***Secrets of the Business of Law***

#### **300.35 LawBiz**

This publication is filled with valuable tips and practical advice for lawyers. Organized into five parts (Planning for Success, Client Relations, Financial Management, Law Office Technology and Office & Management Issues) this new, 168-page paperback is geared to help lawyers of all types who want to improve their operations and increase their profits.

### ***Welcome to Reality: A New Lawyer's Guide to Success***

#### **300.36 CCH**

This book focuses on the practical knowledge, skills, attitudes and habits that will launch your career on a solid footing, no matter how you choose to use your legal training. It is designed to help you lay down solid foundations for long-term success during your first two years out in the real world.

### ***Marketing and Legal Ethics: The Boundaries of Promoting Legal Services***

#### **300.37 ABA**

From electronic marketing to advertising to public relations, the opportunities to market your legal services abound. This book provides the information you need to ensure that your efforts remain within established guidelines. Mr. Hornsby explains the universal responsibilities in legal services marketing and details some of the boundaries of legal advertising, solicitation, public relations, electronic marketing, multistate practice, and more. Inside this comprehensive guide, you'll find a summary of state regulations, a list of ethics enforcement agencies, and many other valuable resources.

### ***Achieving Excellence in the Practice of Law: The Lawyer's Guide***

#### **300.48 ALI-ABA**

Whether you are a sole practitioner or a lawyer in a large law firm, this book is directed to the matters that conform to you in your practice. New lawyers will learn from its fundamental advice, while experienced practitioners will appreciate its insights on crucial practice issues. Use this book as an individual resource or as a basis for group training. It could easily become the most valuable guide in your office.

### ***Unbundling Legal Services – A Guide to Delivering Legal Services a la Carte***

#### **300.50 ABA**

Is it possible to deliver legal services that give people the precise help they need, when they need it? "Unbundling" may be the answer, says author Forrest Mosten, who has been studying the risks and rewards of such non-traditional delivery methods for close to ten years. In this landmark book, Mosten explores the factors that have fueled the unbundling movement, the barriers that face it, and the case study successes that suggest unbundling may significantly change the shape of law practice. This book also shares practical strategies for setting up and managing an unbundled law office, marketing your unbundled services, and using unbundled legal services in mediation.

### ***Success Briefs for Lawyers – Inspirations Insights on How to Succeed at Law and Life***

#### **300.51 Vorkell Group**

If you are looking for peace, respect, balance, refreshment and validation, you will find it here. You'll get it not through preaching, but through the gentle teaching of story-telling—the stories of lawyers who have experienced the passion of service, the love of family and the liberation (either actually or in attitude) from time-clocks, billable hours and mean-spirited lawyering.

### ***Clients Relations: Forms, Letters & Useful Information***

#### **300.52 The Mississippi Bar**

The information and forms contained in this publication are designed to assist the legal practitioner in making his or her law practice more profitable while keeping the attorney out of trouble, either by way of Bar complaints or malpractice lawsuits.

### ***The Essential Formbook: Human Resources, Fees, Billing and Collection***

#### **300.53 ABA**

This book discusses Human Resources, and covers the hiring process, training and development, compensation, and discipline and termination. Section Two of this volume is Fees, Billing and Collection and includes measuring billing practices hourly billing, pricing legal services, alternative fee agreements, engagement letters, and managing the billing process. The checklist and forms in this volume provide a variety of models and templates assembled with the help of a wide and diverse group of lawyers and law firms.

### ***The Lawyer's Guide to Effective Yellow Pages Advertising, 2<sup>nd</sup> Edition***

#### **300.58 ABA**

Formerly Effective Yellow Pages Advertising for Lawyers. Although Yellow Pages advertising should be a major profit-building business marketing strategy for many law firms, the harsh reality is that most ads simply don't work. In this book you'll:

Learn the six key ingredients that all successful Yellow Pages ads contain.

Learn how to write copy that speaks powerfully to your readers' wants and needs.

Learn to create a slogan that establishes you as the hands-down market leader.

Learn to use photos and illustrations that guarantee your ad won't be skipped over.

Pick up buying strategies that get you the biggest return on your yellow pages investment.

And much more!

### ***The Lawyer's Guide to Marketing on the Internet***

#### **300.59 ABA**

It's been six years since Greg Siskind first shared the secrets to his amazing success in building his immigration practice through one of the first-ever law firm Web sites and the innovative use of effective but ethical Internet marketing. Now in its highly anticipated follow-up, Siskind is joined by well-known legal marketing and technology authorities Deborah McMurray and Rick Klau to bring you up to date on the latest and most effective ways to create and implement a successful Internet marketing strategy for your firm. The revised edition shows you what elements you need to consider and the options that are available to you now. You'll discover: How to get started by selecting an "inside" team and hiring a professional Web designer. How to link your web page in as many places as possible to obtain the widest possible audience. Techniques for marketing offline, including utilizing Webinars, extranets, wireless devices, Weblogs, and more. Tips for marketing your site via email and newsgroups, plus what you should avoid in email marketing. How you can decipher your hit reports so you can assess the success of all your marketing efforts and much more!

### ***Getting Business to Come to You***

#### **300.67 Penguin Putnam**

You're not in business until you have business. But rather than spend all your time - and a lot of money - chasing after customers, you can get them to come to you, by using this guide for attracting as much business as you can enjoy. In this book you will learn: how to get clients beating a path to your door, phone, mailbox, or web site, how to create sure-fire marketing techniques that fit your personality, your schedule, and your budget, ninety-one methods for finding - and keeping - new clients, along with action steps and high-tech and high-touch tips for getting them done, how to create winning promotion and marketing materials in print and in cyberspace, how to get your first customers fast and how to make many little-known and invaluable resources work for you.

### ***The Lawyer's Guide to Marketing Your Practice, 2<sup>nd</sup> Ed.***

#### **300.68 ABA**

Discover creative marketing solutions that deliver breakthrough results! This definitive marketing resource features strategies and insights from the country's top legal marketers on every facet of marketing - from strategic planning and public relations to Internet marketing and market research. Inside, you'll find the practical tips, innovative advice, and clear explanation of traditional and cutting-edge marketing tools you need to establish and implement a successful, multifaceted, and profit-driven marketing plan for your firm. The accompanying CD-ROM contains a wealth of checklists, plans, and other sample reports, questionnaires, and templates you can customize to make implementation of our marketing efforts even easier!

### ***Letters For Litigators: Essential Communications for Opposing Counsel, Witnesses, Clients, and Others***

#### **300.69 ABA**

Save time and simplify your office routine! This publication includes numerous letters that can help simplify the task of communicating with opposing counsel, witnesses, clients, the court and others. As an added benefit, all letters contained in the book are also included on CD-Rom.

### ***Marketing Success Stories, 2<sup>nd</sup> Ed.***

#### **300.70 ABA**

This practice-building resource is an insightful collection of anecdotes on successful and creative marketing techniques used by lawyers and marketing professionals in a variety of practice settings. Whether you work in a solo, mid-sized, or mega-firm, these stories of marketing strategies that paid off will inspire you to greater heights. You'll gain an inside look at how successful lawyers market themselves, their practice specialties, and their firms. In addition to dozens of firsthand accounts of success stories from practitioners, you'll find advice from in-house counsel and others who give candid feedback on how strategic marketing influences their decision to hire a specific firm.

Learn how to make new contacts, gain more repeat business, increase your visibility within the community, and learn many other action steps with this worthwhile addition to your law firm's marketing library.

### ***Red Flags: A Lawyer's Handbook on Legal Ethics***

#### **300.71 ALI/ABA**

Much of a lawyer's ethical and professional responsibility can be reduced to the "4 C's": Communication, Competence, Confidentiality, and Conflicts of interest resolution. If you think practice, or course, it's much more complicated.

### ***The Law Firm Associate's Guide to Personal Marketing and Selling Skills***

#### **300.78 ABA**

With practical, straightforward advice from the leading minds in legal marketing and sales, you'll quickly discover the critical skills necessary to plan, build your network, and cultivate long and satisfying relationships with clients, prospects, and referral sources. In this first volume of The Law Firm Associates' Development Series, there are hundreds of tips and ideas given by stages of the marketing cycle and stages of personal selling. An accompanying CD-ROM features useful checklists, worksheets, forms, and more.

### ***Risk Management: Survival Tools for Law Firms, 2<sup>nd</sup> Ed.***

#### **300.79 ABA**

This book will help you to establish solid policies, procedures, and systems to minimize your firm's risk. This completely updated and revised edition provides a complete overview of risk management and offers a practical approach to evaluating the state of risk management within your firm.

### ***Gay, Lesbian, and Transgender Clients: A Lawyer's Guide***

#### **300.82 ABA GP Solo**

This book provides an introduction to lawyers and their clients to the legal landscape, as it relates to lesbian, gay and transgender persons today and provides the opportunity to look at issues from the perspectives of those persons. In addition to case law, statutes and a discussion of legal issues, this book also introduces the reader to people who make up the lesbian, gay and transgender community and their common issues. It will assist you in developing new ideas of what is possible in your jurisdiction, and identify the legal issues to be successfully challenged. The book is accompanied by a CD-ROM with all of the forms for easy customization.

## **Personnel**

### ***The ADA Answer Book - Answers to 146 Most Critical Questions***

#### **400.01 BOMA**

The Commission on Mental and Physical Disability Law summarizes the ADA in less technical terms, provides practical examples of compliance, explains the effective dates and enforcement mechanisms in each title, and offers advice on researching key provisions.

### ***The ADA Compliance Guidebook: A Checklist for Your Building***

#### **400.02 BOMA**

Under a special arrangement, the American Bar Association is offering this important publication. The ADA Compliance Guidebook, published by BOMA (Building Owners and Managers Association) will help your law firm comply with the new law. It also can be helpful to you as a resource when you advise clients of their responsibilities under the ADA. The ADA Compliance Guidebook summarizes the law and explains what you as a building owner/manager of either a public accommodation or commercial facility must do to comply and when. In 80 pages of easy-to-read charts and checklists, you'll get:

- Details of Title III requirements by affected areas (ramps, platform, lifts, elevators, bathrooms and other areas)
- A walk-through of all the steps to full compliance with the ADA
- Help in planning and budgeting changes efficiently because you know what is expected
- Guidance that may prevent legal difficulties and large fines

### ***Law Office Policy & Procedures Manual, 4th Edition***

#### **400.05 ABA**

Formerly Law Office Staff Manual. Revised and Updated 4th Edition. The newest edition of an ABA bestseller includes everything you need to create a complete, customized manual that can serve as a reference guide for current staff and a training tool for new employees, associates, and temp workers. Using the accompanying diskette, you can edit text to produce your own firm manual and revise it in the future. The fourth edition includes expanded

sections on technology, including suggested language on usage and handling crashes or viruses, and sample personnel policies on COBRA, stress injuries, AIDS/HIV, and much more.

### ***The Employee Problem Solver***

#### **400.06 Alexander Hamilton**

Every manager knows that there are a lot more employee problems than there are problem employees. That's why this book concentrates on giving you a solid mix of practical advice seasoned with legal experience for attacking the problem, not the personality, in difficult situations that you and your managers face every day.

You get instant access to an entire chain of information you'll need to build your management team into first-rate problem-solvers all packed into one easy-reference, hands on guide guaranteed to save you precious time and needless aggravation...and prevent mistakes that lead to legal skirmishes.

### ***Fire Me and I'll Sue!***

#### **400.07 Alexander Hamilton**

Protect yourself and your company from an unexpected lawsuit! *Fire Me and I'll Sue!* is absolutely must reading for all managers. Every section of this "Survival Guide" is filled with forms, checklists and recommended policies you can use to update your company's application forms, employee handbooks, personnel manuals, employment contracts, performance appraisals, termination procedures, and much, much more. All the material has been specifically prepared by legal experts and designed to protect you from expensive and time-consuming lawsuits.

You get explanations of important federal legislation, including tips to help you comply with the ADA. Plus, the latest on where your state stands when it comes to employment-at-will, the employee handbook as a contract, personnel file inspection rights and other trend-setting decisions that are rolling out of state legislatures in unprecedented numbers. "State Roundup" summaries give you just what you need to know.

### ***Withdrawal, Retirement & Disputes***

#### **400.09 ABA**

Includes sample language for partnership agreements; options for structuring retirement plans; strategies for introducing withdrawal and retirement policies; considerations in establishing a parental leave policy; ways to protect income if you become disabled.

### ***The Lawyer's Guide to Retirement - Strategies for Attorneys and Their Firms***

#### **400.10 ABA**

The Guide contains 25 articles by lawyers, insurance and benefit specialists, investment and tax advisors. All have considerable experience in planning the estates, careers, or financial futures of professionals.

Recognizing that sufficient funds to maintain your quality of life is an essential aspect of retirement. But achieving financial goals is only a part of retirement planning. Also provided are strategies for dealing with long-term medical and health coverage financing a disability plan, applying for Medicare/Medicaid planning your estate after a second marriage and finding the right retirement home or community and reviewing the contract.

### ***Building Your Firm with Associates***

#### **400.13 ABA**

This book outlines a common sense, easy, and thorough system for finding, training and retaining new associates. You'll find tried and true methods that will shorten the learning curve so new attorneys produce work quicker. Plus, you will learn how to become a better teacher and mentor so these associates develop confidence and skills and stay enthusiastic about practicing law.

### ***Hiring Legal Staff: Determining Cost and Value***

#### **400.14 ABA**

Analyzes financial impact of employment relationship in a law office. Along with advice on the hiring and evaluation process, the authors demonstrate the use of a computer spreadsheet template to assist in determining actual costs of hiring new staff.

### ***Leveraging with Legal Assistants: How to Maximize Team Performance, Improve Quality & Boost Your Bottom Line***

#### **400.16 ABA**

In this new book, you'll learn how expanding the role of your legal assistants can maximize team performance, improve quality and boost your bottom line.

Part 1 of *Leveraging with Legal Assistants* sets the stage for the changing role of the legal assistant in the law office. You'll find out how a well-qualified and trained legal assistant can give you these crucial advantages:

Part 2 of *Leveraging with Legal Assistants* presents specific information describing how to expand the role of legal assistants in the following practice areas:

- Trial practice in small, medium, and large-sized cases
- Multi-jurisdictional toxic tort litigation
- Appellate practice
- Domestic relations
- Real estate practice
- Zoning and land use
- Bankruptcy practice
- Probate
- Labor and employment law, corporate law criminal law and environmental law
- Tax practice
- Solo practice

### ***The Art of Managing Your Support Staff***

#### **400.17 ABA**

Discusses practical ways to manage support staff—geared to the solo with little or no support staff, as well as to the multi-office firm with a large number of support personnel. Discusses group interviewing; in-house training programs; labor relations; flex time; stress and productivity; dealing with absenteeism.

### ***Recruiting, Training and Compensating Attorney Staff***

#### **400.18 ABA**

This booklet presents the following chapters:

- Legal recruitment in corporations
- Training and development in a corporate law department
- Lawyers employed in business and government

This booklet is reprinted from *Your New Lawyer*, which is also available from the LPM Library.

### ***Your New Lawyer: The Legal Employer's Complete Guide to Recruitment, Development & Management, 2<sup>nd</sup> Edition***

#### **400.19 ABA**

We took on the challenge of editing the second edition of *Your New Lawyer* for three reasons: first, we were excited by the opportunity to set forth the changes that had occurred in lawyer recruitment and development by taking a good book, expanding it to reflect the growth in these fields, and bringing it up-to-date. Second, we wanted to deliver a credible book written for senior lawyers, many of whom are so preoccupied with the small-scale consequences of distracted recruiting, disinterested supervision, inconsistent training, and hands-off management. We are confident that the advice herein can motivate senior lawyers to get more from their capital investment in new lawyers by devoting personal attention to this major resource. Finally, we were intrigued by the opportunity to work with some of the best talent available—the authors whose efforts produced chapters full of practical advice.

### ***The Woman Advocate***

#### **400.21 ABA**

Gender bias indisputably remains an impediment to women's success in the legal profession. *The Woman Advocate* is a practical guide to understanding and dealing effectively with the obstacles to success lawyering and to living a successful life as a lawyer.

The authors include successful women lawyers in large and small firms, solo practice, government, public interest work, law schools and on the bench, as well as a publisher, a jury consultant, and a reformed hard-core male chauvinist. These seasoned veterans describe the reality of being a woman lawyer today—the obstacles they have overcome and those still faced regularly—and provide techniques and strategies for successful advocacy both in and out of the courtroom.

### ***Legal Tender - A Lawyer's Guide to Handling Professional Dilemmas***

#### **400.22 ABA**

You're pulled by conflicting duties to client, firm, opponent, colleagues, family and your own well-being. This book can help you deal intelligently with those problems of "professionalism." Praised by the national legal media, its fictional narratives (based in fact) cover such increasingly common situations as gender and racial bias, hardball

litigation, lateral movement of partners and associates, peripatetic clients, business development, demand of and on in-house counsel, electronic documents, forced retirement or withdrawal—and many more that every lawyer now faces regularly.

### ***The ABA Guide to Professional Managers in the Law Office***

#### **400.23 ABA**

Hiring professional managers to handle administration of your law firm frees your attorneys to do what they do best—practice law and develop new client relationships. And it provides you with the leadership of a competent professional specifically trained to provide top-notch management services. This book is a "soup to nuts" guide on interviewing, hiring and training this essential member of your office. You'll learn how to find a candidate whose personality fits into your firm's corporate culture; how to determine if the candidate has the background and experience to do the job; when to promote within, i.e., from paralegal to administrative manager; how to assess on-the-job performance; how to enhance performance through continued professional development.

### ***Life, Law and the Pursuit of Balance: A Lawyer's Guide to Quality of Life***

#### **400.25 ABA**

If you want to improve your quality of life, begin by taking the time to read this book. Offering practical solutions to increase your quality of life, this release is divided into three sections: "What's the Problem?"—identifies the many quality of life issues that fact lawyers; "Solutions: Changing the Work Environment"—looks at ways to change law firm culture to enhance quality of life; "Solutions: Changing Yourself"—guides you in improving your quality of life by adjusting those aspects that are under your control. This book will show you how to gain personal satisfaction and find more time for the personal activities that you value. Your health, financial security, relationships with others, ongoing personal and professional development, and a clear sense of direction and purpose create quality of life.

### ***Living with the Law: Strategies to Avoid Burnout And Create Balance***

#### **400.26 ABA**

If you are suffering from burnout or stress—help has arrived! Here's your A to Z guide on the many aspects of stress and stress management. Living with the Law offers specific techniques that can be incorporated into your daily life to help you control your responses to stress and anxiety. You'll get insight and practical suggestions on time management, balancing work and family, and creating alternative work arrangements. Also included: advice on how to cope with serious problems such as severe depression and chemical abuse, plus an appendix with actual case studies.

### ***Handling Personnel Issues in the Law Office***

#### **400.27 ABA**

Law practices are just as vulnerable as any other business when it comes to workplace-related legal action. Unwary firms leave themselves open to a multitude of legal challenges from employees including: wrongful discharge lawsuits, breach of contract lawsuits, employment discrimination charges, sexual harassment complaints and wage & hour claims. From recruitment to hiring, to managing, to termination of personnel, there are hidden landmines every step of the process. Handling Personnel Issues in the Law Office provides a roadmap to sidestepping the hazards and implementing sound personnel procedures.

### ***Legal Assistant's Practical Guide to Professional Responsibility***

#### **400.29 ABA**

Legal ethics is becoming increasingly complex for lawyers and legal assistants alike. With greater accountability to clients, increased mobility for all law firm personnel, and a growing demand to improve the image of the legal profession, it is essential to keep abreast of current developments and to adhere to professional standards. The ABA's practical guide to legal ethics is prepared specifically for legal assistants. It highlights such topics as the Model Rules as they apply to you and developing ethics research skills.

### ***The Lawyer's Guide to Retirement, 3<sup>rd</sup> Edition***

#### **400.30 ABA**

The third edition of this book on retirement revises and updates material on retirement planning supplied in the first and second editions by referring to or incorporating relevant interim legislation and by addressing additional subjects that we think a lawyer and spouse should know about before and after they retire. This edition not only deals with planning for retirement, it also discusses procedures necessary to do the planning. It is a practical guide that describes how to retire successfully, particularly by reducing income and estate taxes, as well as probate or succession cost.

### ***Lawyer's Guide to Balancing Life & Work***

#### **400.32 ABA**

The Lawyer's Guide to Balancing Life and Work is a journey about regaining the color and zest of your life, about shaking off the cobwebs of work that hobble your creativity and spirit, and about finding ways to make the law fit inside your life inside the law. You'll discover that while you can't have it all, you can create a life that reflects your creativity and values. Welcome the passion back into your life!

### ***The Lawyer's Guide to Balancing Life & Work, 2<sup>nd</sup> Ed.***

#### **400.32.01 ABA**

This updated and revised Second Edition is written specifically to help lawyers achieve professional and personal satisfaction in their career. Writing with warmth and seasoned wisdom, George Kaufman examines how the profession has changed over the last five years, then offers philosophical approaches, practical examples, and valuable exercises to help lawyers reconcile their goals and expectations with the realities and demands of the legal profession. Interactive exercises are provided throughout the text and on the accompanying CD to help you learn how to reclaim your life. New lawyers, seasoned veterans, and those who have personal relationships with lawyers will all benefit from this insightful book.

### ***The Effective Associate Training Program: Improving Firm Performance, Profitability and Prospective Partners***

#### **400.33 ABA**

This is a practical manual, which shows ways to develop and maintain effective training programs for associates in law firms and also illustrates how to blend in-house training with external CLE. Addressed to firms large and small, the manual shows how to organize orientation and mentoring programs; how to teach communication skills, substantive legal subjects, case/matter planning and budgeting, and other business aspects of legal practice; how to supervise associates; how to assist associates in developing their career plan; and how to start and administer associate training programs.

### ***Changing Jobs: A Handbook for Lawyers in the New Millennium***

#### **400.34 ABA**

This book helps you design your own route to professional happiness. More than 30 recognized experts in the fields of law and career planning and placement offer valuable insight and guidance to discovering the directing that's right for you. You'll learn to define your desired destination, develop a clear sense of direction and purpose, and map out the best path to take to reach your goals.

### ***Keeping Good Lawyers: Best Practices to Create Career Satisfaction***

#### **400.42 ABA**

Now that your firm has recruited top legal talent, do you know how to maximize it? Keeping Good Lawyers is filled with easy-to-implement suggestions for building and maintaining high levels of motivation and career satisfaction within the work environment. Discover how to train and retain good lawyers and keep them emotionally engaged with their work, their career development, and the success of the firm. Includes invaluable appendices for drafting an effective mission statement, "vision map," and associate development plan.

### ***Recruiting Lawyers – How to Hire the Best Talent***

#### **400.43 ABA**

The greatest asset to any law firm is its intellectual capitol - the lawyers. Recognizing the importance and complexity of lawyer recruitment, authors Shannon and Manch have thoroughly researched law firm hiring practices and its many shifts over the past 30 years. Recruiting Lawyers is the culmination of their efforts, providing you with practical searching and screening strategies, smart hiring practices, and constructive ideas that you can incorporate immediately into your recruitment procedures.

### ***Nonlegal Careers for Lawyers, Third Edition***

#### **400.45 ABA**

The ABA's Career Series is designed to give students and beginning lawyers practical information on choosing and following career paths in the practice of law.

### ***Legal Ethics – The Lawyer's Desk book on Professional Responsibility***

#### **400.46 ABA**

Your reputation is your most precious professional asset. Once your credibility is compromised, for whatever reason, the damage to your good name and your firm can take years to restore. Your career could suffer permanent damage. Protect yourself with this book. Find out exactly how close to an ethical line you are before you unwittingly cross it.

## ***Mentor Program – Resource Guide***

### **400.47 ABA**

This resource discusses the selection and recruitment of mentors, their assignment and training, special incentives for participation by mentors and protégés, programs for law students, evaluations, disclaimer, liability, and confidentiality issues.

## ***Reel Justice – The Courtroom Goes to the Movies***

### **400.48 Andrews McMeel**

Pull up your popcorn and get ready for your favorite courtroom movie. In this new book, trial aficionados can go behind the scenes of nearly 70 riveting legal movies—from A Man for All Seasons to A Few Good Men, from Adam's Rib to In the Name of the Father. In lay terms (not legalese), Bergman and Asimow explain the finer points of law, tackle ethical questions, and help you figure out why lawyers do what they do. If you love the law—or if you're just nuts about courtroom dramas—Reel Justice will bring truth and justice to your movie-watching moments!

## ***Stress Management for Lawyers – How to Increase Personal & Professional Satisfaction in the Law 2<sup>nd</sup> Ed.***

### **400.49 The Vorkell Group**

When you practice law, stress comes with the territory. Such stressors as time pressures, competition and conflict can rob you of a satisfying career and a fulfilling personal life. However, you don't have to suffer in silence. You can take action! This book outlines the reasons that law is one of the most stressful professions and presents self-help methods that are particularly appropriate for attorneys. Even the busiest of lawyers find it easy and useful to read.

## ***Lawyers and Balanced Lives: A Guide to Drafting and Implementing Workplace Policies for Lawyers***

### **400.50 ABA**

Samples of workplace policies and procedures. Leave policies and alternative work schedule policies.

## ***Making Partner: A Guide for Law Firm Associates, 2<sup>nd</sup> Ed.***

### **400.56 ABA**

There can be no question that our profession has changed, and is changing, dramatically. Law firms are consolidating at a rapid and increasing pace; old, established firms have ceased operating; the "irrational exuberance" of the late '90s "dot com" era has come and gone; and the inevitable cycles of our economy have affected our firms as well as our clients. Although the concept of a guide to making partner and the central messages of hard work, integrity and civility of the first edition are as relevant today as when written, new issues, relationships, and realities have arisen and should be discussed.

## ***Making Partner: A Guide for Law Firm Associates, 3<sup>rd</sup> Ed.***

### **400.56.01 ABA**

Law firm associates of law students interested in learning what it takes to become a partner will find this newly revised guidebook invaluable. This concise resource offers useful, practical advice about establishing goals, fitting into the firm culture, getting recognized, focusing on client relations, marketing one's abilities and the firm's expertise, and other innovative ways to succeed in making partner. Ambitious young lawyers will turn to this insightful resource to help them formulate a step-by-step plan and be their guide for personal decisions and actions within their firm. It's also perfect for bulk purchase by managing partners and law firm administrators.

## ***Effective Performance Appraisals, 4<sup>th</sup> Edition***

### **400.61 Crisp Publishing**

This book is for anyone who directs the activities of others. Leading a performance appraisal review can be either difficult and depressing, or dynamic and positive. This book will help you to think through the appraisal process, and then learn how to conduct discussions that encourage positive relationships and improve individual performance. Those who master the concepts presented will benefit from reduced stress and improved productivity. The objectives for Effective Performance Appraisals are listed below. They have been developed to guide you, the reader, to the core issues covered in this book. The objectives of this book are: to discuss principles of performance appraisals, to give tips for conducting an appraisal and to discuss management leadership skills.

## ***Paralegals, Profitability, and the Future of Your Law Practice***

### **400.64 ABA**

This book includes not only chapters on how to recruit and hire paralegals and implement an effective paralegal program, but it also discusses trends in the legal profession and changes in the law, and how the use of paralegals fits into these changes. In addition, the authors explain the advantages of using paralegals how best to utilize them in various practice settings, the ethical considerations involved, preparation for the future, and more. Plus essential forms contained in the appendix are included on an accompanying CD-ROM for easy customization!

### ***Women-at-Law***

#### **400.72 ABA**

More and more women are choosing to enter this once male-dominated profession, not fully anticipating the many challenges they will face. *Women at Law* not only shares a wealth of practical guidance and direction for the law student or young lawyer, its lessons will also resonate with the seasoned lawyer who has wondered how her peers are managing their practices and their lives.

### ***The Successful Lawyer: Powerful Strategies for Transforming Your Practice***

#### **400.73 ABA**

You'll find powerful strategies for transforming your practice on every page! Learn how to:

- Energize your client relations skills.
- Effectively attract new clients.
- Manage client expectations and get more referrals.
- Persuasively delegate work within your firm.
- Successfully cross-sell your clients on other services.
- Positively deal with client complaints.
- Effectively deal with underachievers and difficult people.
- Move toward more-specialized work that commands higher hourly rates.
- Create an energetic law firm that delivers value and accomplishes its financial goals.
- And much, much more!

### ***The Legal Assistant's Practical Guide to Professional Responsibility, 2<sup>nd</sup> Edition***

#### **400.75 ABA**

Updated and expanded, this new edition provides expert advice on ethical standards for legal assistants, secretaries and other employees of law firms, corporations, and law-related organizations legal assistants. This guide will help your staff understand key areas of the ABA Model Rules of Professional Conduct and other ethical issues as they relate to the legal assistant.

### ***50 Things To Do with the Rest Of Your Life***

#### **400.76 R.P.W. Publishing Corp.**

Are you doing things with your life, from month to month and year to year, that you truly want to do? Or are your schedule and resources hopelessly ruled by zestless tasks, impromptu and frivolous decisions, lethargy, and the demands other people impose on you? Neither time nor money constraints should deter your enjoyment, insists author Robert Pearce Wilkins. The key to taking control of your future, he has found, is planning. What are the things you want to study? List them – and begin reaching for specific objectives today.

### ***Law Office Policy & Procedures Manual, 5<sup>th</sup> Ed.***

#### **400.85 ABA**

This newest edition of an ABA bestseller includes everything you need to create a complete, customized manual that can serve as a reference guide for your entire firm and as a training tool for new employees, associates, and temporary workers. Using the accompanying CD-ROM, you can edit text to produce your own firm policy and procedures manual and revise it whenever needed. This updated fifth edition includes expanded sections on sexual harassment, the Americans with Disabilities Act, family and medical leave requirements, military training and reserve leave, COBRA information and forms, and much more.

### ***The Creative Lawyer: A Practical Guide to Authentic Professional Satisfaction***

#### **400.86 ABA**

*The Creative Lawyer* is a self-help book for Lawyers. It is a practical, fun, inspirational guide to building and maintaining a life that is personally and professionally satisfying. The book responds to a huge and completely unsatisfied need: the desire of lawyers to be more fulfilled, by showing how lawyers can design an optimal career and life that corresponds to who he or she actually is.

### ***Effectively Staffing Your Law Firm***

#### **400.88 ABA**

With the advent of sophisticated office technology and software programs, lawyers are tempted to rely more on themselves than staff to run and operate their law offices. But can you do it all yourself - or do you need help? *Effectively Staffing Your Law Firm* will provide you with the necessary tools to manage your workload and determine staffing needs that make sense for your firm.

Employing additional staff frees you to do what you do best - practice law. But the reality is that more employees mean more responsibilities: hiring, firing, supervising, and training staff.

Although staff can help you bring in more profits and clients, ineffective supervision can cost you money - and potentially lose clients and harm your professional reputation. Effectively Staffing Your Law Firm provides insight to help guide the many decisions that face a lawyer who is running a firm, whether solo or staffed.

## **Forms Of Practice**

### ***Model Partnership Agreement for the Small Law***

#### **500.01 ABA**

The agreement originally published in 1982 is now available on diskette. If you don't already have an agreement, you can prepare one in a matter of minutes. The diskette packet includes a 5 1/4" and 3 1/2" diskette. Each diskette includes 5 formats: WordPerfect 4.2, Microsoft Word 4.0, Word-Star 4.0, ASCII, and DCA-FRT. You'll get the essential provisions in clear, plain English. You can adapt the provisions to your specific situation. This form is geared to the small law firm.

### ***Law Partnership: It's Rights and Responsibilities***

#### **500.02 ABA**

Whether you're aspiring to partnership or have been a partner for many years, this book is a practical, readable guide that will help you anticipate and avoid problems you may encounter as a partner. Based on the author's analysis of over 100 cases, Law Partnership advises you on the mechanics of drafting an effective partnership agreement, the legal requirements in the relationship of partners to associates, and it alerts you to potential difficulties brought on by dissolution and retirement.

### ***Practical Planning: A How to Guide for Solos and Small Firms***

#### **500.03 ABA**

Written in an easy-to-read, friendly, and usable format. Discusses the steps, pros and cons, required skills, and strategic considerations in the long-range planning process. Included are sample charts, questionnaires, and graphs that you can easily customize using your own firm's financial and resource data. A comprehensive bibliography rounds out the book with references to such subjects as profit distribution, creative thinking, self-management and profitability.

### ***Anatomy of a Law Firm Merger, 2<sup>nd</sup> Edition***

#### **500.04 ABA**

How can you effectively navigate the merger process? Inside this updated Second Edition, you'll find step-by-step guidelines to help you decide whether to pursue a merger, as well as make the many other decisions on completing the deal and ultimately integrating the merged firm. Includes several exhibits, questionnaires, and checklists provided in text and diskette formats.

### ***Flying Solo: A Survival Guide for the Solo Lawyer, 4<sup>th</sup> Edition***

#### **500.06 ABA**

Newly revised and completely updated, the fourth edition of this comprehensive guide includes practical information gathered from a wide range of contributors, including successful solo practitioners, law firm consultants, state and local bar practice management advisors, and law school professors. All the contributors share tips and advice that can be easily implemented in your solo or small-firm practice.

This classic ABA book first walks you through a step-by-step analysis of the decision to start a solo practice, including choosing a practice focus. It then provides tools to help you with financial issues including banking and billing; operations issues such as staffing and office location and design decisions; technology for the small law office; and marketing and client relations. What's more, the final section on quality of life issues puts it all into perspective. Whether you're thinking of going solo, new to the solo life, or a seasoned practitioner, Flying Solo provides time-tested answers to real-life questions.

### ***How to Go Directly Into and Manage Your Solo Law Practice Without Missing a Meal***

#### **500.07 Lawyer's Cooperative Publishing**

This is the second major revision and updating of Gerald Singer's highly successful work in launching and managing a solo law practice. Mr. Singer guides the reader through the process of finding an office and building a successful practice. He shows how any attorney can go solo, gain valuable experience and earn income from day one without investing any money. Chapters include:

- An outline of the dynamics of a successful salesmanship in solo practice
- The advertising solo lawyer

- The decision: solo practice or employment
- Marketing by the solo lawyer
- The threshold to entering your solo practice
- Pitfalls and ethics traps for solo lawyers
- Billing your clients and paying your bills
- Professional liability insurance
- Computers and programs especially for tax and investment considerations for the solo lawyers practitioner
- Six basic rules for solo practice survival
- Expanding your solo practice
- How you'll get things done
- Selected specific aspects of solo practice

***How to Start and Build a Law Practice, 5<sup>th</sup> Edition***

**500.08 ABA**

Newly revised and completely updated, the fourth edition of this comprehensive guide includes practical information gathered from a wide range of contributors, including successful solo practitioners, law firm consultants, state and local bar practice management advisors, and law school professors. All the contributors share tips and advice that can be easily implemented in your solo or small-firm practice.

This classic ABA book first walks you through a step-by-step analysis of the decision to start a solo practice, including choosing a practice focus. It then provides tools to help you with financial issues including banking and billing; operations issues such as staffing and office location and design decisions; technology for the small law office; and marketing and client relations. What's more, the final section on quality of life issues puts it all into perspective. Whether you're thinking of going solo, new to the solo life, or a seasoned practitioner, *Flying Solo* provides time-tested answers to real-life questions.

***From Metropolis to Mayberry: A Lawyer's Guide to Small Town Law Practice***

**500.10 ABA**

This book is written to answer some of your questions by comparing and contrasting the salient differences between the typical urban law practice and one located in a small town. This guide will:

- Help you decide whether taking the plunge to small town American is for you
- Provide you with practical tips to help you succeed (and keep your stress level low) once you're in the small town
- Clear the path of many of the obstacles you may face as a small town practitioner
- Help you adjust to the eccentricities of small-town life and offer you practical suggestions on how to handle them
- Eliminate the process of trial and error you may face when moving to a small town
- Outline the pros and cons of the lifestyle in a small town

***Breaking Traditions***

**500.12 ABA**

Changing demographics, values, expectations, and lifestyles will require greater flexibility in all types of law-related work arrangements. This eagerly awaited multi-author book is intended as a guide not only to those who will be hiring and supervising, but also to those who want to negotiate a non-traditional, workable, and profitable work situation. Included are 47 chapters that discuss the issues, considerations, problems, and practical solutions involved in creating a more flexible legal work place. Major sections include: *New Issues in an Evolving Culture: The Legal Profession Today, Defining and Creating a New Culture; Opportunities for Change within the Traditional Law Office; Practical Strategies for Implementing Change; Alternatives to Law Firm Practice; Alternatives to Traditional Practice; Current Problems and Some Innovative Solutions.*

***Changing Jobs - A Handbook for Lawyers for the 1990s***

**500.13 ABA**

This book is designed to assist those of you who are thinking about changing your current legal positions or even leaving the law business entirely. The Career Issues Committee of the ABA Young Lawyers Division enlisted the gracious assistance of nearly 50 experts to write this second edition. The focus of this book is not only to assist only young lawyers, but also lawyers out of law school for ten years or more. This handbook is intended to provide career assistance throughout the 1990's and, hopefully, beyond, depending on any further changes that may occur in the legal market.

### ***The Of Counsel Agreement - A Guide for Law Firm And Practitioner, 3<sup>rd</sup> Edition***

#### **500.15 ABA**

To help you decide which arrangement best meets your needs – or the needs of your firm – this book will define: The four principal patterns of the Of Counsel arrangement; Where the designation is improper; The law regarding Of Counsel, particularly ABA Formal Opinion 990-357; Advantages and disadvantages of each of the various arrangements. Along with introducing you to the variety of arrangements you can follow, this comprehensive guide will also help you plan and draft an agreement, providing the background and language for: The essential terms that must be negotiated; The duties and responsibilities; The areas to avoid; The effect of pension plan payments, overhead and fringe benefits. This updated third edition will provide every lawyer who is currently Of Counsel or contemplating such a position – and every firm that recognizes the status – with the latest information and language required to protect the interest of all concerned.

### ***Getting the Most from Your Support Staff***

#### **500.16 ABA** (Corporate Law Department Management–Corporate Law Series)

Using support staff well is just one way a corporate law department can improve its ability to be productive and effective. This particular publication will help corporate law departments make this improvement through these selected two articles on support staff use and training.

### ***Management for In-House Counsel: Techniques, Tools, Approaches***

#### **500.17 ABA** (Corporate Law Department Management -- Corporate Law Series)

Includes 21 articles on compensation, department organization and administration, management of outside counsel, budget preparation and cost-effectiveness.

### ***Managing Partner 101: A Guide to Successful Law Firm Leadership, 2<sup>nd</sup> Edition***

#### **500.18 ABA**

This completely updated and expanded second edition of an ABA bestseller is designed to help managing partners, lawyers, and other legal professionals understand the role and responsibilities of a law firm's managing partner. The book will shorten the learning curve for mastering successful management techniques for the new or experienced managing partner, through helpful guidelines, tips and examples presented throughout the text. Of particular value is the author's extensive experience and discussion on the importance of leadership to the effective managing partner.

### ***Practicing Law without Clients***

#### **500.19 ABA**

This book covers: Wholesale Law Practice: Helping Lawyers Help Their Clients; Why Retail Lawyers Need Wholesale Lawyers; What Does a Wholesale Lawyer Do? Ethical Considerations in Wholesale Law Practice; Starting and Managing a Wholesale Law; Practice Questions and Answers; Setting and Collecting Fees; Marketing a Wholesale Law Practice; Filling a Gap in the Delivery of Legal Services; When Every Lawyer is Your Friend.

### ***Running a Law Practice on a Shoestring***

#### **500.20 ABA**

No matter how successful you are, there's no point in wasting money. Good-natured penny-pinching can result in greater profits that you and your law office can enjoy. Learn some relatively painless and easy ways you can save money on routine law office expenses from Theda C. Snyder. This book is geared to the solo or small firm lawyer who needs a cram course in successful entrepreneurship. Understanding that many new law school graduates may never get the benefit of law firm management training, and that many transplants from large law firms have not had hands on management experience, Snyder has identified some of the most wasteful practices and shows you how to stop them forever so your law practice can be more profitable.

### ***Getting Started: Basics for a Successful Law Firm***

#### **500.21**

Now you can avoid the pitfalls that are common to a newly formed law practice with a unique resource that contains much more than just good advice. In each chapter, the authors offer in-depth information, detailed listings and vital steps – road maps to a successful law firm partnership. Each chapter carefully discusses the most important issues you must consider to ensure your partnership's success – including self-assessment, organizational structure, written agreements, financing and basic operations.

### ***Strengthening Your Firm: Strategies for Success***

#### **500.23 ABA**

This second volume picks up where the first, *Getting Started: Basics for a Successful Law Firm*, left off—addressing what to do after the firm is up and running. Editor Arthur Greene and a team of experts share valuable insights and practical advice on important topics such as adapting to change, meeting partnership challenges, dealing with

financial problems, governance, protecting and nurturing the institution, two-tiered partnerships, compensating law firm owners, and leadership in a law firm. Written for lawyers in firms of all sizes, this book is designed to help one recognize and implement the changes that are necessary to survive in the competitive law environment.

### ***Turning Points***

#### **500.24 ABA**

A step-by-step plan to a new career. *Turning Points* examines a variety of law related career choice options, whether you're looking for complete change, or just a change of scenery. A thorough guide to exploring new law-related career opportunities, this book includes advice on networking, resumes, and interviewing, as well as tips from professionals who have made the transition into second careers.

### ***Law Firm Partnership Agreements***

#### **500.26 ABA**

Does your law firm's partnership agreement pass muster? Structure, compensation, management, partner classification, liability, dissolution, and more... This book includes clauses for your firm's agreement—with guidance on how to adapt them to your specific needs. It covers topics such as: the most popular types of partnership compensation systems, their advantages and drawbacks; management structure and responsibility, including key committees commonly used; access to client files and confidential information by withdrawing a partner; when courts may deem a law firm to be a "partnership-at-will"; advantages, disadvantages and practical uses for "non-equity" partner status; and "Continuation Provisions" that can prevent an "accounting" in the event of the death or withdrawal of a partner.

### ***How to Build and Manage an Employment Law Practice***

#### **500.27 ABA**

This book offers succinct guidance and valuable tips to lawyers with solo or small employment law practices. Content covers preparing for your practice, marketing strategies, accepting cases, managing workload, handling financial concerns, and setting up shop. You'll also get "fill-in-the-blank" forms such as an hourly retainer agreement, contingency retainer agreement, billing letters, FEP charging document, EEOC Affidavit, release of claims, and more. With this resource on hand, you'll be operating a successful practice in no time.

### ***Guide to Closing a Law Office***

#### **500.28 ABA**

This guide to closing a law office was put out by the Bar Association of Nassau County, New York. Although it is based on NY statutes and ethics it has much general information that will get you on the right path to closing the office. It also contains useful "fill-in-the-blank" forms, including: letter of notification to client, return of original will by mail, and notification to the client that attorney was named fiduciary in client's will.

### ***A Guide to Setting Up and Running Your Law Office***

#### **500.32 Oregon State Bar**

This handbook is a reference guide that will answer questions about everything from starting your own law office, to maintaining a system for closed files. The suggestions in the handbook are those that are likely to help most practitioners. The systems suggested are not the only effective systems; they are systems that we have found to be easily understood and easily implemented by practitioners all over the state.

### ***How to Build and Manage a Personal Injury Practice***

#### **500.35 ABA**

"How to" manual-offering all the tactics, technology, and practical tools necessary for a profitable practice. For those just starting out, this is your practice-building bible. And, for the already established solo practitioner, this book is your faithful companion to the unforeseen obstacles ahead. You'll learn how to write a sound business plan, develop an accurate financial forecast, choose the right office space, market your practice, and more. Plus you'll get worksheets, flowcharts, checklists, and "fill-in-the-blank" forms-helping you develop your own business procedures.

### ***Multidisciplinary Practice: Staying Competitive and Adapting to Change***

#### **500.37 ABA**

At its simplest level, MDP involves providing services through multi-professional offices, offering joint service delivery among lawyers and other professionals - one-stop shopping for the client. The concept also raises questions about ethics for lawyers, such as sharing of fees with non-lawyers, ownership of law firms by non-lawyers, interference with lawyers' independent judgment as well as others. Those firms that understand the nature of this change will be better positioned to adapt and benefit financially from the trend.

### ***How to Build and Manage an Entertainment Law Practice***

#### **500.38 ABA**

This book is perfect for lawyers and other professionals looking for a resource that will shorten the learning curve for building and managing an entertainment law practice. This book addresses a variety of issues critical to establishing a successful entertainment law practice, and discusses the basic differences between entertainment law and other types of law practice and provides guidance for avoiding common pitfalls.

### ***Making Work Work For You***

#### **500.39 ABA**

For many lawyers, the pressures of billable hours, ever-increasing competition for clients, heightened complexities in changing laws and growing demand for legal solutions to a wider range of problems have taken their toll on the degree of satisfaction they achieve. That is why Gary Hengstler has written this manual. He selected lawyers and judges from different areas of practice who managed to retain their enjoyment of the legal profession and who agreed to discuss their approaches to enhancing their work. From these discussions, Mr. Hengstler has pulled together some over-arching themes that will help lawyers think about how they deal with the people with whom they need to be successful in their jobs. The manual is structured as a "roundtable discussion" about what styles and activities make for a successful law practice. The participants focus on approaches to dealing successfully with: Clients, Colleagues, Support Staff, Judges and Court Personnel, Opposing Counsel, The Family and The Media. By pausing to take stock of how you develop the key relationships needed for your successful practice, you can regain that sense of fulfillment the practice of law offers. This manual was written to facilitate your professional development and career satisfaction.

### ***The Legal Career Guide: From Law Student to Lawyer***

#### **500.52 ABA Law Student Division**

The Legal Career Guide: From Law Student to Lawyer is a step-by-step guide for planning a law career, preparing and executing a job search, and moving into the market. Whether you're considering a solo career, examining government or corporate work, joining a medium or large firm, or focusing on an academic career – this book is filled with practical advice that will help you find your personal niche in the legal profession. It's perfect for students currently choosing a career path, or simply deciding if law school is right for them. Also, this book is a valuable resource for legal career services professionals. By reading this book you'll learn how to analyze your skills, understand how to evaluate the market and rank your own priorities, discover how to package yourself for prospective employers, learn the best ways to research employers and build a network and find the ways to sell yourself and the best ways to reach a final decision. With this book you can make sure you make the right choices, make the best career decisions you can, and take the first step toward your future happiness.

### ***First Among Equals***

#### **500.53 Free Press**

Aimed at managers and leaders of peer-to-peer professional groups and professional firms. A departure from the usual corporate hierarchy primers, First Among Equals is an illuminating play-book for group leaders that reveals the mechanics of managing groups and the motivational dynamics of leadership.

### ***Hillman on Lawyer Mobility: The Law and Ethics of Partner Withdrawals and Law***

#### **500.54 Aspen Law & Business**

As lawyers move from one firm to another or from private practice into another sphere – and as firms restructure to meet increasing economic demands – numerous ethical, practical, and financial questions arise. Hillman on Lawyer Mobility is your definitive guide to this fast developing area of law. Hillman analyzes and clarifies all the urgent legal and ethical ramifications in such areas as downsizing of law firms, disputes over the existence of a partnership, restrictive covenants, disincentives to competition, one-sided fee-sharing agreements, notice of withdrawal, section 42 elections for withdrawing partners, files as property of clients, retaining liens, enforcement of ethics standards through arbitration, collateral consequences of account settlement provisions, compensation for discharge firms, pre-departure solicitation and profit allocations.

### ***What Can You Do With A Law Degree?***

#### **500.55 Niche Press**

A Lawyer's guide to career alternatives inside, outside and around the law. Do you know: How to tell if you're better suited to the law or some other field? How to determine when to make the big break? How to analyze and overcome your barriers to change? How to transfer your legal skills to other professions? How to implement an effective job-finding campaign? You must be able to answer these five questions if you want to develop a satisfying, long lasting career. And here's the best resource to help you. Whether you're a veteran practitioner or a new law grad, this expanded 4th edition of Deborah Arron's career guide for lawyers will challenge and provoke you, while preparing;

you to move into any of the following fields. ADR, Arts and Entertainment, Bar Association Management, Business, Communications, Consulting, Counseling, Education, Entrepreneurial Ventures, Environmental, Ethics, Foundations and Nonprofits, Government, Healthcare, Information Science, International Work, Labor Unions, Law Enforcement, Lobbying and Public Affairs, Private Law Practice, Publishing, Real Estate, Sports, Technology and The Judiciary.

### ***Law Partnership Revisited***

#### **500.56 ABA**

Law Partnership Revisited reviews a selection of interesting cases some 75 in all many decided in 2000 and 2001. Each case deals with a practical aspect of running a law firm or being a law firm partner. It revisits and brings up-to-date many of the issues discussed in Law Partnership: Its Rights and Responsibilities, Second Edition. That volume, published by the Division in 1999, and the first edition that appeared several years earlier, contain discussions of over 200 cases. Both were written by George H. Cain, a retired partner of Day, Berry & Howard, LLP, who also authored Law Partnership Revisited. Cain is a graduate of Harvard Law School and writes from experience of fifty years of practice in corporations, the military, and small and large law firms.

### ***NonLegal Careers for Lawyers***

#### **500.76 ABA**

Authors Gary A. Munneke and William D. Henslee have produced numerous books, seminars, and articles on career development, and they are two leading law career authorities. They'll take you step-by step through the specialized skills legal training provides, how to choose a nonlegal career, and how to plan and conduct a job search. In addition, you'll learn essential information about a variety of careers in business and industry, government and public service, associations and institutions, and entrepreneurial ventures.

### ***Nonlegal Careers for Lawyers, 5<sup>th</sup> Edition***

#### **500.76.01 ABA**

Great opportunities exist for law students and practicing lawyers outside the traditional practice of law - you just have to find them. This user-friendly guide has been updated to cover the latest opportunities in nonlegal careers. You'll learn when and how to choose a nonlegal career; the specialized skills legal training provides; and how to plan and conduct a job search. It's perfect for law students or any practicing lawyers considering a move outside the traditional practice of law. You'll find information on careers in business and industry, government and public service, associations and institutions, and entrepreneurial ventures.

### ***Working From Home***

#### **500.92 Penguin Putnam**

The most complete single-volume guide to creating your own home-based business, this new edition of Working From Home features step-by-step, easy-to-follow instructions on everything you need to know, including: How to fully equip and computerize your up-to-date home office, how to find the smart ways to fund your venture - and stay out of debt, how to keep your work and personal life separate, how to make cyberspace work for your own business needs, how to manage the transition from a nine-to-five job to a home-based business, how to navigate safely through zoning, permits, regulations, and legal decisions, how to claim all your tax benefits, how to manage the family and relationship challenges of turning your home into a work space, what to do when your business outgrows your home, and much more.

### ***Teaming Up***

#### **500.93 Penguin Putnam**

As the small-business arena becomes increasingly competitive, self-employed individuals and small companies are finding collaboration to be a practical solution to the challenges they face every day. But how do you go about forming the right alliances for your business? Teaming Up has the answers to this and other questions, offering valuable advice on how to find the appropriate people to join forces with, become more competitive and get more clients. Collaboration comes in a variety of shapes and sizes, and this book covers them all, from networking to joint ventures to virtual organizations. Based on extensive research, interviews, and surveys, Teaming Up deals with issues that other small-business books do not address - namely, the social, psychological, and legal aspects of working with others.

### ***Secrets of Self-Employment***

#### **500.94 Penguin Putnam**

Whether you're just starting out or already working for yourself, Secrets of Self-Employment will help you master what everyone who leaves the security of a paycheck behind struggles with: the emotional side of being your own boss. Here are tips on everything you need to take the stress out of your path to success, including: How successful self-employed individuals make it through the good times and the bad, How to turn fears, doubts, disappointments, and frustrations into determination and confidence, how to organize your business so that it practically runs itself.

### ***Anatomy of a Law Firm Merger: How to Make or Break the Deal***

**500.96**

A well-planned merger can bring many benefits for the merging firms regardless of size or specialty. This newly revised Third Edition is a clear, concise step-by-step guide to the art and science of the merger deal, covering everything from making the decision to merger, to analyzing whether the merger makes sense, to arriving at the decision, to integrating the two firms. Central to the book are dozens of exhibits (also on the accompanying CD-ROM) that provide a structured framework for successfully designing and executing the merger, including a strategic merger checklist, pro forma schedules - even sample meeting agendas.

### ***Selling Your Law Practice: The Profitable Exit Strategy***

**500.97 LawBiz**

You will discover how to:

- Determine the value of your practice
- Set your sale price
- Evaluate and describe your practice's unique characteristics
- Negotiate the sale more effectively
- Anticipate transition issues
- Review state's Rules of Professional Conduct for selling a practice

The CD contains the sample contracts, forms, and financial worksheets from the book in Word and Excel so that the reader/user can reproduce and modify them for your personal circumstances. You don't have to recreate or re-type them. The Excel spreadsheets contain the arithmetic formulae built in where appropriate.

### ***Lawyers' Poker: 52 Lessons That Lawyers can Learn From Card Players***

**500.98 Oxford**

Great poker players are master tacticians. Not only do they calculate odds with lightning speed and astonishing precision, but they also cunningly anticipate and manipulate the actions of their adversaries. In short, they boast skills that every lawyer can envy.

### ***More Secrets of the Business of Law***

**500.99 LawBiz**

In this follow-up companion volume to Ed Poll's highly praised first Secrets collection; you'll learn how to be more efficient, more effective and more profitable in your practice. You get topflight tips for how to: Collaborate with clients, Succeed in collecting your fees, Open your own law office, Maximize the return on your technology investment, make the most of outsourcing services, Exceed your clients' expectations, Fine-tune disaster and recovery planning, Build a Weblog strategy, Raise your rates and a whole lot more!

### ***The Lawyer's Guide to Buying, Selling, Merging, and Closing a Law Practice***

**500.170 ABA**

The guide covers the following issues: The advantages of buying and selling a law practice; The ethical aspects of acquiring a law practice; Valuation of a law firm; Tax consequences of "retiring" a partner's interest in a law firm taxed as a partnership; Merging law firms; Selling a niche practice; Business responsibilities in closing a law practice; The ethical aspects of winding down a law practice; File preservation; Ending client and employee relationships. The guide includes handy checklists, forms, sample letters as well as a copy of the ABA's Model Rules of Professional Conduct.

### ***The Extraordinary Law Firm: Making Your Firm a Great Place to Work***

**500.171 ALA**

What is it about a law office or law firm that makes it an extraordinary place to work? What makes an extraordinary law firm something more than just a weekday morning destination for employees? This book aims to equip professional law firm managers with the knowledge and desire to transform their offices into remarkable workplaces, delivering not only superior client service, but also the utmost satisfaction for each and every person who is part of that effort. Case studies, sample policies, checklists and other materials offer real-world guidance for what it means to be an extraordinary law firm.

### ***Convincing the Judge: Practical Advice for Litigators***

**500.197 ABA GP Solo**

Learn what judges like and do not like and how to deal with the judge throughout the entire litigation process. This book distills the advice of judges to practitioners appearing in their courtrooms and provides practical advice on case management, all phases of trial, and appeals. It also explains the judicial role and suggests tips for dealing with a difficult judge.

### ***The Criminal Lawyer's Job: A Survival Guide***

#### **500.198 ABA**

An excellent resource to guide you along the journey of representing an individual who is alleged to have committed a crime. It provides valuable "how to" advice on performing the actual tasks of a criminal defense lawyer, from taking the initial client meeting to picking a jury and trying the case. It is not intended to be a summary of the law, but rather a cheat sheet. It is a guide that most senior criminal defense attorneys wish they would have had before they tried their first few cases.

The book includes information on:

- ❖ How the Criminal Justice Process Works
- ❖ Handling the Initial Client Meeting and Interview
- ❖ Appearing at Initial Proceedings
- ❖ Communicating with the Prosecutor and the Court
- ❖ Preparing Motions and Pleading Practice
- ❖ Arguing Motions in Court
- ❖ Negotiating Plea Bargains
- ❖ Preparing for Trial
- ❖ Trying the Case
- ❖ Lawyering in the Sentencing Phase

### ***The Lawyer's Guide to Buying, Selling, Closing and Merging a Law Practice***

#### **500.199 ABA**

The guide covers the following issues:

- ❖ The advantages of buying and selling a law practice
- ❖ The ethical aspects of acquiring a law practice
- ❖ Valuation of a law firm
- ❖ Tax consequences of "retiring" a partner's interest in a law firm taxed as a partnership
- ❖ Merging law firms
- ❖ Selling a niche practice
- ❖ Business responsibilities in closing a law practice
- ❖ The ethical aspects of winding down a law practice
- ❖ File preservation
- ❖ Ending Client and Employee relationships

The guide includes handy checklists, forms, sample agreements, and sample letters as well as a copy of the ABA's Model Rules of Professional Conduct.

### ***Partner Departures and Lateral Moves***

#### **500.200 ABA**

Once it was the exception for a partner to leave a firm. Now "the revolving door" of partner departures has been deemed a "modern-day law firm fixture." What steps can a departing partner or an acquiring firm take to minimize risks and reduce potential liabilities? This book is an essential guide to answering those questions. With years of experience, author Geri Krauss provides guidance for both the partner and the acquiring firm in connection with exploring a new affiliation. You will also learn:

\*What obligations partners have to their current partners when looking for a new affiliation

\*How a departing partner should communicate to clients about a departure

\*What information a departing partner can disclose to a potential new firm

\*What claims can be brought against the partner and the new firm if either party fails to follow these rules

### ***Being Prepared: A Lawyer's Guide for Dealing with Disability or Unexpected Events***

#### **500.201 ABA**

Being Prepared is the essential workbook and guide for protecting your law practice against casualty or other unexpected event. If you haven't started thinking about, or formulating, an action plan to properly protect your law firm, your clients, and your family in the event of temporary disability, incapacity, or other unexpected event, this book will jump start the process! It is a "how to" workbook designed to lead you through a series of active and immediate steps aimed at establishing your protection plan. Use this book to safety-net your financial and professional integrity.

The book is accompanied by a companion CD-ROM, which contains a wealth of material with easy-to-use checklists, questionnaires, forms, sample agreements, blog site, and web site links to state-specific resources. It provides an effective way to communicate vital information to family, friends, colleagues, and clients. Use both the workbook and CD-ROM to get your protection plan started today! Then continue to use it quickly and effectively organize your entire practice.

## **Automation/Technology Considerations**

### ***A Short Course on Personal Computers***

#### **600.02 ABA**

In today's competitive legal environment, a computer will help you improve the efficiency and quality of your firm's services and increase client satisfaction. But you need to be sure that the computer you buy will meet your needs, now and in the future. *A Short Course on Personal Computers* explains the basic components of IBM-compatible computers in terms that are easy to understand—even for the complete beginner. The author describes the different types of computer hardware available and explains their advantages and disadvantages in the context of the law office. This concise and accessible guide will help you make knowledgeable decisions on what to buy and how much to spend.

### ***Becoming Computer Literate: A Plain English Guide For Lawyers and Other Legal Professionals***

#### **600.03 ABA**

A computer is a necessity in a law office. But are you sure you know the basics so you can get the most for your technology investment? *Becoming computer-literate* gives you practical information and guidance that will take a great deal of the mystery and confusion out of computer use. In easy-to-read chapters, you'll get advice and tips on:

- Rules of the Computer Marketplace
- Parts of a Desktop Computer
- Publications to Check Out Before You Buy
- Automating a Substantive Area of Your Practice
- CD-ROM
- Low-end Networking
- Online Services
- Getting Used to Handling Electronic Information

### ***From Yellow Pads to Computers: Transforming Your Law Office with a Computer***

#### **600.04 ABA**

If you've been too busy or afraid to use a computer, this book is for you. You'll see how hands-on computer use can give you real leverage in the marketplace. Find out how to analyze facts and shorten turnaround time using a computer; the pros and cons of electronic mail; the true costs of on-line databases; what a desktop publishing system can do for you. Vignettes and examples focus on practical solutions, not "high-techy" applications.

### ***Winning With Computers***

#### **600.05 ABA**

This book is organized and edited by a litigator, includes more than 60 articles that tell how computers can help you be better prepared and organized when you go to trial. This book is geared for the beginner as well as the advanced computer user. Articles have a practical edge—naming specific software packages, outlining computer applications for particular cases, citing personal preferences, describing techniques in computer graphics and animation. You will get real examples describing how litigators have benefited from all sorts of computer technology.

### ***Winning With Computers, Part 2***

#### **600.06 ABA**

Thousands of litigators benefited from the best-selling *Winning with Computers*, Part 1, which describes ways computers can help attorneys be more prepared, persuasive, and dynamic in the courtroom. Part 2 of *Winning with Computers* is a natural extension of that volume.

In its more than 30 articles, *Winning*, Part 2 expands on the ways you can use computers to manage the Routine—and not so routine—aspects of your trial practice. It shows you how using outlining software can organize your thoughts, cases and practice; how document assembly systems can help you assemble pleadings and other documents; how different programs can make brief writing less painful; and how you can use project management software to manage litigation and move toward alternative.

### ***Marketing Your Law Firm on the Internet***

**600.07 ABA**

Not only does the Internet enable international communication and free access to significant portions of the body of law, it also provides lawyers with the opportunity to reach out to a global clientele in ways never before possible. The Internet is indeed a prominent tool in the evolution of legal practice and in consumers' access to the law.

### ***How to Use the Internet for Legal Research***

**600.08 ABA**

Use this book to learn about the Internet, how to get online, where to find legal information, how to access the top federal sites and much more.

### ***The Digital Practice of Law, 5<sup>th</sup> Edition***

**600.18 Morris Publishing**

Whether you're a novice or advanced technology user, with *The Digital Practice of Law* you're certain to improve your technology understanding and productivity as a lawyer. You'll return to it often for guidance on specific law office and litigation technology problems. You'll discover time and money-saving techniques including: software purchase guidelines, workgroup computing, strategic internet advantages, killer email applications, full-text search & retrieval; ORC, word processing, hypertext briefs, legal forms and document assembly and real-time translation of testimony. The new edition of the *Digital Practice of Law* features a complete update and many new sections on legal technology. Written by a practicing lawyer in a clear, concise, highly readable style, this is the most comprehensive legal technology book on the market today.

### ***The Automated Law Firm: A Complete Guide to Software and Systems 4<sup>th</sup> Edition***

**600.19 Aspen Law & Business**

Comprehensive guide to buying and using the latest hardware and software to improve the speed and quality of work at the latest hardware and software to improve the speed and quality of work at your law firm or law department. Up-to-date and practical, it provides specific advice and cost-benefit analysis of today's technological options, including coverage of new and developing areas such as operating systems, workflow software, portable technology, voice technology, personal information managers, legal research on Internet and recommended security features.

### ***The Electronic Evidence and Discovery Handbook***

**600.30 ABA**

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. The accompanying CD-ROM features over 70 forms in Word format. Also included is an extensive electronic evidence case digest with over 200 cases summarized!

## **Computer Hardware & Software**

### ***WordPerfect® Shortcuts for Lawyers: Learning Merge and Macros in One Hour***

**700.05 ABA**

Like its companion, *WordPerfect® in One Hour for Lawyers*, this booklet is a fast-track learning tool for lawyers. It's the next step in mastering WordPerfect® functions. Again, there are four easy lessons. Each is designed to take no more than fifteen minutes so you can easily run through one or more in a day. With practice, you'll learn how to automate your office even further by taking advantage of two of WordPerfect's® more advanced functions: macros and merge. Lesson One and Two cover the ins and outs in creating simple macros. Macros are little scripts that you record and play back when needed. Instead of performing a number of keystrokes to accomplish a task, you simply use a macro. Kind of like using shorthand. In Lessons Three and Four you'll learn how to use the merge function, which will help you combine information from two or more sources to make a new document. For example, you'll be able to personalize client letters from your mailing list in seconds.

### ***The Busy Lawyer's Guide to WordPerfect® 6.1 for Windows™***

**700.07 West Publishing Company**

*The Busy Lawyer's Guide to WordPerfect® 6.1 for Windows™* pulls the information you need now together into a concise tutorial package consisting of a spiral bound pamphlet and Data Disk. It is designed to help you master applications of 6.1 in a legal environment. You'll proceed at your own pace through six short exercises involving real

legal documents. This "hands-on" approach lets you learn exactly what you must know to process documents in a law office environment—with no waste or confusion.

### ***WordPerfect® 6.1 for Windows in One Hour for Lawyers***

#### **700.08 ABA**

The ABA Section of Law Practice Management has updated their best-selling WordPerfect® book. Now you can learn WordPerfect® 6.1 for Windows™. In just one hour, Carol Woodbury, author of the highly acclaimed book *Becoming Computer Literate*, makes it easy for you to get up and running WordPerfect® basics—even if you are a complete novice. In a mere hour you'll be using the most popular word processing software used in law offices—and bossing your own computer around with lawyer aplomb. All you'll need is a basic knowledge of typing and the keyboard, the basic hardware and software and one hour of time

### ***WordPerfect® 101 for the Law Office—A Guide to Basic Documentation***

#### **700.09 ABA**

If you're ready to get more out of WordPerfect® 6.1, we've got the books for you. These books are for the legal professional who is ready to take full advantage of WordPerfect® 6.1. Each book contains 12 short, in-depth, interactive lessons ranging from starting WordPerfect® for Windows™ to creating letters, organizing a brief, and utilizing macros and automatic features. Best of all, both books include practice lessons on diskette. *WordPerfect® 101 for the Law Office* reviews the basics of WordPerfect® creating, editing and saving documents. It leads you through practice exercises that clearly and simply get you started.

### ***WordPerfect® 201—A Guide to Advanced Document Production***

#### **700.10 ABA**

If you're ready to get more out of WordPerfect® 6.1, we've got the books for you. These books are for the legal professional who is ready to take full advantage of WordPerfect® 6.1. Each book contains 12 short, in-depth, interactive lessons ranging from starting WordPerfect® for Windows™ to creating letters, organizing a brief, and utilizing macros and automatic features. Best of all, both books include practice lessons on diskette. *WordPerfect® 201 for the Law Office* delves into advanced editing and automation features. You will learn how to: automate documents with macros, create a pleading caption template, automate paragraph heading, create an automatic table of contents or table of authorities, generate cross-references in agreements, create form letters, sort lists and tables, track client files, manage, protect, locate, and organize computer files.

### ***Microsoft Word for Windows™ in One Hour for Lawyers***

#### **700.11 ABA**

The latest addition to our "In One Hour" series. The book is designed for the new user of Microsoft Word. And, as a special bonus, it includes special tips for users of Windows™ '95. As with the other books in this series, this one includes four easy lessons that will help you prepare, save, retrieve and edit a basic document.

### ***Moving to a Windows™ Word Processor from WordPerfect® DOS***

#### **700.12 West Publishing Company**

The book is a guide for DOS users anticipating the switch to Windows™. This book provides valuable information on how to reorient to the Windows™ Platform, how to convert DOS files/documents to Windows™, and what hardware and equipment investments will be necessary for a smooth transition. Also covered is a summary of the three main word processing programs used in law firms: WordPerfect®, Word, and AmiPro.

### ***The Lawyer's Guide to the Internet***

#### **700.15 ABA**

What is the Internet? And what can it do for me? There are plenty of books that explain the Internet. But this one is geared especially for lawyers. The acclaimed author of Law Practice Management Magazine's Tech Update" column, G. Burgess Allison, gives a no-nonsense guide to what the Internet is (and isn't), how it applies to the legal profession, and the different ways it can and should be used. You'll also get a few basics on how to get connected and how to use it. *The Lawyer's Guide to the Internet* gives background to decide for yourself "What part of the Internet is right for me?" Includes sample reference listings, plus "Burge's Best" pointers to key online starting points and the best places to find the latest listings of key legal resources.

### ***The Legal List***

#### **700.16 Lawyers Cooperative**

Exploring the Internet can be exciting and entertaining. But if you're in a hurry, this process can be time consuming and frustrating. Not any more. Now it's easy finding your way around the legal side of the of the Internet with *The Legal List*. This directory gives you descriptions and addresses for all law-related resources available on the Internet via E-mail, FTP, Telnet, Gopher, WWW and WAIS. This comprehensive publication includes: law firms, corporations,

organizations, government agencies, educational institutions, listserv lists, foreign resources, journals, and Usenet groups. You'll save countless hours of research time!

### ***A Survival Guide for Road Warriors - Essentials for the Mobile Lawyer***

#### **700.19 ABA**

This new book will help you master the tools and techniques of the virtual office. Learn how to use different combinations of equipment and technology so you can be accessible, responsive and effective to your clients whether you are in your office, on the road, in the courtroom, or at home. Plenty of practical tips and stories on topics including: choosing a notebook computer and peripherals, dealing with practical problems when flying or in hotels, buying a cellular phone, comparing and selecting an online service and much, much more! If you have a portable computer, or are just thinking about getting one, you need this book!

### ***Wills, Trusts and Technology, 2<sup>nd</sup> Ed.***

#### **700.20 ABA**

Plan and administer your clients' estates with the most effective and current technology available. Demonstrating how drafting, database and case management systems can make your estates practice more efficient and productive, this new edition of a unique practical resource guide you in implementing technology especially for an estate, trust, probate, or fiduciary practice. Updated to reflect the most current developments in estate and gift taxation, this book examines current software programs on estate tax planning, charitable and split-gift planning, fiduciary accounting, and probate document preparation, plus legal and factual research and ethical considerations for an automated practice.

### ***The Lawyer's Guide to Creating Web Pages***

#### **700.21 ABA**

How to build Web pages for your firm, within your firm, is what this book is all about. It covers the concepts and details of HTML, the design elements for Web pages, and some of the tools to help your Web authoring tasks. When you're done with this book, you will be ready to put your firm on the Web.

### ***The Lawyer's Guide to Marketing on the Internet***

#### **700.23 ABA**

Just knowing a lot about the Internet and having a big budget will not guarantee success in Internet marketing. As with any other promotional tactic, the use of the Internet needs to be thoughtfully integrated into your overall marketing strategy. This book clearly explains the advantages and benefits in making this commitment. Used effectively, a younger, smaller firm can present an image just as sophisticated and impressive as a larger and more established firm on the Internet. And, if you are like Siskind, you can potentially get 60,000 hits per week on your site -- which can result in new contracts, new clients, and new billings. Includes: An accompanying Web site - that is constantly updated - with illustrations of the sites and concepts described in the book You also can sign up at the site to be on an e-mail list that will keep you up to speed on the latest. Listings of more than 100 newsgroups and mailing lists. Top 20 law firm Web sites (from a field of 400). Samples of Web pages from leading law firms.

### ***Quicken® in One Hour for Lawyers***

#### **700.25 ABA**

Learn everything you need in four 15-minute lessons. *Quicken® in One Hour for Lawyers* teaches you how to input data and create a checking account record that can produce summary reports and graphs on demand. As an added bonus, you'll learn how to use Quicken's® advanced features to detect and analyze financial problems.

### ***The Lawyers Quick Guide to Netscape Navigator***

#### **700.26 ABA**

Here's what you'll learn. An introduction to what you need to get started. LESSON 1--BASIC Navigation: How to connect to a site and use Netscape's features to navigate around. LESSON 2--Setting a bookmark: Learn how to use bookmarks--the most effective technique for remembering what you've visited, and getting back there again. LESSON 3--Browsing with a Purpose: Inside dirt for finding law-related materials on the Web. LESSON 4--Keeping What You Find: How to keep the things you've found--either by saving them to a file or printing them. QUIT: A few final suggestions and, of course, how to stop Netscape once you've started.

### ***The Lawyer's Quick Guide to WordPerfect® 7.0/8.0 for Windows®***

#### **700.29 ABA**

Technology experts David Greenwald and Guy Wiggins have assembled this "crash course" on WordPerfect® 7.0 and 8.0 for the busy lawyer. With this easy-to-guide, you'll learn the latest word processing programs at your own pace--picking and choosing the lessons you most need to master. Lessons include multitasking, entering and editing

text, formatting letters, creating briefs, combining documents, and more. Perfect for training yourself or employees, this book includes a diskette with practice exercises and Word templates that you can put to use immediately!

### ***HotDocs in One Hour for Lawyers, 2<sup>nd</sup> Edition***

#### **700.30 ABA**

Speed up your day-to-day generation of legal documents and forms with this hands-on guide to one of the most popular document automation software programs. Written by a lawyer who has taught document assembly for over 14 years, this book will quickly teach legal professionals how to get familiar with and exploit the powerful graphic-based interface of HotDocs for Windows. The book is perfect for those who are new to HotDocs, those wishing to perfect their skills or those interested in learning more about document automation software.

### ***The Lawyer's Quick Guide to E-mail***

#### **700.31 ABA**

This indispensable guide is devoted exclusively to using e-mail in the law firm. Packed with advice, examples, tips, and tricks, The Lawyer's Guide to E-mail is intended to give you a quick and easy introduction on using e-mail, helping your firm expedite the communication process, improve your online skills, and enhance client relations. The book focuses on three major programs--Eudora, Netscape Messenger, and Microsoft Outlook. It is organized to take you through the basics of setting up your email program, sending messages, receiving and replying to email, and managing the messages you receive.

### ***The Lawyer's Quick Guide to Timeslips***

#### **700.32 ABA**

This quick-reference guide will help Timeslips users at all levels--whether beginner or expert. With practical, real-world examples throughout, The Lawyer's Quick Guide to Timeslips explains how to efficiently use this software in three short, interactive lessons covering Timeslips and disbursements and recording payment transactions. Additional topics include billing cycles, designing professional-looking bills, handling flat fees and retainers, and setting up Timeslips. If you're looking to tailor the software to the legal environment--or just fill in the gaps not covered in your software program manual--this book is for you!

### ***Computerized Case Management Systems***

#### **700.33 ABA**

With the right case management software program your firm can better manage deadlines, improve responsiveness to clients, reduce malpractice insurance rates, and boost staff productivity. The challenge is to find a program that is right for your firm. Computerized Case Management Systems covers the whole spectrum of case management software systems, helping you gain a solid understanding of their individual capabilities and special features. It also offers a comprehensive orientation to the concept of computerized case management as well as instructions on how to successfully implement a system in your law office.

### ***The Complete Internet Handbook for Lawyers***

#### **700.35 ABA**

The Internet is one of the most efficient and practical ways to communicate today. With its potential to improve communications, streamline research efforts, and lower overhead costs, the Internet is an essential tool for lawyers and legal professionals who want to stay competitive. This book is your answer to bringing the Internet and its time- and cost-saving benefits into your practice. Easy-to-read and 100% user-friendly, this handbook provides:

- A concise introduction to the Internet, including how it can, and should, serve today's legal professionals.
- Nuts-and-bolts advice on what you need to know about the Internet, including the time-wasting pitfalls you should avoid
- Essential technical and legal information to help you become a more proficient Internet user.
- Inspiration and ideas on how you can maximize the Internet's benefits in your practice.

### ***The Macintosh Software Guide for the Law Office***

#### **700.37 ABA**

This guide is designed to provide you with basic information about all the software tools written *specifically* for law office use for the Macintosh.

### ***The Lawyer's Quick Guide to Microsoft® Word***

#### **700.38 ABA**

This handy reference includes clear explanations, legal-specific explanations, and time-saving tips for getting the most out of Microsoft Word - and customizing it for the needs of today's legal professional. Divided into 11 lessons, this book will help you: improve your efficiency in working between software programs and applications; create time-saving templates for routine documents; maximize "Word Styles" - one of the software's most useful (but overlooked)

features - to ensure uniformity and professionalism in all of your documents; customize Word's toolbars and menus to display the tools, commands, fonts, styles and features most important to your work; and much more.

### ***Lawyer's Guide to Spreadsheets – How to Master Excel in 8 Easy Lessons***

#### **700.45 Glasser LegalWorks**

A complete book on how to create and work with spreadsheets by a lawyer for lawyers and other legal professionals. Eight lessons which include: The basics . . . Entering data . . . Using simple formulas to calculate data . . . Advanced formulas . . . Business spreadsheets . . . Database applications . . . Charting data . . . and Printing spreadsheets.

### ***The Lawyer's Guide to Fact Finding on the Internet, 2<sup>nd</sup> Ed.***

#### **700.46 ABA**

Written especially for legal professionals, this newly revised and expanded edition is a complete, hands-on guide to the best sites, secrets, and shortcuts for conducting efficient research on the Web. Learn the differences between legal research and fact finding and discover the distinction between the "visible" and "invisible" Web and how to find information in each.

### ***Amicus Attorney in One Hour for Lawyers***

#### **700.47 ABA**

Here is the clear, concise information you need to maximize Amicus's powerful file manager, contact manager, calendar, time sheets, and call center features. Author Dave Bilinsky includes more than 100 screen shots that support the book's easy explanations, as well as a variety of real-world examples. This book also shares helpful guidance for integrating Amicus Attorney into Word and WordPerfect, as well as dozens of keyboard shortcuts!

### ***Law Law Law on the Internet – The Best Legal Web Sites and More***

#### **700.48 ABA**

A directory of the best legal web sites and more.

### ***Microsoft Word 2000 For Law Firms***

#### **700.49 Prima Tech**

This comprehensive guide won't waste your time with features irrelevant to the legal community. It provides industry-specific information about Word 2000 to help you operate effectively and efficiently in your legal environment. The new features and capabilities of Word 2000 are clearly explained. Every example and hands-on exercise is aimed at producing quality legal documents in a minimum amount of time.

### ***Persuasive Computer Presentations: The Essential Guide for Lawyers***

#### **700.55 ABA**

Anyone can give a presentation. Not everyone can give an effective persuasive presentation. Studies show that people retain only 20% of information given verbally. When visual images are added to the spoken work, that number jumps to over 50%. Likewise, 67% of people are "visual learners," meaning that they must see visual aids in order to truly understand your message. With the information contained in *Persuasive Computer Presentations: The Essential Guide for Lawyers*, lawyers can learn how, when and why to create eye-catching computer presentation that are heard, understood, and retained.

### ***The Lawyer's Guide to Extranets***

#### **700.61 ABA**

An extranet can be a powerful tool that allows law firms to exchange information and build relationships with clients. This new book shows you why and how you can implement an effective extranet that can result in significant expansion in clientele and profitability, improve efficiency and workflow management, raise your level of quality control, and ultimately build a community where your firm's values and purposes can grow.

### ***The Lawyer's Guide to Palm Powered Handhelds***

#### **700.62 ABA**

The Palm-operated handheld is now an essential part of everyday life for an increasing number of lawyers. Whether you are a beginner, an advanced user, or simply deciding whether a Palm PDA is right for you, this book will show you how a Palm Powered handheld can make you more efficient and effective at what you do.

### ***The Lawyer's Guide to Adobe Acrobat***

#### **700.63 ABA**

As more and more court systems move to permit electronic filings, Adobe Portable Document Format (PDF) is fast becoming the standard for their file systems. This book is your guide to maximizing Adobe Acrobat for the law office and presenting dynamic documents that allow you to communicate your facts and arguments like never before.

### ***The Lawyer's Guide to Summation***

**700.64 ABA**

The fact of the matter is litigation is complex. Summation is a software program that covers a broad spectrum of critical litigation functions for a wide variety of the litigation marketplace. The Lawyer's Guide to Summation explains the program's system of storing and recalling disparate types of evidence, and walks you through the functions contained in its entire integrated litigation support product line. It's the quickest way to get up and running with Summation, or simply an economical way to evaluate the software to see if it's right for you.

### ***CaseMap: A Guide for Litigators and Their Firms***

**700.65 ABA**

This compact guide provides you with a concise overview of this litigation software's features and benefits and includes actual computer screen shots that will guide you through the program. It highlights the most frequently used aspects of CaseMap and examines creative and effective ways to use the software for discovery, negotiation and trial presentation.

### ***Trust Accounting Using Quickbooks Pro: For Attorneys and Support Staff***

**700.66 WSBA**

Setting Up a New Trust Account in QuickBooks, Entering Trust Account Transactions, Bank Charges, Interest and NSF Deposits, Reconciling the Bank Statements, Reports, Setting up an Existing Trust account in QuickBooks, Tips on Properly Maintaining a Trust Account, Trust Account Myths.

### ***The Lawyer's Guide to Creating Persuasive Computer Presentations***

**700.67 ABA**

This book explains the advantages of computer presentations resources, how to use them, what they can do, and the legal issues involved in their use. You'll learn how to use computer presentations in the courtroom, during opening statements, direct examination, cross examination, closing arguments, appellate arguments and more. Brenden and Goodhue also offer advice on using computer presentations outside the courtroom, during meetings, pretrial, and seminars. This revised second edition has been update to include new chapters on hardware and software that is currently being used for digital displays, and all-new sections that walk the reader through the beginning skills, and some advanced techniques, in using Microsoft PowerPoint. Also included is a CD-ROM containing on-screen tutorials illustrating techniques such as animating text, creating zoomed call-out images, insertion and configuration of text and images, and much more. In addition, the CD-ROM contains a full sample PowerPoint final argument complete with audio, checklists, and help files for using trial presentation software.

### ***The Lawyer's Guide to Adobe Acrobat, 2<sup>nd</sup> Ed.***

**700.68 ABA**

As more and more court systems move to permit electronic filings, Adobe Portable Document Format (PDF) is fast becoming the standard for their file systems. Now updated to include information about acrobat version 7.0 as well as 6.0, this book is your guide to maximizing Adobe Acrobat for the law office. Author David Masters takes readers step by step through the processes of creating and working with PDF documents. Learn how to add document navigation aids, work with commenting tools, use digital signatures, extract content from PDF documents, search and index, apply document security settings, save Web pages to PDD, work with plug-ins, the display mode, e-briefs, use Acrobat in the paperless office, and more. In addition, the book examines the new features in Acrobat 7.0, including improved menu commands, the "find" function, automatic optical character recognition, and the callout tool, all of which helps you create and deliver high-quality documents.

### ***The Attorney's Guide to the Microsoft Office System***

**700.70 Mann Publishing**

The Microsoft Office System is the most popular desktop suite of personal productivity tools and technologies. Each of the products in the Microsoft Office System participates in solving business problems and is highly adaptable to every occupation. After reading this book, you'll be able to use the Microsoft Office suite of tools to perform your legal tasks more efficiently. Written for non-techies, this book offers easy-to-follow examples that are specific to common legal tasks. This book covers the use of these Microsoft Office System products: Microsoft Word 2003, Microsoft Excel 2003, Microsoft PowerPoint 2003, Microsoft Outlook 2003, and Microsoft OneNote 2003.

### ***Information Security for Lawyers and Law Firms***

**700.71 ABA**

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.

Content Includes:

- ...The ethical duties of lawyers relating to securing their electronic information
- ...How a small firm can have reliable security
- ...What are worms, Trojans, spyware, malware, spiders, key loggers and their implications
- ...Is it safe to use wireless technology for the delivery of legal services
- ...In large firms, what information security duties can be delegated
- ...How lawyers and other law firm personnel can be trained in information security

### ***The 2008 Solo and Small Firm Legal Technology Guide: Critical Decision Made Simple***

#### **700.76 ABA**

Topics include: A complete, unbiased overview of current legal technology products; Step-by-step instructions for making sound technology decisions; How to choose the right operating system and software for your office, including case management applications, billing systems, and document management solutions; Determining what you need to go wireless; How to protect your firm from security threats – including viruses, spyware, and spam.

### ***The Lawyer's Guide to Microsoft Outlook 2007***

#### **700.77 ABA**

Outlook is the most used application in Microsoft Office, but are you using it to your greatest advantage? The Lawyer's Guide to Microsoft Outlook 2007 is the only guide written specifically for lawyers to help you be more productive, more efficient and more successful. More than just email, Outlook is also a powerful task, contact, and scheduling manager that will improve your practice. From helping you log and track phone calls, meetings, and correspondence to archiving closed case material in one easy-to-store location, this book unlocks the secrets of "underappreciated" features that you will use every day. Written in plain language by a twenty-year veteran of law office technology and ABA member, you find:

- ❖ Tips and tricks to effectively transfer information between all components of the software
- ❖ The eight new features in Outlook 2007 that lawyers will love
- ❖ A tour of major product features and how lawyers can best use them
- ❖ Mistakes lawyers should avoid when using Outlook
- ❖ What to do when you're away from the office

### ***Introduction to e-Discovery: New Cases, Ideas, and Techniques***

#### **700.78 ABA**

Introduction to e-Discovery: New Cases, Ideas, and Techniques begins with a fundamental premises that 'teams' are the most efficient and effective way to do e-discovery. An e-Discovery team is an interdisciplinary group of lawyers and IT technicians, usually joined by one or more representatives of business management. The book explains in a step-by-step fashion how this team should be assembled, and how the various tasks of electronic discovery can be more easily accomplished using the team.

In addition the book examines:

- " Self-organization and development of evidence preservation protocols
- " New articles of interest on e-discovery teams
- " The future of e-discovery suggested by a recent litigation survey
- " How negligent e-records management is creating stunning business risks
- " E-discovery at the Harvard Club in New York City
- " New California proposals for e-discovery laws
- " The conflict between our rules of discovery and the privacy laws of the rest of the world
- " The limitations of checklists and how to work best using them, and much, much more!

Importantly, the book discusses two new e-discovery guides for judges and how everyone involved in e-discovery, not just judges, should become familiar with them.

No one can operate effectively in the court rooms of tomorrow without a good understanding of wheres, hows and whys of digital evidence. As a cover-to-cover read to learn more about the hot topics and latest case law in e-discovery, this book can help provide that understanding. After a read through, this book can be used as a reference, with its appendix of useful reference materials to look up cases and arguments to use in daily practice.

Introduction to e-Discovery is written in an easy-to-read style, making it perfect for anyone interested in e-discovery. This book is suitable for non-lawyers, too, including paralegals, law students, IT experts, and executives of all kinds

in the growing fields of e-discovery and information management. Nothing is having a more profound effect on the field of law today than e-discovery. Make sure you stay on top of the latest trends with this important new book.

## **Office Equipment and Services**

### ***The Office Equipment Advisor***

#### **800.01 What To Buy For Business**

This unique book is the only buyer's guide covering all the main types of office equipment. It will help you decide what type of equipment best meets your needs, which brands you should shortlist, where and how to buy the equipment and what to look for in terms of service and support. This book is written in plain English, and contains a wealth of practical information to help you obtain reliability, value and good service when choosing equipment and suppliers. It is an essential resource for offices with between one and 100 people.

### ***The Office Equipment Advisor, 2<sup>nd</sup> Edition***

#### **800.02 What to Buy For Business**

## **Law Office Design**

### ***Designing Your Law Office: A Guide to Law Office Layout and Design***

#### **900.01 ABA**

You'll learn the steps necessary to avoid needless disruption, chaos, and cost overruns. You'll get advice on:

- Planning a successful move: Who should be involved. How to mobilize staff. What needs to happen.
- Coping with post-move disorientation.
- Working space requirements for attorneys, secretaries, receptionists, conference rooms, libraries, central files—from Year 1 to Year 5.
- Projecting space for comfort, productivity, safety.
- Planning ergonomically correct workstations.
- The effect of different colors on workers well-being.

Includes: ready-to-use checklists for analyzing present and alternative space, a timetable of activities and responsibilities, a glossary of space planning terms, sample worksheets for projecting space needs, estimated costs for furniture, and sample layouts.

### ***The Complete Guide to Designing Your Law Office***

#### **900.02 ABA**

A plan and its specifications provide the information necessary to estimate office construction and furnishing costs with acceptable accuracy. The plan has a continuing life as it becomes the document by which the project is constructed. For guidance in maintenance, repairs, and future construction, the plan provides a record of what is behind the walls.

## **AUDIOTAPES/CD's**

### **Law Office Organization**

*How to Develop a Records Retention Program and Get Your Firm to Destroy Records*

100.01 ALA (2 Tapes)

*How to Build a Successful "Niche" Practice*

100.27 Solo/Small Firm Conference – '99

*Small Office Tune-Up: How to Self-Audit Your Practice (Part I)*

100.28 Solo/Small Firm Conference - '99

*Small Office Tune Up: How to Self-Audit Your Practice (Part II)*

100.29 Solo/Small Firm Conference - '99

*PaperLESS Office*

100.41 Solo/Small Firm Conference –'00

*Preparing for the Worst & Hoping for the Best: disaster Planning for Small Law Firms*

100.42 Solo/Small Firm Conference –'00

*Small Firm Check-Up: How to Keep Your Small Law Firm Healthy*

100.44 Solo/Small Firm Conference – '01

*Top 10 Trends for Small Firm Lawyers*

100.45 Solo/Small Firm Conference – '01

*Is This Any Way to Run a (Law) Office?: A Humorous Look at What Not to Do*

100.46 Solo/Small Firm Conference - '02

*"It Can Never Happen To Me" Syndrome: How to Develop A Disaster Recovery Plan*

100.47 Solo/Small Firm Conference – '02

*Beyond the Plan and Good Intentions: How to Actually Take Your Practice from LESS Paper to Complete Electronic Case Files*

100.53 Solo/Small Firm Conference – '08

*I will Survive or Will You?: How to Carry on When Health, Technological, and Natural Disasters Strike*

100.54 Solo/Small Firm Conference – '08

*Practice Killers: Six Major Business Mistakes that Can Take Out Your Law Practice*

100.55 Solo/Small Firm Conference – '08

*Theft Prevention: Learn How to Fraud-Proof Your Law Practice*

100.56 Solo/Small Firm Conference – '08

*Time is Money: Making the Most of Your Time*

100.57 Solo/Small Firm Conference – '08

### **Financial Management**

*Task-Based & Value Billing: Practical & Ethical Considerations*

200.01 ABA

*Tax Considerations for Solo and Small Firm Practitioners*

200.02 Solo/Small Firm Conference '97

*Tips on Collecting Your Hard Earned Fees*

200.03 Solo/Small Firm Conference '97

***Advance Fees and Trust Accounts: What Every Small Practitioner Should Know***

200.04 Solo/Small Firm Conference '97

***Taxes & Accounting Tips for Small Firms***

200.33 Solo/Small Firm Conference –'00

***Fees, Billing and Collection: The Mechanics of Getting Paid***

200.35 Solo/Small Firm Conference – '01

***Fair Debt Collections Practice: When the Hunter Becomes the Hunted***

200.36 Solo/Small Firm Conference – '01

***Tax Tips for Solo and Small Firm Lawyers***

200.38 Solo/Small Firm Conference – '02

***How to Handle Payroll & Personnel Tax Issues In Your Small Law Practice***

200.39 Solo/Small Firm Conference – '02

***Staying Ahead of Overhead and Business Management Essentials for Small Firm Lawyers***

200.40 Solo/Small Firm Conference – '02

***Value-Based Billing Systems: Has the Time Come for This Courageous Move?***

200.41 Solo/Small Firm Conference – '02

***Trustworthy Trust Accounts***

200.42 Solo/Small Firm Conference – '02

***Health Insurance Rx???: An Overview of Options Including HSA's for Small Firm Lawyers***

200.43 Solo/Small Firm Conference – '05 CD

***Billing/Accounting Software Demos for the Small Firm***

200.49 Solo/Small Firm Conference – '03 CD

***How to Draft Clear and Ethical Fee Agreements That Will Get you Paid***

200.51 Solo/Small Firm Conference – '03 CD

***ABC's of Attorney Liens: How to Protect Your Lien and Avoid Liability***

200.52 Solo/Small Firm Conference – '03 CD

***Put Your Law Practice on the Treadmill: How to Evaluate and Improve the Financial Health of Your Law Business***

200.53 Solo/Small Firm Conference – '03 CD

***Practice Management Myths: How to Avoid the PotHoles That Could Throw Your Practice Out of Alignment***

200.56 Solo/Small Firm Conference – '07 CD

***Get the Red Out: Tips on How to Increase Cash Flow in Your Practice***

200.57 Solo/Small Firm Conference – '07 CD

***Bringing Home More Bacon: How to Competitively Price Legal Services and When to Raise Fees***

200.58 Solo/Small Firm Conference – '07 CD

## **Clientele/Client Relations**

***Successfully Marketing Your Practice to Your Community***

300.01 Solo/Small Firm Conference '97

***Dealing With Unhappy Clients & Responding to the Occasional Complaint***

300.02 Solo/Small Firm Conference '97

***Achieving the Highest Degree of Professionalism***

300.03 Solo/Small Firm Conference '97

***The Non-Dischargeability Nightmare: From Divorce Court to Bankruptcy Court***

300.38 Solo/Small Firm Conference - '99

***DUI/Traffic: The Highway to Small Firm Success***

300.39 Solo/Small Firm Conference - '99

***The Hottest Issues in Family Law - What You Need to Know***

300.42 Solo/Small Firm Conference - '99

***Ethically Building Your Small Firm By Advertising & Other Alternatives***

300.43 Solo/Small Firm Conference - '99

***Appellate Practice: A View From the Bench***

300.45 Solo/Small Firm Conference - '99

***The ABC's of Condemnation***

300.46 Solo/Small Firm Conference - '99

***Proper Protocols in Federal Court***

300.47 Solo / Small Firm Conference - '99

***How to Cherry Pick Jurors in Federal Court***

300.55 Solo/Small Firm Conference –'00

***How to Deal and Enhance Your Clients' Interests When Dealing with the Media***

300.61 Solo/Small Firm Conference – '01

***What to Do When You Get the Midnight Phone Call: Representing Your Client in a Criminal Matter That's Outside Your Practice Area***

300.62 Solo/Small Firm Conference – '01

***When to Hold 'Em and When to Fold 'Em: The Essential Elements of Client and Case Selection***

300.63 Solo/Small Firm Conference – '01

***Mining For Business: How to Ethically Refer Business to Another Attorney***

300.64 Solo/Small Firm Conference – '02

***It's More Than Bad Manners – It's Unprofessional***

300.65 Solo/Small Firm Conference – '02

***Dealing with Difficult or Potentially Dangerous Clients: How to "Bullet Proof" Your Law Office***

300.66 Solo/Small Firm Conference – '02

***Mediation Overview: Fast, Effective and Economic Case Resolution***

300.67 Solo/Small Firm Conference – '05 CD

***Making it Stick: Mistakes to Avoid in Arbitration and Writing Enforceable Provisions***

300.68 Solo/Small Firm Conference – '05 CD

***Double Protection: How to Protect Your Clients and Yourself Through Releases***

300.69 Solo/Small Firm Conference – '05 CD

***How to Sharpen Your Legal Writing and Research Skills***

300.70 Solo/Small Firm Conference – '05 CD

***Following the Rules: Review of New and Proposed Ethics Rules***

300.71 Solo/Small Firm Conference – '05 CD

***Mediating Home Construction Disputes Under the New Right to Repair law***

300.72 Solo/Small Firm Conference – '05 CD

***The Everything-You-Need-to-Know Employment Law Web Site For Your Law Practice and Advising Clients***

300.73 Solo/Small Firm Conference – '03 CD

***Malpractice Gotchas: Learn What They Are and How to Duck Them***

300.74 Solo/Small Firm Conference – '03 CD

***“Zealot” Advocacy: Questionable Professionalism***

300.75 Solo/Small Firm Conference – '03 CD

***Look at the Options: When ADR is NOT the Best Alternative***

300.76 Solo/Small Firm Conference – '03 CD

***Client Selection Can Make Your Life Easier: How to Grade Your Clients from A-F***

300.77 Solo/Small Firm Conference – '03 CD

***Behind the Curtain of the Disciplinary System: What Really Goes on Behind the Scenes***

300.80 Solo/Small Firm Conference – '07 CD

***What? More New Ethics Rules!!***

300.81 Solo/Small Firm Conference – '07 CD

***Shhhh!: ADR Secrets for Your next Mediation or Arbitration***

300.83 Solo/Small Firm Conference – '08

***Best Practices in Business Development: How to Get Results Professionally and Ethically***

300.84 Solo/Small Firm Conference – '08

***Best Practices in Client Services to Keep Out of Ethical and Tribulations***

300.85 Solo/Small Firm Conference – '08

***Conflict Checking Systems: Everything You Need to Know About Conflicts and More Conflicts***

300.86 Solo/Small Firm Conference – '08

***Dealing with Client-Related Nightmares***

300.87 Solo/Small Firm Conference – '08

***Low Cost Tips to Market Your Law Practice on a Budget***

300.88 Solo/Small Firm Conference – '08

***Navigating an Ethical Complaint in a Sea of Uncertainty***

300.89 Solo/Small Firm Conference – '08

***The Newest, Latest, and Greatest Ethical Rules You Should Know About***

300.90 Solo/Small Firm Conference – '08

## **Personnel**

***Take Your Mind Out For A Jog***

400.01 Solo/Small Firm Conference '97

***What You Should Know Before You Take On An Associate Or A Partner***

400.02 Solo/Small Firm Conference '97

***"What's a Nice Person Like You Doing Practicing Law?"-Felling Good About Being An Ethical and Professional Small Firm Lawyer***

400.37 Solo/Small Firm Conference - '99

***How to Hire and Retain the Best Paralegal or Legal Assistant***

400.38 Solo/Small Firm Conference - '99

***Feeling the Squeeze: How to Deal with Stress by Managing Your Time Practicing Law More Effectively***

400.39 Solo/Small Firm Conference - '99

***How to Balance the Busy Life of the Small Firm Lawyer by Adding a Little Humor to Your Life***

400.40 Solo/Small Firm Conference - '99

***Male Lawyers Are From Mars and Female Lawyers Are From Venus: How These Differences Affect How You Practice Law***

400.41 Solo/Small Firm Conference - '99

***Kicking Back: Retirement & Pension Plans for Solo & Small Firm Lawyers***

400.51 Solo/Small Firm Conference –'00

***Turning Personnel Headaches into Bottom Line Assets***

400.52 Solo/Small Firm Conference –'00

***Time Management; Creating Time for Lawyers Out of Thin Air***

400.53 Solo/Small Firm Conference –'00

***Writing Your Own Office Procedures Manual: The Smartest Thing You've Ever Done***

400.54 Solo/Small Firm Conference –'00

***In Search of Atticus Finch: A Professionalism Model (Part 1 & 2)***

400.55 Solo/Small Firm Conference –'00

***The Palm Approach to So Little Time, So Much Paper***

400.58 ABA

PDA's have the potential to help streamline time management and paperwork for lawyers in many, many ways. Yet often they seem to be used as little more than easy-access phone books and calendars. This program should help you make full use of your PDA and incorporate its use into a time-management and organizational plan adapted to your particular needs and practice.

***Counseling the Counselor: Feeling good About Yourself as a Small Firm Lawyer***

400.59 Solo/Small Firm Conference – '01

***How to Interview Clients Effectively***

400.60 Solo/Small Firm Conference – '01

***From Time on Your Hands to Hands on Your Time***

400.61 Solo/Small Firm Conference – '01

***Law and Life – How Successful Small Firm Lawyers Can Enjoy Both***

400.62 Solo/Small Firm Conference – '01

***More Money in Fewer Hours with Less Stress: The Elusive Trinity of Practicing Law***

400.63 Solo/Small Firm Conference – '01

***United We Stand as Solo and Small Firm Lawyers***

400.65 Solo/Small Firm Conference – '02

***Stepping Back: Taking a Hard Look at Your Life and Your Practice***

400.66 Solo/Small Firm Conference – '02

***Parents at Law: How to Make the Dual Role Doable***

400.67 Solo/Small Firm Conference – '02

***Sharing the Wealth: Employee Benefits and Profit Sharing***

400.68 Solo/Small Firm Conference – '02

***How to Be More Effective Lawyers/Employers from the Paralegal's Point of View***

400.69 Solo/Small Firm Conference – '02

***How to Find & When to Hire A Good Paralegal***

400.70 Solo/Small Firm Conference – '02

***The Successful Lawyer: Powerful Strategies for Transforming Your Practice – 6 CD's***

400.74 ABA

You'll find powerful strategies for transforming your practice on every page! Learn how to:

- Energize your client relations skills.
- Effectively attract new clients.
- Manage client expectations and get more referrals.
- Persuasively delegate work within your firm.
- Successfully cross-sell your clients on other services.
- Positively deal with client complaints.
- Effectively deal with underachievers and difficult people.
- Move toward more-specialized work that commands higher hourly rates.
- Create an energetic law firm that delivers value and accomplishes its financial goals.
- And much, much more!

***10 Key Trends for Small Firms & How They Affect Your Practice***

400.77 Solo/Small Firm Conference – '03 CD

***It's a Game of Chance: Hiring and Firing Office Staff***

400.78 Solo/Small Firm Conference – '03 CD

***Riding the Retirement Roller Coaster: How to Plan for a Secure Retirement in Uncertain Times***

400.79 Solo/Small Firm Conference – '03 CD

***Clone Yourself or Add an Associate or Paralegal?: When it Makes Financial Sense to Expand Your Practice***

400.81 Solo/Small Firm Conference – '03 CD

***25 Ways to Axe Anxiety and Stress: Stress Taming Tools to Help You Reclaim Your Enthusiasm for Practicing Law Again***

400.82 Solo/Small Firm Conference – '03 CD

***How to Take a Personal Inventory B/4 Making a Decision about Changing the Course of Your Legal Career***

400.83 Solo/Small Firm Conference – '03 CD

***How to Productively Use a Paralegal at Trial***

400.84 Solo/Small Firm Conference – '03 CD

***Pre-Trial Jitters: How to Handle the Stress of Trial Preparation and Courtroom Anxiety***

400.87 Solo/Small Firm Conference – '07 CD

## **Forms of Practice**

***Personal Injury & Workers' Compensation Issues***

500.01 Solo/Small Firm Conference '07

***Starting A Practice: What You Should Know Before You Hang Out Your Shingle***

500.03 Solo/Small Firm Conference '97

***Starting A Practice (Part 2) How To Set Up A Practice In Your Home***

500.05 Solo/Small Firm Conference '97

***Nuts & Bolts of Family Law Including the Use of Technology***

500.07 Solo/Small Firm Conference '97

***Bankruptcy Update For Small Firm Practitioners***

500.08 Solo/Small Firm Conference '97

***LLC, LLP, PC, Partnership, Sole Proprietorship: How To Choose What Is Best***

500.09 Solo/Small Firm Conference '97

***Real Estate Issues For Small Firm Practitioners***

500.10 Solo/Small Firm Conference '97

***Success is Practicing Professionally & Ethically as a Solo or Small Firm Lawyer***

500.41 Solo/Small Firm Conference -'00

***Trial Strategies for Small Firm Lawyers That Win Cases***

500.42 Solo/Small Firm Conference -'00

***Multidisciplinary Practice: Friend or Foe of Small Firm Lawyers?***

500.43 Solo/Small Firm Conference -'00

***How Paralegals Make Money for Law Firms***

500.44 Solo/Small Firm Conference -'00

***Medicaid Eligibility & Preserving What's Left: The Special Needs Trust***

500.45 Solo/Small Firm Conference -'00

***Basic 7, 11, 13 Bankruptcy Skills***

500.46 Solo/Small Firm Conference -'00

***Fundamentals of Family Law Mediation***

500.47 Solo/Small Firm Conference -'00

***How to Deal with a Vocational Expert at a Disability Hearing***

500.49 Solo/Small Firm Conference -'00

***Valuation Essentials That Small Firm Lawyers Need to Know***

500.50 Solo/Small Firm Conference -'00

***The Bradley Dream Team: Solo and Small Firm Lawyers Lend Support in Family Law Case***

500.57 Solo/Small Firm Conference - '01

***Nuts and Bolts of Trial Skill Techniques***

500.58 Solo/Small Firm Conference - '01

***Red Flags in Buying or Selling Real Estate***

500.59 Solo/Small Firm Conference - '01

***How Not to Qualify for Medicaid (If Mom or Dad Give Away Their Property)***

500.60 Solo/Small Firm Conference - '01

***From the Concrete Jungle (City) to a Green Acres (Country) Practice or Vice Versa***

500.61 Solo/Small Firm Conference - '01

***All in the Family: The Dynamics of Practicing Law with Family Members***

500.62 Solo/Small Firm Conference - '01

***Review of Recent Federal Cases of Interest to Small Firm Lawyers***

500.63 Solo/Small Firm Conference - '01

***The 'Boomers' Go Boom Boom: How to Handle Increasing Social Security Disability Claims of the Aging Populations***

500.64 Solo/Small Firm Conference - '01

***Immigration Law for Family Law, Criminal Law, and Business Law Small Firm Practitioners***

500.65 Solo/Small Firm Conference – '01

***Assuming the Responsibility for Others: Guardianships, Custody, GAL's, Conservatorships, and DFS***

500.66 Solo/Small Firm Conference – '01

***The Pros & Cons of How to Organize Your Small Practice: Which Entity is Best?***

500.67 Solo/Small Firm Conference – '01

***A Tax Lawyer's View of the Buy-Sell Transaction: Buying and Selling a Privately Owned Business Including a Small Law Firm***

500.68 Solo/Small Firm Conference – '01

***How to Effectively Handle and Resolve Small Personal Injury Cases***

500.69 Solo/Small Firm Conference – '01

***(Joint) Custody in a Mobile Society: Can a Parent Move Across the Street?***

500.70 Solo/Small Firm Conference – '01

***Learning Courtroom Decorum and the Advantages It Brings***

500.71 Solo/Small Firm Conference – '01

***How Small Firm Lawyers Can Best Service Their Clients with Intellectual Property Issues***

500.72 Solo/Small Firm Conference – '01

***The Law Firm of Me, Myself and I, P.C.: How to Deal with isolation in the Solo and Small Firm***

500.73 Solo/Small Firm Conference – '01

***Flying \$'s: What Will Get You Fined and Sanctioned in a No Nonsense Federal Court***

500.74 Solo/Small Firm Conference – '01

***Grass is Greener: Exploring Alternative Legal Careers***

500.75 Solo/Small Firm Conference – '01

***How to Legally Prepare Your Client to Enter a Nursing Home***

500.77 Solo/Small Firm Conference – '02

***How to Advise Small Business Clients on Retirement Accounts***

500.78 Solo/Small Firm Conference – '02

***ADR Hot Topics Including the Revised Uniform Arbitration Act***

500.79 Solo/Small Firm Conference – '02

***A Plain English Overview of the New Article 9: Uniform Commercial Code***

500.80 Solo/Small Firm Conference – '02

***Direct and Cross Examination Techniques from the Expert Witness***

500.81 Solo/Small Firm Conference – '02

***The Daubert, Kumho & Progeny Decisions from the Expert's Point of View***

500.82 Solo/Small Firm Conference – '02

***How to Work with Trust Companies in the Administration of Trusts***

500.83 Solo/Small Firm Conference – '02

***Don't Take That Statute at Face Value: How to Evaluate State Statutes Objectively***

500.84 Solo/Small Firm Conference – '02

***Fire, Water, and Sewer: Representing Single Interest Political Subdivisions***

500.85 Solo/Small Firm Conference – '02

***(Ten) Simple But Deadly Cross Examination Techniques***

500.86 Solo/Small Firm Conference – '02

***DWI/DUI Defense and the New Laws***

500.87 Solo/Small Firm Conference – '02

***Representing Those Who Serve Our Country: A Review of the Soldier's and Sailor's Act***

500.88 Solo/Small Firm Conference – '02

***Landlord-Tenant Issues From Both Perspectives***

500.89 Solo/Small Firm Conference – '02

***When the Check is Not in the Mail: Child Support Enforcement Issues***

500.90 Solo/Small Firm Conference – '02

***How to Do Pro Bono Work & Still Make a Living***

500.91 Solo/Small Firm Conference – '02

***Sorting Through the Thorny Maze of Environmental Law and Regulations***

500.92 Solo/Small Firm Conference – '05 CD

***Representing Disputing Landlords and Tenants***

500.93 Solo/Small Firm Conference – '05 CD

***Pros and Cons of Family Law Collaboration***

500.94 Solo/Small Firm Conference – '05 CD

***Paint Them a Picture: How to Build Cost Effective Exhibits***

500.95 Solo/Small Firm Conference – '05 CD

***Auto Fraud: We're Not Just Talking Lemon Aid***

500.96 Solo/Small Firm Conference – '05 CD

***The Nitty Gritty of LLC's and Small Businesses***

500.97 Solo/Small Firm Conference – '05 CD

***Keep It Simple, Solo: Inter-state Establishment and Enforcement of Child Support Orders***

500.98 Solo/Small Firm Conference – '05 CD

***Keys to the Art of Persuasion: Examining Neurolinguistic Procedures for Jury Trials***

500.99 Solo/Small Firm Conference – '05 CD

***The USA PATRIOT Act and How it Affects Your Clients***

500.100 Solo/Small Firm Conference – '05 CD

***Tips on Preparing and Trying the MIST Case***

500.101 Solo/Small Firm Conference – '05 CD

***Bankruptcy Practice Under the Amendments to the Bankruptcy Code***

500.102 Solo/Small Firm Conference – '05 CD

***CLE at Sunrise: Part I – Great Tips Worth Getting Up Early For***

500.103 Solo/Small Firm Conference – '05 CD

***Hitting a Home Run When Setting Up a 501(c)(3): How to Cover All the Bases***

500.104 Solo/Small Firm Conference – '05 CD

***How to Keep Your Case Afloat When Opposing Counsel From the Big Firm Floods You With Paperwork***

500.105 Solo/Small Firm Conference – '05 CD

*How to Preserve Your Win: Tips from Crossing Over From Trial Practice to the Appeal*

500.106 Solo/Small Firm Conference – '05 CD

*Grandparents Have Rights Too, Or Do They?: How to Advise Parents and Grandparents*

500.107 Solo/Small Firm Conference – '05 CD

*Criminal Appeals: It's Not for the Faint of Heart*

500.108 Solo/Small Firm Conference – '05 CD

*Co-Habitation and Pre-Nuptial Agreements: Tips for Representing the Never Married or About to Be Married*

500.109 Solo/Small Firm Conference – '05 CD

*Familiarizing Yourself With the Fair Labor Standards Act*

500.110 Solo/Small Firm Conference – '05 CD

*Criminal Law Basics for Non-Criminal Law Practitioners: Learn Before You Have a Need*

500.111 Solo/Small Firm Conference – '05 CD

*Bankruptcy : How it Affects Trial Issues, Case Settlements and Chapter 13*

500.112 Solo/Small Firm Conference – '05 CD

*Sweeping Changes: Brush Up on the New Workers' Compensation Law*

500.113 Solo/Small Firm Conference – '05 CD

*The Troubled Waters of Tort Reform: Navigating Personal Injury Cases in Changing Times*

500.114 Solo/Small Firm Conference – '05 CD

*The Tricks of the Trade in Representing Social Security Clients*

500.115 Solo/Small Firm Conference – '06 CD

*The Ins & Outs of Estate Administration: A Walk Through From Opening to Closing*

500.116 Solo/Small Firm Conference – '06 CD

*How to Plan for a Client Without a Taxable Estate*

500.117 Solo/Small Firm Conference – '06 CD

*How to Assist Clients with Planning for End of Life & Immediate After Death Issues*

500.118 Solo/Small Firm Conference – '06 CD

*Ex Parte Orders of Protection Issues*

500.119 Solo/Small Firm Conference – '06 CD

*Current IRS Procedures for Investing Tax Fraud, Tax Shelters, and Offshore Accounts*

500.120 Solo/Small Firm Conference – '06 CD

*A Civil Law Practitioner's Refresher Course on Criminal Law*

500.121 Solo/Small Firm Conference – '06 CD

*Access and Accommodation: ADA Issues for Adults and Minors*

500.122 Solo/Small Firm Conference – '06 CD

*Where's the Money? 50 Tips on Where it is in Motor Vehicle Accidents*

500.123 Solo/Small Firm Conference – '06 CD

*Post Divorce Issues in Family Law*

500.124 Solo/Small Firm Conference – '06 CD

*It's a Different Ball Game: Estate Planning for Kids and Dependent Adults with Special Needs*

500.125 Solo/Small Firm Conference – '06 CD

***How to Interpret and Make Sense of Psychological Tests***

500.126 Solo/Small Firm Conference – '06 CD

***How to Handle Uncontested Divorces by Hearing or Affidavit***

500.127 Solo/Small Firm Conference – '06 CD

***How to Avoid Being Derailed with the Fair Credit Reporting Act: A View From Both Sides of the Collections Track***

500.128 Solo/Small Firm Conference – '06 CD

***The Essential Ingredients of Business Immigration in a Global Marketplace***

500.129 Solo/Small Firm Conference – '06 CD

***Eminent Domain After Kelo and the Governor's Task Force***

500.130 Solo/Small Firm Conference – '06 CD

***Advising Clients with Hazardous Chemicals Issues***

500.131 Solo/Small Firm Conference – '06 CD

***Dividing the Baby: How to Try the Contested Custody Case – Part I & II***

500.132 Solo/Small Firm Conference – '06 2-CD's

***Post Mortem on the New Bankruptcy Law: Pre-Filing Issues***

500.133 Solo/Small Firm Conference – '06 CD

***A Trial Judge's Perspective: How to Present Your Case in the Most Effective Way Possible and Avoid Irking the Judge***

500.134 Solo/Small Firm Conference – '06 CD

***Post Mortem on the New Bankruptcy Law: Post-Filing Issues***

500.135 Solo/Small Firm Conference – '06 CD

***A Phenomenal Idea – Presenting the Truth: Credibility, Evidence & Experts at Trial***

500.136 Solo/Small Firm Conference – '06 CD

***Life After HB 393: Tort Law Changes & How they Affect Personal Injury Practice***

500.137 Solo/Small Firm Conference – '06 CD

***Legal Secrets Every Small firm Business Lawyer Needs to Know***

500.138 Solo/Small Firm Conference – '06 CD

***Jury Selection Strategies Proven to Win***

500.139 Solo/Small Firm Conference – '06 CD

***Holding on to the Family Assets: Sweeping Changing with Medicaid Eligibility***

500.140 Solo/Small Firm Conference – '06 CD

***Foreclosure Fundamentals for Small Firm Practitioners***

500.141 Solo/Small Firm Conference – '06 CD

***Elder Law Pitfalls: How to Deal with Questionable capacity, Family Feuds and Other Traps***

500.142 Solo/Small Firm Conference – '06 CD

***DWI's: The Criminal Side – Part I & II***

500.143 Solo/Small Firm Conference – '06 2-CD's

***CLE at Sunrise – Part I & II***

500.144 Solo/Small Firm Conference – '06 2-CD's

***Starting a Law Practice Boot Camp – Part I, II, III & IV***

Part I - Is this the Right Decision for You

Part II - Systems, Forms & Procedures – What You Need to Operate Efficiently, Effectively & Profitably

Part III - Don't Burn Your Bridges, Stay Out of Trouble & Build a Reputation for Integrity

Part IV – Details, Details – The Nitty Gritty & Down Low on Starting Your Own Practice

500.145 Solo/Small Firm Conference – '06 4-CD's

***How to Sell and/or Close a Law Firm: Workout with the Experts – 2 Disks***

500.169 ABA GP, SSF Division, Center for Prof. Responsibility & ABA Center for Continuing Legal Ed.

***Courtroom Etiquette: The Inside Track of Do's and Don'ts in Front of Judges***

500.147 Solo/Small Firm Conference – '03 CD

***The Case Within a Case: How to Detect and Preserve Claims That Are Hidden Within Simple Liability Scenarios***

500.148 Solo/Small Firm Conference – '03 CD

***How to Build a Trusty Trial Notebook That Will Help You Win***

500.149 Solo/Small Firm Conference – '03 CD

***To Share and Not share Alike: Office Sharing Ethical and Malpractice Issues***

500.150 Solo/Small Firm Conference – '03 CD

***The Basics of Appellate Practice for Small Firm Lawyers***

500.151 Solo/Small Firm Conference – '03 CD

***R-E-S-P-E-C-T! How to Handle Put Downs, Gain Respect, and Improve Personal Satisfaction in the Law***

500.152 Solo/Small Firm Conference – '03 CD

***10 Tips for Handling Administrative Hearings***

500.153 Solo/Small Firm Conference – '03 CD

***Doing It the Right Way: How to Ethically and Professionally Leave or Close Down Your Law Firm***

500.154 Solo/Small Firm Conference – '03 CD

***Alphabet Soup: How to Choose the Best Entity for Your Law Practice – P.C., L.L.P., L.L.C., Partnership***

500.155 Solo/Small Firm Conference – '03 CD

***The Basics of Trying a Civil Trial***

500.156 Solo/Small Firm Conference – '03 CD

***How to Handle the Administrative Aspects in a DWI/DUI Case***

500.157 Solo/Small Firm Conference – '03 CD

***The Fundamentals of title Insurance***

500.158 Solo/Small Firm Conference – '03 CD

***Real Estate Use and Eminent Domain***

500.159 Solo/Small Firm Conference – '03 CD

***Nuts and Bolts of Trying a Criminal Case***

500.160 Solo/Small Firm Conference – '03 CD

***How Bankruptcy Affects Domestic, Personal Injury and Other Areas of the Law***

500.161 Solo/Small Firm Conference – '03 CD

***Litigating MIST Cases: Exposing the Defense Junk Science for Profit and Fun***

500.162 Solo/Small Firm Conference – '03 CD

***GAL Check Up: How Best to Work With the Child Advocate***

500.163 Solo/Small Firm Conference – '03 CD

***Before and After the special Agents Arrive: How to Represent Taxpayers Before the IRS***

500.164 Solo/Small Firm Conference – '03 CD

***How to Represent Living Probate Clients: Opening Guardianships and Conservatorships for Adults***

500.165 Solo/Small Firm Conference – '03 CD

***Here We Go Again: A New Form 14 and What You Need to Know***

500.166 Solo/Small Firm Conference – '03 CD

***Protecting the Seniors: Nursing Home Negligence From Defense and Plaintiff Perspectives***

500.167 Solo/Small Firm Conference – '03 CD

***How to Use Medical Records to Your Advantage in Non-Personal Injury Cases***

500.168 Solo/Small Firm Conference – '03 CD

***Write On: Perfecting the Art of Legal Writing Skills***

500.170 Solo/Small Firm Conference – '07 CD

***Workers' Comp, SSA Disability & Long Term Disability: The Interconnectedness***

500.171 Solo/Small Firm Conference – '07 CD

***Let's Try That Again: The Guidelines for Handling Appeals***

500.172 Solo/Small Firm Conference – '07 CD

***The Inside Story: Exploring Demand and Settlement Issues***

500.173 Solo/Small Firm Conference – '07 CD

***Immigration and Business Hurdles: How to Make the Jump Over***

500.174 Solo/Small Firm Conference – '07 CD

***How to Advise Business Clients on ERISA Issues***

500.175 Solo/Small Firm Conference – '07 CD

***Starting a Law Practice Boot Camp – Part I, II, III, IV & V***

Part I – Is this the Right Decision for You

Part II – Systems, Forms & Procedures

Part III – How to Stay Out of Trouble with Your Trust Account and Build a Reputation for Integrity

Part IV – Practice Potpourri – Practice Entity, Financial and Taxes, Office Technology

Part V – Details, Details – The Nitty Gritty & Down Low on Starting Your Own Practice

500.176 Solo/Small Firm Conference – '07 5-CD's

***Do's and Don'ts of Fair Debt Collection Practices: How to Protect Yourself From Debtors***

500.177 Solo/Small Firm Conference – '07 CD

***Employer/Employee Discord: How to Present and Win the Employment Law Case***

500.178 Solo/Small Firm Conference – '07 CD

***Caring For Those with Special Care Needs: Estate Planning for the Disabled or Ailing Spouse***

500.179 Solo/Small Firm Conference – '07 CD

***Befuddled by the New Bankruptcy Law? A Look at How We're Doing***

500.180 Solo/Small Firm Conference – '07 CD

***20 Timely Tips for Real Estate Contracts and Leases***

500.181 Solo/Small Firm Conference – '07 CD

***What You Don't Know May Hurt You: Top Ten Biggest QDRO Mistakes***

500.182 Solo/Small Firm Conference – '07 CD

***Police Beat: Hot Tips in Criminal Law and Collateral Consequences of Criminal Convictions***  
500.183 Solo/Small Firm Conference – '07 CD

***The Law Behind the Liens: How Far Third Party Lien Holder's Rights Extend***  
500.184 Solo/Small Firm Conference – '07 CD

***SSFU Trial College***

Part I – Voir Dire

Part II – Opening Statements

Part III – Cross Examinations

Part IV – Closing Arguments

500.185 Solo/Small Firm Conference – '07 – 4 CD's

***Estate Planning Tips that I Wish Someone Had Told Me About 25 Years Ago***  
500.186 Solo/Small Firm Conference – '07 CD

***Deal or No Deal: Settlement v. Trial in Family Law Cases and How Mediation Plays in the Mix***  
500.187 Solo/Small Firm Conference – '07 CD

***Cutting Edge Family Law***  
500.188 Solo/Small Firm Conference – '07 CD

***Because Change Happens: How to Answer Your Employer and Clients' Questions About Workers' Compensation Issues***  
500.189 Solo/Small Firm Conference – '07 CD

***Another World: Civil Practice Before Associate Circuit Judges and the Difference You Should Know About***  
500.190 Solo/Small Firm Conference – '07 CD

***Absolute Musts in Inter Vivos and Testamentary Trusts Under the New Missouri Uniform Trust Code***  
500.191 Solo/Small Firm Conference – '07 CD

***For Children's Sake: Parenting Plans and Child Development for Divorcing Parents***  
500.192 Solo/Small Firm Conference – '07 CD

***What You Need to Know About ERISA Liens on Settlements***  
500.193 Solo/Small Firm Conference – '07 CD

***Managing the Medicals: The GPS of Finding Your Way Through Medial Records***  
500.194 Solo/Small Firm Conference – '07 CD

***Grab Your Case by the Horns: Hot Topics for Getting a Rope Around Traffic Accident and MIST Cases***  
500.195 Solo/Small Firm Conference – '07 CD

***How to Find Your Way Through the Medicaid Maze for Non-Medicaid Practitioners***  
500.196 Solo/Small Firm Conference – '07 CD

***ADA and Compliance Issues***  
500.202 Solo/Small Firm Conference – '08

***All About Foreclosures: Tips to Assist Clients Losing Their home, Handling Foreclosures for Lenders, and Advising Clients Considering Buying Property in Foreclosure***  
500.203 Solo/Small Firm Conference – '08

***Bricks and Mortar or Homeowner Association Representation***  
500.204 Solo/Small Firm Conference – '08

***Consumer Rights: Credit Reporting and Identity Theft***  
500.205 Solo/Small Firm Conference – '08

***Diamonds in the Rough: How to Look for Hidden Gems When Workers Compensation Benefits Are Inadequate to Compensate Your Client***

500.206 Solo/Small Firm Conference – '08

***DWIs and DUIs: Learn From the Master Everything From Field Sobriety Testing to Administrative Hearings***

500.207 Solo/Small Firm Conference – '08

***Environmental Issues That Can Sneak Up on You and Your Clients***

500.208 Solo/Small Firm Conference – '08

***From Inside Family Court: Judges Discuss Tips That Family Practitioners Will Want to Know***

500.209 Solo/Small Firm Conference – '08

***How to Break into Federal Practice***

500.210 Solo/Small Firm Conference – '08

***How to Get the Goods on Servicemembers Civil Relief Act***

500.211 Solo/Small Firm Conference – '08

***How to Recognize a Class Action Suit When it Walks in the Door***

500.212 Solo/Small Firm Conference – '08

***How to Win Big Cases on Small Budgets***

500.213 Solo/Small Firm Conference – '08

***How Small Firm Practitioners Can Avoid Trouble: Workers' Compensation, Fraud & Other Crimes***

500.214 Solo/Small Firm Conference – '08

***Intellectual Property Law for Solo and Small Firm Practitioners***

500.215 Solo/Small Firm Conference – '08

***IRS Collections: Exploring Taxpayers Options and Resolutions***

500.216 Solo/Small Firm Conference – '08

***Minor Problems, Major Issues: Civil and Criminal Matters Involving Minors***

500.217 Solo/Small Firm Conference – '08

***Negotiating with Insurance Companies in Today's Bodily Injury World***

500.218 Solo/Small Firm Conference – '08

***New Research Into Chronic Pain Following Crashes: Medical Proof Why Your Clients Continue to Hurt***

500.219 Solo/Small Firm Conference – '08

***Representing Small Business: Drafting Bylaws, Operating Agreements, Buy-Sell Agreements and Beyond***

500.220 Solo/Small Firm Conference – '08

***Social Security Disability Law for Solo and Small Firm Lawyer***

500.221 Solo/Small Firm Conference – '08

***The Estate Planners Dozen: 12 Key Practice Tips on Estate Planning and Revocable Trusts***

500.222 Solo/Small Firm Conference – '08

***The New Bankruptcy Law: How it Impacts Other Areas of the Law***

500.223 Solo/Small Firm Conference – '08

***Use of Probability in Handling All Types of Auto Accident Cases That's Easy to Understand***

500.224 Solo/Small Firm Conference – '08

***You Never See Eagles Soaring With Ducks: How to Interview and Evaluate New Dissolution Clients and Beyond to the Case Conclusion***

500.225 Solo/Small Firm Conference – '08

### *Trial College*

500.226 Solo/Small Firm Conference – '08

### *Starting a Practice Boot Camp*

500.227 Solo/Small Firm Conference – '08

## **Automation/Technology Considerations**

### *The Role Of The Legal Assistant In Office Automation*

600.01 Solo / Small Firm Conference '97

### *How Not To Use Computers In Your Law Office*

600.02 Solo / Small Firm Conference '97

### *Cutting To The Chase: About the Y2K Problem and Why Every Small Firm Lawyer Should Care*

600.16 Solo / Small Firm Conference - '99

### *Losing it All: Back-up Systems for Your Computer & Associated Risks & Ethics*

600.21 Solo/Small Firm Conference –'00

### *PowerPoint to Far Point: Creating Demonstrative Evidence*

600.22 Solo/Small Firm Conference – '01

### *Future of the Small Firm Lawyer: Will You Survive or Be Kicked off the Island If You're not E-Lawyering?*

600.23 Solo/Small Firm Conference – '01

### *Security Issues: Firewalls and Prevention, Treatment and Cure of Computer Viruses*

600.24 Solo/Small Firm Conference – '01

### *Law on the Road: The Mobile Lawyer's Survival Guide*

600.25 Solo/Small Firm Conference – '01

### *Turning Chaos Into Cases: Case Management is Prozac for Lawyers*

600.26 Solo/Small Firm Conference – '01

### *How to Make Persuasive Presentations with Power and Influence*

600.27 Solo/Small Firm Conference – '01

### *The Bionic Lawyer: 60 Gadgets in 60 Minutes to Be a More Effective Lawyer*

600.28 Solo/Small Firm Conference – '01

### *The Ethics-Net.Com: Ethics in the Virtual Law Firm*

600.29 Solo/Small Firm Conference – '01

### *How (Not) to Commit Malpractice with Your Computer*

600.30 Solo/Small Firm Conference – '02

### *How to Protect Your Firm From disaster: Data, Backup & Network Security*

600.31 Solo/Small Firm Conference – '02

### *Practicing Law in Your Bathrobe: How to Effectively Operate Your Law Practice From Your Home*

600.32 Solo/Small Firm Conference – '03 CD

## **Computer Hardware and Software**

### *How To Use The Internet For Legal Research, E-Mail And Develop Your Firm's Home Page*

700.07 Solo / Small Firm Conference '97

***Doing the Software Shuffle: What Do I Need, What is Best & Where Do I Find It?***

700.39 Solo / Small Firm Conference - '99

***Continuing the Software Shuffle For Intermediate Users***

700.40 Solo / Small Firm Conference - '99

***Looking for a Needle in the Haystack: Legal Research on the Internet***

700.41 Solo / Small Firm Conference - '99

***Not Quite Ready for Prime Time Technology - Good Stuff on the Horizon***

700.42 Solo / Small Firm Conference - '99

***Ethics and Technology: Together in Perfect Harmony***

700.43 Solo / Small Firm Conference - '99

***The Trial of the Future is Here Today - Mock Trial Using Advanced Technology***

700.44 Solo / Small Firm Conference - '99

***Law Office Technology for Dummies***

700.50 Solo/Small Firm Conference - '00

***Legal Technology Solutions for Solos & Small Firms***

700.51 Solo/Small Firm Conference - '00

***What's Hot & What's Not in Legal Technology***

700.52 Solo/Small Firm Conference - '00

***60 Legal PC Tips & Net Sites in 60 Minutes***

700.53 Solo/Small Firm Conference - '00

***To Do or Not to Do: Building Your Practice with a Law Firm Web Site***

700.54 Solo/Small Firm Conference - '00

***The \$5,000 Law Office: All the Parts to Make Your Office Hum***

700.56 Solo/Small Firm Conference - '02

***How to Build a Small Firm Web Site in Front of You***

700.57 Solo/Small Firm Conference - '02

***Back to the Basics: Useful Internet Sites and Services for Missouri Lawyers***

700.58 Solo/Small Firm Conference - '02

***How to Lay the Foundation for Internet Research for Evidentiary Purposes***

700.59 Solo/Small Firm Conference - '02

***60 Hot Legal PC Tips, Websites & Gadgets in 60 Minutes***

700.60 Solo/Small Firm Conference - '02

***How to Use a Digital Camera to Prepare Exhibits***

700.72 Solo/Small Firm Conference - '03 CD

***Advanced Forms Production: Customized Document Production the Easy Way with Hot Docs™***

700.73 Solo/Small Firm Conference - '03 CD

***Law Practice On the Go: Palm-Sized and Mobile Computing for EVERY Lawyer***

700.74 Solo/Small Firm Conference - '03 CD

***Wringing Profits Out of Technology: Your Firm's New Money Machine***

700.75 Solo/Small Firm Conference - '03 CD

# VIDEOTAPES

## Law Office Organization

### **Starting On Your Own 1 & 2**

#### **100.01 The Florida Bar**

**Length: 240 minutes**

Eight experts answer your questions on:

- Banking - determine your needs and obtain financing
- Marketing - developing a marketing plan to enhance your ability to obtain business
- Ethics - how the Bar's ethics requirements apply to starting your own firm
- Space Planning - how much space you will need and how best to configure it
- Accounting - how to set up your books: a P.A. or sole proprietorship or partnership?
- Office Automation - do you need a computer to start?
- Personnel and Organizational Considerations - how to train and keep employees
- Insurance - avoiding malpractice, determining the amount and types of insurance

### **Professional Telephone Strategies**

#### **100.03 The State Bar Of Wisconsin**

**Length: 44 minutes**

This tape helps you win clients and keep them satisfied. The discussion, graphics and dramatizations identify key problems most law offices face and provide easy-to-implement solutions. Help your staff understand and master essential telephone skills to prevent many common but serious telephone problems that occur in the law office.

After your staff views this tape, your clients will encounter greater friendliness, efficiency, and professionalism over the telephone. Your staff will learn:

- How to recognize and handle potential new clients dos and don'ts of screening calls
- How to handle many incoming calls at once the power of a pleasant tone of voice
- How to develop and communicate a positive attitude how to stop playing telephone tag
- how to take a message and impress the caller at the same time

### **Professional Communications In The Law Office**

#### **100.04 State Bar Of Wisconsin**

**Length: 27 minutes**

In addition to demonstrating proven telephone techniques, this new training tape offers practical advice on proper uses of E-Mail, facsimile, and voicemail systems. The tape also covers issues in developing common sense policies for these and other widely used communication devices such as pagers and cellular phones.

### **Preparing for Your Deposition**

#### **100.05 State Bar Of Wisconsin**

**Length: 20 minutes**

*Preparing for Your Deposition* teaches your clients how to give more effective testimony. This highly practical litigation tool vividly demonstrates the important do's and don'ts of being deposed. Your clients will learn to avoid common mistakes and, as a result, they will be more competent, more relaxed, and more credible witnesses. Your clients will learn these tips: listen carefully to every question, understand the question before answering, never volunteer information, never guess at an answer, avoid words like never and always, always tell the truth, demonstrate proper demeanor and appearance, and be aware of opposing counsel's personality and tactics.

### **Safety & Security in Your Law Firm**

#### **100.06 State Bar Of Wisconsin**

This video is a combination of speakers from a seminar put on by the State Bar of Texas. The speakers give helpful hints on how to make your law firm safe and secure.

### **Great Tips for Running a Successful Law Practice**

#### **100.07 ABA**

How to improve your bottom-line and sleep better at night. Learn the tools and techniques used by successful solo and small firm practitioners to improve the overall business performance of their practices.

## Financial Management

### *Alternative Billing Practices for Lawyers*

200.01 CLE TV The Lawyers Video Magazine.

### *Fundamentals of Law Firm Financial Management*

200.02 Jerry Schwartz, Legal Management Services Length: 120 minutes

This is for sole practitioners, law firm managers, administrators and law office personnel, who want to learn or rediscover the basics of law firm profitability. This 120-minute video seminar teaches you:

- The importance and responsibilities of setting rates, collecting time and billing fees.
- How to capture, bill and account for disbursements
- The need and uses of management and financial reports
- The use of various bank accounts used in the practice
- Why budgeting is essential to the financial success of the practice

### *How to Increase Your Profits*

200.03 ABA

Length: 58 minutes

### *Putting Your Small Firm on the Path to Profits*

200.04 ABA

Length: 56 minutes

Roberta Ramo demonstrates how to create a financial plan without a computer as well as various techniques for determining an hourly rate.

### *Lawyers' Trust Accounts: Common Pitfalls and How to Avoid Them*

200.05 The State Bar Of Wisconsin

Length: 80 minutes

"Thou shalt not steal from thy trust account" If it were only that easy life would be simple. But it's not! Unfortunately, there are numerous unknowing and inadvertent trust account violations the commonly occur. And even an honest mistake can be both costly and embarrassing.

Often the delegation of administrative duties falls to a lawyers' support staff but ultimately each lawyer is personally responsible for the proper maintenance and handling of trust accounts. This video is the perfect training tool packed with 1 hour and 20 minutes of important information to provide effective guidelines for assuring error free trust accounting. This program goes beyond the rules of ethics and tells in practical terms how to comply with the attorney's fiduciary responsibility to the client.

### *Saying Goodbye to Hourly Billing*

200.06 ABA

Length: 14 minutes

As corporations continue to face the rigors of reorganizing, right-sizing, re-engineering and transforming, their traditional relationships with outside lawyers and the traditional system of hourly billing have been roundly criticized. We decided to use video dramatizations to set up the problems and the issues. This vignette is followed by live discussion from panelists. They discuss innovative ways of reorganizing, and which of these has proved successful and which has not been worth repeating.

### *Going Out of Business: Death, Disability, and Sale of a Law Practice*

200.07 ABA

Length: 75 minutes

An examination of the conflicts, confidentiality and competence issues surrounding the interruption of a solo or small firm practitioner's practice.

### *Lawyer Trust Accounts*

200.34 ABA

This video can help teach lawyers and staff how to handle the most common trust account management problems.

## Clientele/Client Relations

### *Getting and Keeping the Clients You Want*

300.01 ABA

Length: 58 minutes

### *From Madison Avenue to LaSalle Street*

300.02 ABA

Length: 12 minutes

From Madison Avenue to LaSalle Street—Commercials from the ABA Awards for Dignity in Lawyer Advertising is a tape of 1992, 1993 and 1995 winners and selected honorable mentions. Among the 20 techniques introduced in this tape are ways for heightening your visibility, fulfilling client needs, and motivating yourself and your staff to maintain and increase business.

### ***Getting Your Name Out in Your Community***

**300.03 ABA**

**Length: 44 minutes**

Sam Smith shows how to establish your firm and then increase its visibility. Includes: creating firm brochures, establishing the firm's name, and initiating personal visits to client's businesses.

### ***How to Market Your Law Firm 1 & 2***

**300.04 The Institute Of Professional Training, Inc. Length: 180 minutes**

Susan E. Wesler, presenter, is the Marketing Director and Marketing Consultant of Saltmarsh, Cleveland & Gund, P.A., Certified Public Accountants and Consultants, a regional firm with more than 100 professionals in three offices. Ms. Wesler has worked extensively with law firms, assisting them in learning to write and implement successful marketing plans tailored individually for them.

**Tape 1** focuses on Marketing Assumptions, Marketing Hype and Help, Defining Professional Marketing, What Do You Have To Market? and Achieving the Highest Quality Service. **Tape 2** focuses on Client Surveys, Expanding Services to Existing Clients, Obtaining New Clients, Advertising Your Law Firm, Building and Maintaining Referral Sources, Adding New Services, and Alternative Billing Techniques, Community Involvement and Public Image, Marketing Tools and Resources, Keeping Your Marketing Plan On Track.

### ***Marketing For Legal Support Staff: Jay Foonberg's Proven Techniques***

**300.05 The State Bar Of Wisconsin**

**Length: 53 minutes**

Motivate your staff to take an active interest in promoting your law firm. Attorney Jay Foonberg's practical techniques have been successfully applied in law firms from coast to coast. Foonberg will inspire your staff with his humorous and straightforward approach to client relations.

This video will teach your staff to:

- Promote your firm to community groups
- Win clients on the telephone
- Spot and clip news items for your clients
- Listen to your clients
- Identify billing problems
- Impress clients and office visitors
- Inventory staff interest and hobbies
- Respond to lawyer bashing
- Do the correct thing for important events in your client's lives
- Identify themselves as a part of the legal profession
- Ask people for information that will help build your firm's prospect database

### ***Delivering Exceptional Service to Clients***

**300.06 The State Bar Of Wisconsin**

**Length: 15 minutes**

This video will show your staff why client service is vital to today's successful law practice, and will teach them how to deliver it. Remember: quality legal work is just part of what your clients want. If you have top-flight service, too, you will be rewarded with repeat business, increased referrals and more satisfied clients. Topics include:

- The four elements of service clients value most, and how staff can contribute to each
- Determining and meeting each client's service needs
- Finding opportunities to build satisfaction
- Working as a team with attorneys and office staff
- Solving service problems

### ***How to Interview Clients Effectively***

**300.07 CLE TV-The Lawyers' Video Magazine**

Client interviewing is an early step in the litigation process. When conducted skillfully, client interviewing establishes the rapport, elicits the information, and provides the direction necessary for effective representation. This tape advises lawyers on ways to handle first-time meetings - when emotions run high and first impressions count. A series of brief dramatized interview sessions illustrate useful strategies and techniques presented by Louis M. Natalis, Jr., Professor of Law at Temple University School of Law in Philadelphia. Topics covered include:

- Opening the Interview Getting the Story
- Probing for Details Testing Theories
- Closing the Interview

### ***One Client at a Time***

**300.08 ABA**

**Length: 23 minutes**

*One Client at a Time* will show you key strategies to enhance communication and provide exceptional service to your clients. It will help you put into practice the procedures your firms can use to attract and retain clients.

In less than 30 minutes, you and your staff will learn how to improve availability, timeliness, communication and feedback with your clients. Because *One Client at a Time* addresses issues of services, which are of key importance to clients, the video helps you and your staff build the types of solid relationships, which form the basis of your firm's success.

### ***Perspectives on Client Communications***

**300.09 ABA**

**Length: 8 minutes**

A dramatic presentation about the proper and improper ways in which lawyers communicate with clients about cases, opposing counsel, and the system of justice.

### ***Counseling for Retirement—Basic Areas of Client Concerns***

**300.10 ABA**

**Length: 180 minutes**

An estate planner advising a client who is about to retire must have knowledge of six basic areas:

- Asset Management Techniques
- Health Care Financing Social Security
- Health Care Decision Making
- Pensions Housing Options

This panel explores these areas with particular emphasis on new developments in the law field.

### ***Attorney-Client Relations***

**300.11 ABA**

**Length: 56 minutes**

Using excerpts from feature films *Anatomy of a Murder* and *Outrage* as well as original vignettes, this program examines dimensions of professional conduct within the attorney-client relationship. Ethical dilemmas and professionalism series.

### ***Professional Responsibility of the Solo or Small Firm Practitioner***

**300.12 The Atrium Group, Inc**

**Length: 14 minutes**

### ***Delivering Successful Presentations***

**300.13 American Management Association**

**Length: 30 minutes**

Learn how to prepare, practice, and deliver convincing presentations with this exciting new addition to the American Management Association's award winning FYI Video Series. This video shows step-by-step the proven tips and techniques that effective, successful presenters use to make their point. You watch successful presenters in action. You'll hear them describe their meticulous preparation, the intensive rehearsals, and their anticipation as they stand to deliver. In just 30 minutes you can learn the stand-up skills you need to make your presentations effective, convincing, and successful.

### ***Secrets of Effective Public Speaking***

**300.14 ABA**

**Length: 80 minutes**

Interviews with J. Harris Morgan and Jay Foonberg, two noted public speakers in the legal profession. Both give practical tips and advice for preparation, logistics, visual aids, on-site coordination, and audience contact.

### ***Speaking Effectively***

**300.15 The State Bar Of Wisconsin**

**Length: 18 minutes**

This 18-minute videotape covers the following topics:

- What every speaker needs to know
- How to create a "receiver-oriented" presentation
- How to prepare an effective CLE seminar
- How to rehearse your talk for pacing, smoothness, and effective delivery
- How to establish credibility with your audience
- How to use eye contact, gestures, body language, and vocal influence to establish rapport and involve your audience
- What makes a speaker come across as dynamic
- What to do in the introduction, body, and conclusion
- How to use a "storytelling" format to engage your audience
- Why, when, and how to use visual aids

- How to handle questions
- How to capitalize on "pre-performance energy"

### ***Mediation: Is It for You?***

**300.16 ABA**

**Length: 18 minutes**

This tape will help you explain this rapidly growing field and show that lawyers are concerned that the public understands the benefits of mediation. The video can be a centerpiece for public presentations on law and the courts. It will not only demonstrate your commitment to improving the justice system, but will also show that you are dedicated professionals concerned with public good.

### ***Dealing With Difficult Clients and Co-Workers***

**300.17 State Bar Of Wisconsin**

**Length: 36 minutes**

The tape also briefly examines personality styles to help you understand why people act the way they do in certain circumstances...and what you can do to make encounters with them more productive.

### ***Marketing Your Law Firm Part I & II***

**300.18 State Bar of Wisconsin**

**Part I: 55 min. Part II: 24 min.**

This video shows how marketing principles can improve your firm's image and increase your business. Find out how trends in today's legal market should affect your firm's strategic planning. Topics include:

- Economic trends in the legal profession
- Developing a marketing plan
- Improving client relations
- Making effective presentations
- How to cross-sell your firm's services
- Developing your rainmaking skills

### ***Rainmaking in the 90's***

**300.19 ABA**

Marketing is an essential component for starting a firm and for strengthening an established firm. Panelists will discuss how to identify marketing opportunities and how to present one's firm when opportunities arise. New techniques, such as making your services available through the Internet, will be discussed, as will more established techniques such as prepaid legal plans.

### ***Avoiding Ethical Pitfalls and Traps***

**300.20 ABA**

Rules of confidentiality and conflict of interest are critical when sharing office space. An in-depth discussion of the ethical rules on financial arrangements among lawyers when co-counseling a case, when using independent contractors, and when selling a practice will be provided.

### ***Effective Client Communications***

**300.56 ALI-ABA**

**Length: 84 minutes**

Get to the Point: Effective client Communications helps attorneys gain their clients' trust and gather information from them more effectively. This videotape includes vignettes designed by Mark K. Schoenfield, author of interviewing and counseling, that illustrate difficult situations faced by all attorneys, as well as barriers many attorneys create for themselves. Mr. Schoenfield integrates the vignettes with a panel discussion that suggest solutions to the challenges posed by the vignettes.

### ***Starting Out Right***

**300.57 ABA**

**Length: 61 minutes**

The beginning of the client-lawyer relationship is a challenging time for a lawyer. Even handling the initial client call can present the lawyer with an ethical minefield. Among the questions the lawyer needs to ask are: Can I take on the representation? What do I do if I am not experienced in the client's area of concern? What does my obligation of confidentiality mean? How do I charge and how do I bill? What are my duties to keep my client informed? This lively program explores these questions and may others through six realistic vignettes following Kath Wimsatt, an associate at a mid-sized litigation firm, as she represents Bertlesman Industries in a business dispute.

## Personnel

### *Attracting and Keeping Good People for Your Support Staff*

**400.03 ABA**

**Length: 58 minutes**

Motivate staff by following Jay Foonberg's innovative advice on job descriptions, "stroking," and the hollow firing threat.

### *Working in a Law Office: An Introduction*

**400.04 Wisconsin State Bar Association**

**Length: 28 minutes**

This video provides your staff with an introduction to the law office and their role in the legal system. It's a quick and easy orientation for new and temporary employees or for anyone without a strong legal background.

Your employees will learn about:

- Attorney-client relationships
- Docketing and calendaring
- Filing and recording documents
- Checking for conflicts
- Federal, state, and local law—legal language and definitions
- The court system
- Proper citations
- Legal specialties

### *Manager's Advantage—Mastering Performance Appraisals*

**400.05 Alexander Hamilton Institute**

**Length: 28 minutes**

This dramatic 28-minute video uses real life workplace vignettes to illustrate the six crucial points every performance appraisal must follow to be successful.

- Be objective—judge the job not the individual...a blue collar supervisor allows personal prejudice to cloud his judgment and provoke a sex discrimination law suit.
- Set viable and appropriate goals and standards...a computer manager turns a week subordinate into a high flyer.
- Be completely honest and up-front... a sales manager takes a legal fall when he tries to let an under performer down too gently.
- Strive for consistency a strong willed supervisor miscommunicates promotion possibility to an equally aggressive subordinate.
- Maintain written records...a health care administrator finds how documentation in PA cases can rescue, or sabotage, her efforts.
- Follow company policy...an executive avoids a potentially damaging termination situation by sticking to corporate policies straight down the line.

### *Legal Ethics for Support Staff*

**400.06 The State Bar of Wisconsin**

**Length: 30 minutes**

Under the ABA's Model Rules of Professional Conduct, lawyers are responsible for teaching their law office support staff about the ethical aspects of their employment. This videotape will help you meet this important challenge by giving your staff the information they need to understand legal ethics and how it applies to them.

The video uses a series of vignettes to identify and explain the major ethical issues facing law office support staff. It dramatizes the kinds of situations your staff may face and provides them with concrete solutions and practical guidance. After watching this video, your staff will be able to identify ethical issues and will have techniques for handling situations in which ethical issues are raised.

### *Professionalism in the Law Office*

**400.07 The State Bar Of Wisconsin**

**Length: 17 minutes**

A video and study guide training program that builds a professional staff—a staff that plays a vital role in maintaining good client relations and keeps your office running smoothly and efficiently.

Your staff will learn:

- Work product accuracy
- Personal appearance
- Orderly filing systems attorney and staff responsibilities
- Handling clients in-person and over the telephone

### ***Law Office Confidentiality I & II***

#### **400.08 The State Bar of Wisconsin**

**Length: 22 minutes**

Prevent embarrassing and costly problems. *Law Office Confidentiality* helps you avoid a common danger. Your staff handles confidential client information every day. They share your professional responsibility to protect it. Yet through telephone conversations, file handling, or personal discussions, your staff could disclose confidential information without even knowing it.

This program teaches your staff the importance of confidentiality, identifies common mistakes, and shows how to handle sensitive situations effectively. Your staff will learn:

- Not to discuss client matters outside the office
- How to use the telephone discreetly
- How to work with clients on a one-to-one
- How handle written documents properly
- Tips for building client trust
- Safeguards for using computers, fax machines, cellular telephones, off-site printing and other new technologies

### ***Law Firm Policies on Sexual Harassment***

#### **400.09 The Lawyers' Video Magazine**

**Length: 51 minutes**

The creation and communication of a formal policy on sexual harassment can decrease the risk of embarrassing and costly litigation and result in a more positive, satisfying work environment. This issue of CLE TV assists law firms in developing comprehensive and enforceable policies on sexual harassment applicable to both lawyers and support staff.

### ***Successful Time Management Strategies for Legal Support Staff***

#### **400.10 State Bar Of Wisconsin**

**Length: 58 minutes**

Unless they know how to handle tight deadlines, large volumes of work, and conflicting priorities, your legal staff can become stressed and inefficient. This program will put them back in control of their schedules and improve morale throughout your office. Gary Richards, one of the nation's leading authorities on time management for lawyers, teaches support staff proven techniques to enhance their productivity. Lawyers can benefit from this video, too.

Topics include:

- 8 keys to accepting delegated work
- Your basic personal planning system
- How to set priorities
- How to handle multiple boss situations
- Techniques for controlling interruptions
- How to avoid procrastination
- The art of managing large projects

### ***A Secret Sickness***

#### **400.11 Texas Young Lawyers Association**

This tape is an excellent source for firm training, retreats and local bar programs. Substance abuse among professional occupations has been estimated at 20 percent. One in five professionals has a substance abuse problem and is most likely impaired. One of them may be your partner or an associate who otherwise has great potential. It may be you. Besides the frustration of working with and making allowance for a colleague, friend, or co-worker, can you afford not to take action?

### ***Evaluating Associates for Growth and Profit Part I & II***

#### **400.12 State Bar of Wisconsin**

**Part I: 24 min. Par II: 32 min.**

This video teaches proven strategies and techniques for developing associates' productivity. It demonstrates the value of performance evaluations and teaches techniques for conducting an appraisal interview. In this presentation, you'll learn to:

- Help associates with goal setting
- Guide the development of associates within the firm
- Build positive relationships that increase firm loyalty and decrease turnover
- Identify associate strengths and weaknesses
- Identify training needs

### ***Reducing Stress: Working Smarter and Enjoying Life***

#### **400.13 ABA**

This session will focus on the stress and isolation felt by the solo and small firm practitioner and will offer concrete help in heightening awareness of the signs and effects of stress. Short and long-term strategies for handling stress will be identified, including:

- Handling anger and frustration
- Time management
- Over commitment
- Delegation to staff

Useful three-minute exercises will be demonstrated for controlling stress during the work day as will self-assessment practices for initiating longer-term changes in the work environment.

## **Forms of Practice**

### ***Alphabet Soup: LPS, LLPs, LLC, INCs and More..***

#### **500.01 ABA**

**Length: 90 minutes**

A practical guide for lawyers advising small businesses on the use of:

- General Partnerships
- Business Trusts
- Limited Partnerships
- Limited Liability Companies
- Limited Liability Partnerships
- C-Corporations
- S-Corporations

Includes a mock lawyer/client meeting to explore these alternatives in connection with a fact pattern similar to that faced by many entrepreneurs.

### ***Limited Liability Companies An Update 1 & 2***

#### **500.02 ABA**

**Length: 165 minutes**

Covers recent developments including the Uniform Limited Liability Company Act; Classifications Issues; State Law Developments; Estate Planning Issues and Non-Tax Issues. This program is designed to be advanced and does not cover the basics.

### ***Transition: Law School to Law Firm***

#### **500.03 Jerry Schwartz, Legal Management Services**

**Length: 90 minutes**

Passing the Bar is just your first step in a successful legal career. Learning your firm's day-to-day business operations is the real key to success. This video seminar teaches you to:

- Understand management reports
- Develop personnel relationships
- Use computers effectively
- Market your practice
- Improve timekeeping

### ***Starting Your Own Practice***

#### **500.51 The Missouri Bar**

**Part I: 102 min.**

**Part II: 93 min.**

**Part III: 120 min.**

**Part IV: 99 min.**

## **Automation/Technology Considerations**

### ***Internet Atlas Training Video***

#### **600.00 Learnkey**

**Length: 90 minutes**

In an hour and a half you will be exploring the digital highways and byways of the Internet. Information Superhighway expert Tom Badgett will show exactly what is on the Internet and how to navigate through it with ease.

### ***Intro to Windows™ with Daniel Will-Harris***

#### **600.01 Learnkey**

**Length: 80 minutes**

Anyone needing a primer for Windows™ will find this video great help. Topics covered are: Introduction—The Windows™ Screen, Menus, Keyboard Shortcuts, Program Manager Icons, The Control Panel, The DeskTop, Wall Paper and Screen Savers, Keyboard, Printer and Time, and This is Daniel's Windows™ and Welcome to It!

### ***Windows™ Applications with Daniel Will-Harris***

#### **600.02 Learnkey**

**Length: 80 minutes**

Daniel Will-Harris tenderly holds your hand through a basic understanding of many Windows™ applications. Topics covered are: Introduction, Paint, NotePad, Write, File Manager, Calculator and more!

### ***How to Use Your Computer to Prepare Your Cases for Trial***

**600.03 ABA**

**Length: 65 minutes**

Learn how the computer can be used to manage your calendar, track cases, produce personalized client letters, produce and structure pleadings, answer interrogatories, and organize a "script" for trial. Included are representations of actual computer screens you can use for daily and monthly calendars, client and case directories.

### ***Building a Legal Forms Library***

**600.04 Learnkey, Inc. The Perfectly Legal Series**      **Length: 120 minutes**

Featuring Carolyn J. Dillon, Certified WordPerfect Instructor and legal office expert, this exciting video instruction will teach you ways to save time and keystrokes by accessing individual documents from a forms library. With sections on setting up guidelines, creating master files and forms, creating a menu, creating a macro to automate forms, accessing the library and more, you'll learn to utilize the powerful capabilities to WordPerfect® 5.1 or WordPerfect® 6.0. Carolyn's easy to follow, step-by-step presentation will help make your form letters and documents "perfectly legal".

### ***Legal Document Assembly***

**600.05 Learnkey, Inc. Perfectly Legal Series**      **Length: 120 minutes**

Featuring Carolyn J. Dillon, Certified WordPerfect® Instructor and legal office expert, this exciting video instruction will teach you ways to save time and keystrokes in producing legal documents and forms. With sections on basic mail merge, advanced merge commands like {IF} and {IF BLANK} statements, envelopes, labels, tables and more, you'll learn to utilize the powerful capabilities of WordPerfect® 5.1 or WordPerfect® 6.0. Carolyn's easy to follow, step-by-step presentation will help make your form letters and documents "perfectly legal".

### ***Legal Office Basics***

**600.06 Learnkey, Inc.**

**Length: 120 minutes**

Featuring Carolyn J. Dillon, Certified WordPerfect® Instructor and legal office expert, this exciting video instruction help your learn about: Building a Pleading Caption, Fee Applications with Tables, Document Compare, Quickfinder and Indexing Documents, and more. Available in WordPerfect® 5.1 or WordPerfect® 6.0

### ***Short Cuts for the Legal Office***

**600.07 Learnkey, Inc.**

**Length: 120 minutes**

Featuring Carolyn J. Dillon, Certified WordPerfect® Instructor and legal office expert, these exciting videos instructions will teach you ways to save time and keystrokes in producing legal documents and forms. With sections on building and managing legal dockets, controlling and storing variables, using style libraries for legal documents, working with footnotes and more, you'll learn to utilize the powerful capabilities of WordPerfect® 5.1 or WordPerfect® 6.0. Carolyn's easy to follow, step-by-step presentation will help make your form letter and documents "perfectly legal".

### ***Using Computers to Organize and Manage Your Office***

**600.08 University of Missouri**

**Length: 180 minutes**

Produced by MoBarCLE, The Missouri Bar Law Practice Management Committee, and the University of Missouri-Columbia School of Law CLE present this video. Taped during the live satellite program. If you would like to learn how your computer can help you manage your law office more effectively and how your computer can become an assistant who never forgets a name, a date, an appointment, or a court appearance, then this video is for you.

### ***What's Hot & What's Not in Small Law Office Technology***

**600.09 ABA**

**Length: 60 minutes**

The ABA Special Committee on Solo & Small Firm Practitioners created this video. The 60-minute video features leading experts who answer questions about software and hardware products and how much to spend; how to tap the Internet's potential; master the techniques of effective file management; and more.

### ***Attorney's and Macintosh: Partners for Success***

**600.10 Apple Computer, Inc**

**Length: 40 minutes**

As you watch this video, you'll learn how Macintosh has helped people work more productively in the day-to-day details of running a business, as well as in planning, controlling the bottom line,

### ***How to Manage Your Trust Account Using Quicken***

**600.11 The State Bar Of Wisconsin**

**Length: 72 minutes**

Save time and automate your trust accounting. In addition, for law offices that have not automated trust account management, a companion video will show you how to save valuable time and increase accuracy. This video teaches how this popular and inexpensive finance and account software can easily and accurately manage the firm's

trust accounts while reducing errors. This powerful yet inexpensive software can easily reconcile and generate the necessary reports that are required of lawyers. The video shows: a quick tour of Quicken® features, how to open a client's account, handling client disbursements, activity-to-date reports, periodic reconciliation, various reports available.

### ***Internet for Lawyers***

#### **600.12 The State Bar Of Wisconsin**

**Length: 30 minutes**

How and why to get on-line. This convenient video is the perfect way for any lawyer to get up to speed on the vast legal uses of the Internet. Without using a lot of technical mumbo jumbo, this program will show you practical applications that are available right now, as well as, what's in store for the near future. Find out why nearly every attorney will be using the Internet before too long. You will quickly learn:

- What is the Internet and why it's crucial to your future
- How courts and government agencies are using "the net"
- The most important information resources for attorneys
- How to access recent state and federal cases, regulations, and legislation
- How to exchange information and join legal discussion groups
- How to market your legal services
- How to link with your clients
- How to get started

### ***WordPerfect® 8- Video Training***

#### **600.13 LearnKey**

**Length: 115 minutes**

You will be exploring the many facets and functions of Corel's new WordPerfect 8. Generate impressive documents using this premier word processing program by following the specialized instruction of expert Karen Acerson. This intermediate session will teach you how to use some of the most powerful options available in WordPerfect® 8. The points covered are as follows: writing tools, rulers, margins, tabs and spacing, page formatting, reveal codes, find and replace, comments and highlighter, columns, tables, styles, macros, QuickFind, QuickFont, QuickWords, formulas, charting, and interface basics.

### ***Microsoft Word '97-Intermediate***

#### **600.14 LearnKey**

**Length: 120 minutes**

This Word 97 series will help you explore and realize the new frontiers of Microsoft Word 97. Explore powerful features and functions with your guide and expert instructor, Steve Broback. Word 97 will become familiar territory as Steve reveals options and tips that will make your documents sparkle. The points covered are as follows: basic text handling, getting help, file management, document formatting, error correction, printing, tables, styles, outlining, templates and forms, mail merge, customizing the toolbar, search and replace techniques, macros, desktop publishing with Word, and dealing with long documents.