

LPM LIBRARY PERIODICAL INDEX

LAW PRACTICE ORGANIZATION

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115	Files: organization, maintenance and systems
120	Files: retention and destruction
122	Paperless office
125	Forms, checklists and systems
130	Fraud/embezzlement precautions
135	Future of law practice
140	Interoffice communications, staff meetings
145	Document Management
150	Library, information centers
160	Management techniques, management consultants
165	Mail
170	Practice development, growth, long-range planning
173	Recycling
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175	Surveys
180	Telephone etiquette, teleconferencing
185	Time management techniques
190	Total quality management
192	Emergency Planning and Disasters

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215	Budgeting and profit planning
220	Compensation (for attorneys), income distribution
225	Overhead Reduction
230	Fee setting, arrangements and disputes
240	Financial planning, forecasting and capitalization
250	Insurance
255	Investments
260	Taxes
270	Timekeeping and billing practices, fee collections (manual)
280	Trust accounting, escrow accounts
290	Valuation of a law practice
295	Banking
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310	Advertising, marketing, public relations
320	Client letters
330	Client relations
333	Client selection
335	Firm brochures and newsletters
337	Public speaking & seminars
340	Image of attorney, professionalism
350	Malpractice avoidance, legal ethics
360	Risk Management
370	Web Pages for firms, Internet advertising

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410	Associates, clerks, law students
415	Career planning, sabbaticals
417	Disciplinary Issues
418	Diversity
420	Employee benefits, pension planning
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423	Expert Witnesses
425	Firing procedures, outplacement services
435	Hiring strategies, general tips
437	Hiring strategies, recruiting lawyers
439	Hiring strategies, support staff
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450	Librarians, information resource managers
451	Mentors
452	Office relations
453	Of Counsel
454	Outsourcing Contract Employees
455	Paralegals, legal assistants
457	Partnership criteria
460	Productivity, motivation, morale
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465	Retirement, death, turnover
467	Retreats, meetings
469	Salaries (support staff)
470	Secretaries, clerical staff
471	Sexual harassment
472	Stress
473	Substance abuse/personal problems
475	Supervision techniques, employee evaluations
485	Training, continuing education
495	Women in the law, maternity benefits, family and career

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520	Corporate legal departments, in-house counsel
525	Dissolution, withdrawal, Selling Practice
530	Dual professions
535	Formation of new firm
537	Government offices
540	Group legal practice, pro bono, legal clinics, prepaid legal services
543	Judicial
544	Limited liability corporation
545	Merger, reorganization of established firm
555	Partnerships, joint ventures
560	Professional corporations, incorporating large law firms
565	Solo practice
567	Small firms
570	Specialization
575	Multidisciplinary Practice

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610	Setting Up a Home Office
630	Disaster plans/backups
650	Planning for automation, applications
660	Problems with Computer Systems
665	Safety procedures and security
667	Supplies
670	Training
672	Trends
675	Upgrading your system
677	Mobile Lawyers
680	Voice Recognition
690	Video Conferencing/Teleconference Equipment
695	Y2K

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708	Networks
709	Operating systems: OS/2, IBM, Mac, Unix
710	Optical disks, CD-ROM, Retrieval systems
711	PC/Microcomputers
712	Portable laptop computer selection tips and survey results
713	Imaging
714	Mini/Main Frame Computers

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728	Court and municipal services
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810	Dictation equipment, Voice Recognition
812	Equipment leasing
815	Facsimile (fax) machines
820	File Equipment
825	Mailroom equipment, services and systems
830	Micrographics, microfilm, microfiche
840	Optical character readers (OCR) scanners
842	PC-fax
845	Photocopies and supplies
850	Printers, supplies and add on features
860	Professional Video Services
862	Recycling Concerns & Ideas
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875	Teleconferencing
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920	Ergonomics: lighting, VDT's, cooling, ventilation
930	Furniture
940	Maintenance, renovation, construction
950	Moving consideration, site selection
960	Purchasing, renting, leasing
970	Security, safety and fire protection