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Business Planning

Anatomy of a Law Firm Merger: How to Make or Break the Deal, 3rd edition, Hildebrandt International (ABA - 2004) This book was written to help firms decide whether they should consider merger, why merger might or might not work, and how to go about making the decision to merge and ultimately integrating the merged firms.

Attorney and Law Firm Guide to the Business of Law: Planning and Operating for Survival and Growth - 2nd edition by Edward Poll (ABA - 2001) Completely overhauled comprehensive guide to developing, implementing and evaluating a law firm business plan, law firm financial management, client development, employee management, and more.

Business Competency for Lawyers: A LawBiz Management Special Report by Edward Poll (LawBiz® Management Company - 2006) This is a quick, easy read for any busy lawyer on the go. Learn Ed's A to Z basics for managing and running a successful law business without getting into too many details. From managing your cash flow and collections process to weighing the ROI of your technology purchases, this book will

give you the essentials on how to make more profitable decisions concerning every part of your law business. You'll also see the hidden costs hurting your bottom line. You'll learn how to: follow the 5 Steps of Law Business Planning; rate the profitability and performance of your practice; manage your cash flow more effectively; shorten your billing cycle; get clients to pay you more and on time; change your billing method so that clients don't get sticker shock when they read their bill; raise fees without any clients complaining; understand the impact each client has on your business; and effectively balance your client portfolio so you never get stuck for cash when a heavy hitter leaves. (Taken from lawbiz.com.)

Buy-Sell Agreements For the Closely Held Business, An Estate Planner's Guide to by Louis A. Mezzullo (ABA – 2001) A discussion of recent developments that have affected buy-sell agreements, the various objectives that can be achieved through a well drafted agreement, and planning considerations (both tax and non-tax) in choosing the appropriate type of buy-sell agreement. Contains form agreements.

E-Myth Revisited (The): Why Most Small Businesses Don't Work and What to Do About It by Michael E. Gerber (Michael E. Gerber – 2001) In this first new and totally revised edition of the over two million copy bestseller, *The E-Myth*, Michael Gerber dispels the myths surrounding starting your own business and shows how commonplace assumptions can get in the way of running a business. Next, he walks you through the steps in the life of a business -- from entrepreneurial infancy through adolescent growing pains to the mature entrepreneurial perspective: the guiding light of all businesses that succeed -- and shows how to apply the lessons of franchising to any business, whether it is a franchise or not. Finally, Gerber draws the vital, often overlooked distinction between working on your business and working in your business. After you have read *The E-Myth Revisited*, you will truly be able to grow your business in a predictable and productive way.

Employment Law Practice, How to Build and Manage an by Mindy Farber (ABA-2007) Written in a direct and accessible style, this guide instills 20 years of experience into the essentials that every employment lawyer needs to know. You'll avoid the most common mistakes that plague startup practices, and obtain valuable advice that can help you at every stage of your practice's growth. The book covers practically every situation you may encounter in setting up and maintaining an employment law practice. It contains samples of the most common letters (including demand letters), forms, interrogatories, the EEOC charging document, and other legal documents specific to employment law and starting a practice.

Entertainment Law Practice, How to Build and Manage a by Gary Greenburg (ABA - 2001) Offers practical suggestions on how to get your foot in the door, get properly set up, network and market yourself to prospective clients, keep your clients happy, avoid mistakes, and manage your time effectively. With sample forms such as retainer and fee letters, conflict of interest waiver, office and computer configurations and more.

Estates Practice, How to Build and Manage an by Daniel B. Evans (ABA - 2008) Specifically tailored to the unique needs of the estates and trusts lawyers, this updated second edition focuses on making your practice better. Written as a "book of ideas," you'll find guidance on marketing, effective client communications, fee agreements, and ethics, including the updates to the American Bar Association's Model Rules of Professional Conduct. The author, a veteran attorney, highlights constructive ways to apply ideas that have worked for him to your own practice.

Family Law Practice, How to Build and Manage a, by Mark A. Chinn (ABA – 2006) A must-read for any family lawyer, this book helps you understand the specialized skills and knowledge necessary to build and manage a successful and rewarding practice. This helpful guide, the sixth in the popular "practice building" series, takes a no-nonsense, nuts-and-bolts approach in explaining a variety of issues most critical for developing a thriving practice in family law. You'll benefit from the author's many years of experience as he shares a wealth of tips, techniques, forms, and checklists that will shorten the learning curve for lawyers starting out in family law and will enhance the knowledge of those with established legal practices. Gain practical experience, understand the specialized business aspects of the family law practice, develop and maintain the ideal client mix, and manage the law office's staff, cases and finances.

Lawyer's Guide to Buying, Selling, Merging, and Closing a Law Practice, The by Sarina A. Butler and Richard G. Paszkiet (ABA - 2008) If you are considering buying, selling, closing, or merging a law practice, this book is a valuable resource for information on things to consider before and during the process. The guide provides advice and tips on: 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; and ending client and employee relationships. The guide includes handy checklists, forms, sample agreements, and sample letters as well as material from the ABA's Model Rules of Professional Conduct. (Description from the ABA website.)

Lawyer's Guide to Strategic Planning , The : Defining, Setting and Achieving Your Firm's Goals by Thomas C. Grella and Michael L. Hudkins (ABA – 2004) For years, lawyers and law firms have resisted application of basic business organization principles to the practice of law (usually on the grounds of "professionalism"). Lawyers are subject to new forms of competition and are often ill equipped to contend with them. To be successful, leaders of law firms need to recognize this reality and plan for how they will react and innovate. This book explains the process, and then helps lead you through it.

Personal Injury Practice, How to Build and Manage a, Second Edition by K. William Gibson (ABA – 2006) Written by an experienced and successful personal injury lawyer, this newly revised edition is ideal for lawyers starting a personal injury practice, and for

current practitioners interested in improving their practice. This book discusses the basic differences between personal injury Law and other types of law, and provides guidance for avoiding common pitfalls. You'll also find information on planning for personal injury practice; deciding whether to go solo or form a partnership; marketing and financing the practice; interviewing clients; keeping clients happy; managing the work load; choosing office space and equipment; and much more. In addition, and accompanying CD-ROM includes worksheets, flow charts, checklists, and fill in the blank forms.

Flying Solo: A Survival Guide for the Solo Lawyer, Second Edition edited by Joel P. Bennett (American Bar Association - 1994)

Flying Solo: A Survival Guide for the Solo Lawyer, Third Edition edited by Jeffrey R. Simmons (American Bar Association - 2001) Since solo practitioners of the law serve as their own firm administrators, it is essential for them to have the latest practice management strategies on hand. Solo lawyers are supplied with practical information gathered from practicing attorneys on balancing career, family, and self; starting a practice in a small community; determining the best practice specialty; investigating the financial aspects of going solo; and timing the move. Both recent law school graduates and senior practitioners will benefit from the dozens of practical approaches that are explored in this book.

Flying Solo: A Survival Guide for Solo Lawyers - Fourth Edition (ABA - 2005) Updated guide to the problems and issues unique to solo practitioners, this volume contains sections on making the decision to leave, what to do before you open the doors, growing the business, and issues in the life of a solo such as vacation, sale, merger, illness and death. A must-read for solos and small firm practitioners with lots of practical ideas you can implement today.

How to Start and Build a Law Practice, 5th Edition by Jay Foonberg (ABA - 2004) Revised and updated guide for lawyers who wish to start a new practice or to bring purpose and re-impose order on an existing one.

Lawyer's Guide to Creating a Business Plan: a Step-by-Step Software Package - 2009 Edition by Linda Pinson (ABA - 2009) *Automate Your Business Plan* has been used for years by thousands in the business world to generate comprehensive, effective business plans. Now, Linda Pinson has revised and adapted this award-winning software specifically for lawyers. It's a complete, easy to use Windows® based software package that will help you research and write a winning business plan for a new or existing law firm. The step-by-step, stand-alone program that assumes you know nothing about writing a business plan. Create your entire plan while the program sets up and formulates all your financial spreadsheets and does all your calculations for you. The end result is a professional business plan that will be easily digested by potential partners and investors. Also included with the software, in PDF format, is *Anatomy of a Business Plan*, an award-winning book that has helped over one million

new business owners to date.

More Secrets of the Business of Law: Ways to Be More Effective, Efficient and Profitable by Edward Poll (2006) Poll describes in spare, engaging language many ways small firm lawyers and solo practitioners can shave expenses, and above all expand profits. From the basics of starting a practice to more complex issues, including attracting and nurturing clients, evaluating and utilizing new technologies, outsourcing administrative, support and even legal services, planning for disasters, and teaming with professionals in complementary professions, Ed Poll addresses it in a clear concise and commonsensical manner.

Multidisciplinary Practice: Staying Competitive and Adapting to Change by Gary A. Munneke and Ann L. MacNaughton, editors. (ABA - 2001) The MDP concept will affect every law office, large or small,. Even lawyers working outside the private practice arena will find their lives altered by the changes now starting to take place. This book offers a complete examination of the MDP initiative from every angle.

Planning the Small Law Office Library edited by Catherine A. Pennington (ABA - 1994) Contains valuable information to help small firms select and maintain library resources.

Practice Tips for Starting a Law Practice by Charlie D. Waldrep (Waldrep - 1998) Tips from a successful Alabama lawyer on developing and managing a law practice.

Preparing for Reentry: What Lawyers Need to Know to Navigate the Road Ahead After a Career Break by M. Diane Vogt (ABA - 2009) Returning to practice after taking a break is not an insurmountable brick wall, but an opportunity to strategically build and improve upon the last level of practice achieved. In this book, the author shares her own personal tools, tips, and techniques to help you navigate your way back into the practice of law. Contains the best suggestions to help you pilot your own successful reentry into the field of law, and achieve your personal plan for growth.

Proactive Practice, The: Change Your Practice... Change Your Life by Tea Hoffman (Tea Hoffman – 2005) A simple guide to walk you through the business planning process and help you learn to control your practice – rather than letting it control you. Contains many simple ideas you can easily implement to improve practice effectiveness and client development skills, while reducing stress. Suitable for those who are considering entering private practice, too.

Selling Your Law Practice: A Profitable Exit Strategy by Edward Poll (2005) This new volume was prompted by and reflects the growing number of rule changes across the country, as more and more jurisdictions (although not yet Alabama) have come to support American Bar Association Model Rule 1.17, which originated from the ABA General Practice Section, endorsing the principal permitting the sale of law practices. Whether you are thinking of taking in a partner, ready to retire, or just want to know the value of your practice, this book will help you work through the numbers.

Successful Lawyer, The: Powerful Strategies for Transforming Your Practice by Gerald A. Riskin (ABA – 2005) A practical book stuffed with good advice and road-tested ideas for making your practice what you want it to be.

Think Again!: Innovative Approaches to the Business of Law by Jeffrey L. Nischwitz (ABA – 2007) This book addresses the many ways that lawyers can improve their results by thinking and acting like entrepreneurs, and it all starts with embracing the fact that a law practice is a business, and should be run like one. A common theme throughout the book is that you have to do things differently if you expect different results. The delivery of legal services is a profession, but how your firm operates, develops business, and delivers client service are business issues that are vital to your business success.

Career Advancement & Satisfaction

28 Critical Insights and Strategies to Land your Dream Job: Make the Right Career Move by Rachelle J. Canter, PhD (John Wiley & Sons, Inc. - 2007)

Alternative Careers for Lawyers by Hillary Mantis (Princeton Review Publishing - 1997) Contains help for rethinking your career strategy, suggestions for non-legal careers, advice on dealing with the financial ramifications of leaving law practice, and real-life success stories.

Breaking Traditions edited by Donna M. Killoughey (ABA - 1997) Will help lawyers negotiate a non-traditional work situation that is financially viable to the employer, personally satisfying, and also fair to other coworkers and clients. Examines the broad economic issues and options to create a more flexible legal workplace.

Extraordinary Law Firm (The): Making Your Firm a Great Place to Work by Charles E. Stinnett (Foundation of the Association of Legal Administrators - 2007) Great law firms do not just happen. They are the product of exceptional leadership and sweat equity. This book aims to equip firm managers with the knowledge and desire to transform their offices into the remarkable workplaces that deliver not only superior client service, but also the utmost satisfaction for each and every person who is part of that effort. The author draws from 12 case studies to create specific checklists for firms of any size to use to create an extraordinary law firm.

How Good Lawyers Survive Bad Times by Sharon D. Nelson, James A. Calloway, and Ross L. Kodner (ABA - 2009) A must-read. The authors offer great information to help you assess your current employment situation and chart a course through treacherous economic waters. The outside-the-box thinking and easy-to-complete exercises will not only lift your spirits and fill your sails, but will help you chart a new course for a safe harbor in rough economic times.

How to Avoid Conflict Avoidance: Dealing with Difficult People Marilyn Sherman gives

you a step by step program to learn how to effectively deal with aggressive and passive-aggressive people, and learn to be an assertive communicator. (1 cassette tape)

In Search of Atticus Finch: A Motivational Book for Lawyers, Second Edition by Mike Papantonio (Seville Publishing - 1995) Lawyering takes a toll on our overall quality of life. Let Atticus Finch teach you the qualities that transcend time and bring virtue, and happiness, to lawyering in any era.

Keeping Good Lawyers: Best Practices to Create Career Satisfaction by M. Diane Vogt and Lori-Ann Rickard (ABA - 2000) The aim of this book is to assist law practices in lawyer-retention efforts by focusing on the need to improve job satisfaction for individual lawyers, as well as to help individual lawyers in their quest for the perfect practice.

Lawyers Guide to Balancing Life and Work, The: Taking the Stress Out of Success by George W. Kaufman (ABA LPMS - 1999) An informative guide to recognizing, dealing with, and preventing lawyer burnout. A "how to" guide for balancing a stressful personal life with a peaceful and productive personal life.

Lawyer's Guide to Finding Success in Any Job Market, The by Richard L. Hermann (Kaplan - 2009) This easy to read book has three parts: Eleventh-Hour Job Preservation Strategies, Legal Careers that Thrive in Any Economy and Job Hunting Tactics for Tough Times. The second part is especially helpful for those looking for new practice areas to branch out into, because it offers detailed information on twelve areas of the law that the author feels will remain healthy for some time to come because they are more heavily affected by "non-economic factors such as demographics, political and policy considerations, and commodity scarcity and corresponding pricing, to name a few, than economic factors." Also includes information on preparing your resume, getting it noticed, and how to ace the job interview. Good for both job seekers and lawyers looking for new practice areas.

Legal Career Guide: From Law Student to Lawyer 4th Edition by Gary A. Munneke (ABA LPMS - 2002) Handbook to guide law students and new lawyers, and those thinking of making career changes within the profession. Contains information on identifying your skills, evaluating the market, researching potential employers and presenting yourself to build the career you want.

Making Partner: A Guide for Law Firm Associates, Third Edition by John R. Sapp (ABA LPMS - 2006) This thin little guide will help you "think like an owner" and take the steps necessary to control the factors you can control on your path to law firm partnership. Much of the information is applicable for associates in small firms or lawyers going out on their own.

Nonlegal Careers for Lawyers 5th edition, by Gary A. Munneke, William D. Henslee and

Ellen Wayne (ABA – 200) Great opportunities exist for 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 non-legal 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.

Presumed Equal: What America's Top Women Lawyers Really Think About Their Firms by Suzanne Nossel and Elizabeth Westfall (Career Press - 1998) Developed as an effort to inform law students about what they might encounter at large law firms and to ensure that women's employment choices take into account issues which figure profoundly in job satisfaction.

Proactive Practice, The: Change Your Practice... Change Your Life by Tea Hoffman (Tea Hoffman – 2005) A simple guide to walk you through the business planning process and help you learn to control your practice – rather than letting it control you. Contains many simple ideas you can easily implement to improve practice effectiveness and client development skills, while reducing stress. Suitable for those who are considering entering private practice, too.

Should You Really Be a Lawyer? The Guide to Smart Career Choices Before, During and after Law School by Deborah Schneider and Gary Belsky (2006) let this book help you to approach the decision of whether to become a lawyer or to remain one, and how to find the right career for you – whether it's in or outside the legal profession. This book can help prospective and current law students, as well as working attorneys, make satisfying career choices using the method you'll find simple, interesting and enjoyable.

So Little Time, So Much Paper with Meg Spencer (ABA LPM Section and Center for CLE) An audio program to help you organize your time and manage your paperwork. (3 cassette tapes)

Stress Management for Lawyers, Third Edition by Amiram Elwork, Ph.D. (Vorkel Group - 2007) Reference guide to stress management skills which can help you experience job satisfaction, improve your relationship with associates and clients, and increase your productivity.

Success Strategies for New Partners: Making Sense of Making Partner by David Cruickshank and Margaret L. Wolff (Practising Law Institute - 2008) Course Handbook from the program Success Strategies for New Partners 2008: Making Sense of Making Partner. In addition to serving as an educational supplement to the program, this book is a valuable reference manual. Includes topics such as Developing an Ownership Mentality in New Partners; The Economics of a Partner's Practice; What I Know Now (That I Wish I Had Known Then) About Partnership; Firm Investment Time: Recruiting Skills and Working with Diverse Associates; Leadership, Management and Personal Organization; and Business Development Strategies for New Partners.

Successful Lawyer, The Gerry Rifkin, best-selling author, consultant, and Fellow of the College of Law has put together a comprehensive program to improve your practice and increase your satisfaction with the practice of law. The program addresses how attorneys can attract the kinds of clients they want, make existing clients more satisfied with their work, make clients happier to pay fees, deal with difficult people in difficult situations and much more. (6 CDs)

Transforming Practices: Finding Joy and Satisfaction in the Legal Life by Steven Keeva (Contemporary Books – 1999) This book examines the spiritual crisis in the legal profession and shows how lawyers are taking the first tentative steps to address it. The author's hope is that it's contents will help lawyers balance their lives, become more aware of the options each moment offers, realize the extraordinary opportunities the profession provides for personal growth and find a satisfying vision for your future in the law.

Whose Comfort Zone Are You In? How to Lead the Life You Want & Be Happy Every Day Marilyn Sherman addresses the issues of defining your values and then bringing your daily life into line with those values. (1 cassette tape)

Why Lawyers Lie & Engage in Other Repugnant Behavior by Mark Perlmutter (Mark Perlmutter - 1997) A book for anyone who is weary of unproductive conflict and wishes to introduce the principles of community into his or her practice while still zealously representing the best interests of clients.

Women-At-Law: Lessons Learned Along the Pathways to Success by Phyllis Horn Epstein (ABA – 2004) 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.

Young Lawyer's Guide to Money and Power, The by William Shears (Secret Guide Publishing – 2003) if you're a lawyer or lawyer to be, and you're not happy with the way your career is heading this book is for you. This book will help you build your own career on your own terms. You'll learn how to think like a law firm owner and then become one.

Client Development & Relations

ABA Guide to International Business Negotiations: A Comparison of Cross-Cultural Issues and Successful Approaches, 2nd edition edited by James R. Silkenat and Jeffrey M. Aresty (ABA 2000) Provides valuable assistance in dealing with applying the art of negotiations across cross-cultural and national boundaries.

ABA Guide to Legal Marketing, The: A Collection of the Best Ideas, Approaches and

Success Stories edited by Gary A Munneke and Susan Raridon (ABA - 1995) How to develop an effective overall marketing plan for any firm.

Busy Lawyers Guide to Success, The: Essential Tips to Power Your Practice by Dan Pinnington & Reid F. Trautz (ABA - 2009) This convenient pocket guide is the "best ever" collection of practical tips, ideas, and techniques to help you survive, thrive, and find success in the practice of law.

Basics for Writing Your Law Firm Brochure by Susan Rairdon (ABA - 1987) Outlines questions to ask before you create the brochure, and how to use the brochure as an overall part of your marketing strategy once you have it printed.

Collecting Your Fee: Getting Paid from Intake to Invoice by Edward Poll (ABA – 2003) Just as the title suggest, this book is a concise discussion of all the things you can do, from the first day the client walks into the office until the case is concluded, to ensure complete client satisfaction and put your fee collection woes behind you. Includes suggested fee agreements, letters, and other forms on disk.

Complete Guide to Marketing Your Practice, The edited by Hollis Hatfield Weishar and James A. Durham (ABA - 1999) Tells you how to generate satisfying, profitable work and increase revenue for the law firm. Includes practical ideas, outlines, strategies and a few "big picture" concepts.

Delivering Exceptional Service to Clients (State Bar of Wisconsin) Show your staff why client service is vital to today's successful law practice and teach them how to deliver it. Quality legal work is just a part of what your clients want. If you have top-flight service, too, you'll 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 staff; and solving service problems. Run time: 15 minutes

Essential Formbook, The, Volume 1: Comprehensive Management Tools for Lawyers by Gary A. Munneke and Anthony E. Davis (ABA – 2000) Volume 1 contains partnership and organizational agreements and client intake and fee agreements.

Gay, Lesbian, and Transgender Clients: A Lawyer's Guide by Joan M. Burda (ABA - 2007) This book provides an introduction to lawyers and their clients to the legal landscape as it relates to lesbian, gay and transgender (LGT) persons today and provides the opportunity to look at issues from the perspectives of those persons. In addition to case law, statutes and a discussion of legal issues, this book also introduces the reader to people who make up the LGT 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. Some of the topics covered include: LGT relationships; children; adoption; parenting rights; LGT students and schools; LGT

elders; estate planning; and immigration. The book is accompanied by a CD-ROM that includes checklists, forms, sample agreements and web links to state-specific resources. (Taken from ABA website.)

How Good Lawyers Survive Bad Times by Sharon D. Nelson, James A. Calloway, and Ross L. Kodner (ABA - 2009) A must-read. The authors offer great information to help you assess your current employment situation and chart a course through treacherous economic waters. The outside-the-box thinking and easy-to-complete exercises will not only lift your spirits and fill your sails, but will help you chart a new course for a safe harbor in rough economic times.

Improving Client Relations - One Client at a Time (ABA) Video and lecture outline with post-video discussion questions. When presented as a seminar with a speaker to introduce and lead discussion of the materials, one hour CLE credit available. Run time: 23 minutes.

Letters for Lawyers: Essential Communications for Clients, Prospects, and Others by Thomas E. Kane and Tammy A. Linn (ABA - 1996) Well-drafted forms that can take the work out of much of your routine correspondence with clients, employees, prospective employees, and others. Includes fee agreements and other billing related documents.

Letters for Litigators: Essential Communications for Opposing Counsel, Witnesses, Clients, and Others by Daniel I. Small & Robin Page West (American Bar Association - 2004) 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. As electronic communication via quick e-mails and voice mail becomes the norm, and paper letters the exception, it becomes increasingly important not to lose sight of the importance of documenting the file and maintaining a professional tone. These letters simply and expedite this effort, whether they are sent in paper form or via e-mail. Don't reinvent the wheel. Start with these letters instead.

Law Firm Associate's Guide to Personal Marketing and Selling Skills, The by Catherine Alman MacDonagh and Beth Marie Cuzzone (ABA - 2007) This is the first volume in ABA's new groundbreaking Law Firm Associates Development series, created to teach important skills that associates and other lawyers need to succeed at their firms. This volume focuses on personal marketing and sales skills. It covers creating a personal marketing plan, finding people within your target market, preparing for client meetings, "asking" for business, realizing marketing opportunities, keeping your clients, staying in touch with your network inside and outside the firm, and more. Many law firms expect their new associates to hit the ground running when they are hired on. Although firms often take the time to bring these associates up to speed on client matters, they can be reluctant to invest the time needed to train them how to improve personal skills such as marketing. This book will serve as a brief, easy-to-digest primer for associates on how to develop and use marketing and selling techniques. (Taken from ABA website.) Also

available: *Trainer's Manual - The Law Firm Associate's Guide to Personal Marketing and Selling Skills* (ABA - 2007) The Trainer's Manual illustrates how to best structure the sessions and use the main volume to facilitate group training sessions.

Lawyer's Field Guide to Effective Business Development, The by William J. Flannery, Jr. (ABA - 2007) This is much more than a "survival guide" - it is a "success guide." Having trained more than 10,000 lawyers from around the world in client relationship management, business development and effective communications skills, William J. Flannery, an ex-IBM executive and J.D., focuses on practical ideas and approaches for business growth and relationship improvement. Flannery's approach to winning and retaining long-term, attractive clients is detailed and sensible. He proves that with the right approaches, the appropriate homework and diligence, and a little bit of courage, any lawyer can not only be smart, but effective as a client relationship manager and advocate. This book is designed for seasoned lawyers who want to refine and polish their business development skills, as well as younger lawyers who have set their sights on designing successful and profitable careers as trusted advisors. (Taken from ABA website.)

Lawyer's Guide to Effective YELLOW PAGES Advertising, Second Edition by Kerry Randall and Andru Johnson (ABA – 2005) Love 'em or hate 'em, yellow page ads have become a fact of life for most lawyers in metropolitan areas. As long as you're paying for the thing, make sure your ad is generating the best possible return on your investment. This comprehensive guide will tell you how to design an ad which will reach the clients you want. If you are going to spend your money, you ought to read this book first!

Lawyer's Guide to Marketing on the Internet (The), Third Edition by Gregory H. Siskind, Deborah McMurray & Richard P. Klau (American Bar Association – 2007) In this up-to-date Third Edition of *The Lawyer's Guide to Marketing on the Internet*, you'll learn how to make the latest technology work for your practice and increase your firm's visibility. This comprehensive resource provides proven online marketing strategies and guides you on how to effectively and efficiently market your law practice.

Lawyer's Guide to Marketing Your Practice (The), Second Edition by James A. Durham and Deborah McMurray, Editors (ABA – 2004) This "how to" guide explains why you can no longer neglect marketing, and then helps you to develop your approach, including obtaining buy-in from firm members, enhance your firm image, implement strategies, and maintain your program. The essays in this book will help you find the right strategy and show you how to put it into place.

Marketing and Legal Ethics: The Boundaries of Promoting Legal Services by William E. Hornsby, Jr. (ABA - 2000) Designed to be illustrative, this book examines the various state-based ethics rules to assist lawyers in marketing their own practices and to aid marketers who either work for law firms or provide professional marketing services to lawyers and law firms.

Marketing Success Stories, Second Edition by Hollis Hatfield Weishar and Joyce K. Smiley (ABA – 2004) A collection of stories by legal rainmakers and in-house counsel, this book demonstrates that, while legal marketing begins and ends with providing high-quality client services, each lawyer has a unique approach. An inside look at how successful lawyers market themselves, their practice specialties, their firms, and their profession.

Marketing Your Practice (ABA - 1986) Practical manual that outlines the steps necessary for planning, implementing, controlling and evaluating a marketing program for the law firm. Includes numerous exhibits, sample brochures, newsletters, business cards and announcements.

Preparing for Your Deposition (State Bar of Wisconsin - 1995) This short tape lets clients know what to expect when they give a deposition, and illustrates the major points to remember such as not volunteering information, thinking before you answer the question, etc. Run time: 20 minutes

Quick Guide to Cultural Competency, A: Practical Tools for Leading in Today's Multicultural Business Environment by Sangeeta R. Gupta, Ph.D. (Sangeeta R. Gupta - 2007) This book provides a reference tool for busy professionals working in today's multicultural business environment, This quick read focuses on communication styles, time orientation, business etiquette, and multicultural teams. A simple textbook format is used, and the book is broken down into six modules. Each module sets out learning objectives, and several modules have exercises.

Selling in Your Comfort Zone: Safe and Effective Strategies for Developing New Business by Robert N. Kohn and Lawrence N. Kohn (2009 - American Bar Association) This guide proves that selling can be done effectively and comfortably, by motivating you to take action and identify strategies and tasks that you are comfortable doing. This guide will help you: Develop confidence in your ability to offer value; Identify targets in your comfort zone; Communicate value to your targets; Reveal your interest in doing business; and Find comfortable systems to stay in touch.

Sherman's 21 Laws of Public Speaking: How to Inspire Others to Action by Rob Sherman, J.D. (2001 – Rob Sherman) A secret weapon for improving your public speaking abilities. Includes six ways to overcome the fear of speaking, five ways to grab attention in the firm's minute, credibility enhancers, techniques to energize your audience, and more. If you must make presentations, this book will help you learn to enjoy it.

Through the Client's Eyes: New Approaches to Get Clients to Hire You Again and Again 3rd Edition by Henry W Ewalt and Andrew W. Ewalt (ABA - 2008) Offers readers specific, realistic ideas about how lawyers can better serve their clients by utilizing human relations skills in all aspects of the attorney-client relationship.

Women Rainmakers' Best Marketing Tips, Second Edition by Theda C. Snyder (ABA – 2003) This book gives you an action –oriented and realistic approach to rainmaking that will enhance your professional and personal life.

Ethics, Professionalism & Risk Management

Being Prepared: A Lawyer's Guide for Dealing with Disability or Unexpected Events by Lloyd D. Cohen and Debra Hart Cohen (ABA - 2008) "Sickness or other casualty can happen to any of us at any time. If the inevitable occurs, becoming prepared now can protect your life's work and reputation. Future clients, insurers, judges or ethics tribunals are not going to be mollified by the old excuse 'the old barrister has been ill.' This manual guides you through the recording of your firm's institutional memory and the formation of legal relationships that will create your emergency plan." Every lawyer has an ethical duty to be prepared.

Confidentiality and Technology Issues in the Law Office (Wisconsin State Bar) The basic rules of confidentiality in the law office should be well understood. Less well understood are the issues presented by new technologies that we've come to depend on. Topics include: internal email issues as they relate to confidentiality; external email issues as they relate to confidentiality; how the Electronic Communications Privacy Act affects confidentiality issues; computer law concerns; ethics concerns. Run time: 15 minutes.

Connecting with Your Colleagues, The Law Firm Associate's Guide to by Barbara Miller & Martin Camp (ABA - 2009) This book will help associates learn how to effectively work together with their colleagues to achieve high levels of productivity and success in the law office. While work relationships can be challenging, this guide shows associates how they can communicate and maintain positive work relationships. The companion training manual puts the book's ideas into action with practice exercises and techniques that can be customized specifically to personality type and experience level.

Dealing With Difficult Clients and Co-Workers (State Bar of Wisconsin – 1997) Provides strategies for effectively dealing with difficult people in the law office. Four steps are suggested for better communication in the face of conflict. 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. Run time: 36 minutes.

Disaster Preparedness & Recovery Planning for Law Firms: A LawBiz® Management Special Report by Edward Poll (LawBiz® Management Company - 2007) It isn't a question of if your firm will face a 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. (Taken from lawbiz.com.)

Easy Self-Audits for the Busy Law Office by Nancy Byerly Jones (ABA - 1999) Easy-to-use comprehensive book to help lawyers conduct their own management self-audits within minutes. Supported with practice management articles, quick and simple "OfficeSmarts" reminder tips, and checklists for success.

Essential Formbook, The, Volume 3: Comprehensive Management Tools for Lawyers by Gary A. Munneke and Anthony E. Davis (ABA – 2003) Volume 3 contains information on calendar, docket and file management and law firm financial analysis.

Law Office Knowledge Management Workbook by Kingsley Martin (West – 2003) This workbook is written for law firms, in-house counsel, and government agencies which may be considering implementing a knowledge management program, or which have already started a program. Written as a professional manual explaining each element of knowledge management and the surrounding issues, the book contains a series of exercises and worksheets to help firms apply the information to their unique circumstances.

Law Office Policy and Procedures Manual, Revised and Updated 5th Edition edited by Robert C. Wert and Howard I. Hatoff (ABA – 2005) Revised manual incorporates new information on law office technology and changes in legal issues such as COBRA and the Family and Medical Leave Act, as well as continuing developments in such areas as the Americans with Disabilities Act, diversity issues, sexual harassment law, and employee health concerns with AIDS/HIV, repetitive stress injuries, secondhand smoke, and the like. Comes with forms on disk for creating your own manual.

Law Office Procedures Manual for Solos and Small Firms, Third Edition by Demetrios Dimitriou (ABA - 2005) Fill-in-the-blank staff manual for solos and small firms. Custom complete to fit your circumstances. Covers all aspects of operation of a small law office. Comes with forms on disk for creating your own manual.

Lawyer's Desk Guide to Legal Malpractice (ABA - 1992) Designed to help lawyers evaluate malpractice exposure, claim-proof their practices, and obtain the insurance coverage they need. Contains numerous checklists and samples.

Lawyer's Guide to Records Management and Retention by George C. Cunningham and John C. Montaña (ABA – 2006) 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 cost, access information quickly and accurately, and you staff and technology resources more economically and efficiently. Special sections address issues facing the new lawyer, solo practitioner, and small firms. The accompanying CD-ROM features useful checklists, forms, guidelines, and

more.

Law Office Confidentiality I & II (Wisconsin State Bar) Your staff handles confidential client information every day and shares your 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. Staff will learn: not to discuss matters outside the office; how to use the telephone discretely; how to work with clients one-on-one; how to handle documents properly; tips for building client trust; and safeguards for using computers, fax machines, cell phones, off-site printing and other new technologies. Run time: Part I - 10 minutes; Part II - 12 minutes.

Lawyer & Staff: A Team Approach to Avoiding Malpractice (Oregon State Bar Professional Liability Fund) How the attorney and staff can work together to increase client satisfaction and reduce the chances of error. Run time: 1 hour

Lawyer Trust Accounts (Jay Foonberg) Foonberg, a lawyer and accountant, gives three 20 minute segments on trust accounting rules, different types of trust accounts and how to handle them, and using the trust account for unearned fees and retainers. Run time: 60 minutes in 3 20 minute segments.

Legal Assistant's Practical Guide to Professional Responsibility, The, Second Edition (ABA – 2004) This handbook may be used as a desk reference, a companion piece for each jurisdiction's lawyer ethics rules, a basic text for a legal assistant ethics class, assigned reading as part of a legal assistant's orientation to a firm, or as part of an in-house training program in legal ethics. Follows the ABA Model Rules of Professional Conduct.

Legal Ethics for Support Staff (Wisconsin State Bar) This video dramatizes situations your staff may face and provides them with concrete solutions and practical guidance. After watching this video your staff will be able to spot potential ethical problems and will have techniques for handling them. Topics covered include: identifying conflicts of interest; not giving legal advice unless authorized; preserving client confidences; handling trust accounts; helping the lawyer represent the client diligently and promptly; and facilitating clear communications between the client and the lawyer. Run time: 22 minutes.

Partner Departures and Lateral Moves: A Legal and Ethical Guide by Geri S. Krauss (ABA - 2009) This book is an essential guide to answering the questions of how to minimize risks and reduce potential liabilities when a partner leaves the firm. Guidance for both the partner and the acquiring firm.

Professional Communications in the Law Office: Telephones, Voicemail and Beyond (State Bar of Wisconsin – 1997) Uses enhanced graphics and improved instructional

design to help your staff master essential professional communication skills. In addition to demonstrating proven telephone techniques, this new training tape offers practical advice on the proper uses of email, 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. Run time: 27 minutes

Professionalism in the Law Office (State Bar of Wisconsin) This video will help you build a professional staff that maintains good client relations and keeps your office running smoothly and efficiently. Your staff will learn the importance of work product accuracy, personal appearance, handling clients in person and over the phone, orderly filing systems and attorney and staff responsibilities. Run time: 17 minutes

Selecting Legal Malpractice Insurance 2003 (ABA Standing Committee of Lawyers' Professional Liability - 2003) State by state listing of malpractice companies with additional information on selecting a carrier, checklists, and insurance comparison chart.

Legal Tender: A Lawyer's Guide to Handling Professional Dilemmas by Lawrence J. Fox (ABA - 1995) Written by a nationally recognized litigator, this collection of essays highlights a variety of ethical problems all lawyers will face sooner or later: fee disputes, conflicts of interest, production of "smoking gun" documents and more.

Profit and the Practice of Law: What's Happened to the Legal Profession? by Michael H. Trotter (University of Georgia Press - 1997) As law firms have prospered, their lawyers have become unhappier and the public has become more distrustful of them. Discusses possible remedies for this malaise and what can be done to reduce the cost of legal services and reform the practice of law for the benefit of clients, lawyers, and the community as a whole.

Risk Management: Survival Tools for Law Firms, Second Edition by Anthony E. Davis & Peter R. Jarvis (ABA - 2007) Completely revised edition helps your firm establish policies, procedures, and systems to minimize risk. Learn how to establish uniform standards; be ready for compliance with minimum intrusion and expense into other areas of the practice; how to develop strategies to control risk. Evaluate your firm's state of risk management using Quality/In Control Survey questionnaires. Includes information on how the digital age has affected risk for the modern law practice. You'll discover why risk management is essential to ensuring the best client service; how a good plan maximizes your firm's profitability; the role of self-audits and how to conduct one; why risk management matters; what to do when disaster strikes; and how to avoid hidden costs, like time and billings lost. (Taken from the ABA website.)

Welcome to Reality: A New Lawyer's Guide to Success by Paul McLaughlin (CCH Canadian Limited - 2000) 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. Also a quick, easy read for any lawyer who wants to rededicate him or herself to a well organized office and professionalism through improved client service.

When Disaster Strikes: How to Handle Law Office Emergencies (ABA - 1988) Manual of checklists for planning/reacting to fire, flood, and other law office disasters.

Financial Management

Accounting & Finance for Lawyers by Rose Marie L. Bukics, CPA and Cynthia M. Urbani, CPA (Altman Weil Pensa Publications, Inc. - 2000) This book is written for lawyers who have a need to understand the fundamentals of accounting and finance and who have previously had limited exposure to these topics. This text is designed around the accounting and finance principles necessary to manage a legal practice.

Essential Formbook, The, Volume 3: Comprehensive Management Tools for Lawyers by Gary A. Munneke and Anthony E. Davis (ABA – 2003) Volume 3 contains information on calendar, docket and file management and law firm financial analysis.

How Good Lawyers Survive Bad Times by Sharon D. Nelson, James A. Calloway, and Ross L. Kodner (ABA - 2009) A must-read. The authors offer great information to help you assess your current employment situation and chart a course through treacherous economic waters. The outside-the-box thinking and easy-to-complete exercises will not only lift your spirits and fill your sails, but will help you chart a new course for a safe harbor in rough economic times.

Lawyer's Guide to Increasing Revenue, The: Unlocking the Profit Potential in Your Firm by Arthur G. Greene (ABA – 2005) The biggest mistake made by lawyers is to assume that the road to better profits must include reducing costs, increasing hourly rates, and increasing the number of billable hours. In most cases these strategies fail while creating additional problems with client satisfaction and lawyer and staff morale. Find out what *does* work.

Lawyer's Guide to Modern Payment Methods: ACH, Credit, Debit, and More by Frederick H. Miller (ABA - 2007) Using a detailed, hypothetical transaction, this book introduces you to the complex rules governing modern payment methods. The book includes research resources, checklists, forms, and agreements to support the method of payment as well as valuable charts and illustrations outlining the process for each payment method. Read this book and get a straightforward and clear analysis of: letters of credit (and a documentary transaction); funds (wire) transfers; credit and charge cards; checks; other payment methods, including stored value, PayPal, and more. (Taken from ABA website.)

Results-Oriented Financial Management: A Step-By-Step Guide to Law Firm Profitability, Second Edition by John G. Iezzi (ABA - 2003) This book starts with the basics and

walks you through the steps necessary to understand the concepts of financial management, then provides the tools necessary to put the ideas to work. Contains information on compensation, equity accumulation, and pay-out systems for retiring partners.

Running a Law Practice on a Shoestring by Theda C. Snyder (ABA - 1997) Increase your law firm's profit margin with money-saving tips on office space, supplies, equipment, staffing alternatives, and more.

Billing

Beyond the Billable Hour: An Anthology of Alternative Billing Methods edited by Richard C. Reed (ABA - 1989) Perceptive lawyers have long realized that hourly billing often rewards the inefficient practitioner and penalizes the well-organized, efficient lawyer. A look at the problem, and some possible solutions.

Billing Innovations: New Win-Win Ways to End Hourly Billing by Richard C. Reed (ABA-1996) How to implement innovative billing procedures in a firm, how to overcome resistance to change, and how to integrate strategic planning, quality control, compensation, marketing, governance, and technology systems to produce an environment where value billing methods can succeed.

Collecting Your Fee: Getting Paid from Intake to Invoice by Edward Poll (ABA – 2003) Just as the title suggest, this book is a concise discussion of all the things you can do, from the first day the client walks into the office until the case is concluded, to ensure complete client satisfaction and put your fee collection woes behind you. Includes suggested fee agreements, letters, and other forms on disk.

Essential Formbook, The, Volume 2: Comprehensive Management Tools for Lawyers by Gary A. Munneke and Anthony E. Davis (ABA – 2002). Volume 2 contains information and forms for managing human resources and information and forms for managing fees, billing and the collection process.

How to Draft Bills Clients Rush to Pay, Second Edition by J. Harris Morgan and Jay G. Foonberg (ABA – 2003) Backed by their numerous years of combined experience, these two distinguished authors show you how to prepare bills that enlighten and satisfy your clients – and inspire them to pay. This is a step-by-step guide on drafting and formatting invoices that clients will fully understand. Contains templates.

Legal Fees & Representation Agreements (ABA - 1983) Avoid conflicts with clients over fees through the consistent use of well-drafted written agreements.

Winning Alternatives to the Billable Hour: Strategies That Work, 3rd Edition edited by James A. Calloway and Mark A. Robertson (ABA - 2008) The perfect billing system would reward lawyers for due diligence, talent, creativity, experience, efficient

processes and technological aptitude. The system would give lawyers and firms real incentives to develop a deep and strategic understanding of a client's long-term needs, to consider cost/benefit ratios, and to have an overriding focus on the quality of the work. A perfect billing system would pay close attention to the value and the results of the services rendered. The suggestions gathered in this book will help you move away from the billable hour and toward a system which will help both you and your clients.

Win-Win Billing Strategies: Alternatives that Satisfy Your Clients and You edited by Richard C. Reed (ABA - 1992) Billing strategies that will help you make more money with greater client satisfaction.

Firm Organization & Dissolution

Essential Formbook, The, Volume 1: Comprehensive Management Tools for Lawyers by Gary A. Munneke and Anthony E. Davis (ABA – 2000) Volume 1 contains partnership and organizational agreements and client intake and fee agreements.

Law Partnership: Its Rights and Responsibilities, Second Edition by George H. Cain (ABA - 1999) This volume will help partners (and aspiring partners) better understand their own rights and responsibilities within the firm.

Law Partnership Revisited by George H. Cain (ABA – 2002) Brings Law Partnership: Its Rights and Responsibilities up to date with discussion of cases involving what must happen upon dissolution, valuation methods, benefits in withdrawal and retirement, and more.

Of Counsel Agreement, The: A Guide for Law Firm and Practitioner, Second Edition by Harold G. Wren and Beverly J. Glascock (ABA 1998) The of counsel arrangement is being increasingly used for a variety of purposes other than retirement planning. This book covers the issues you need to think about before entering into the relationship, such as conflicts, malpractice, and fiduciary responsibilities, and provides sample agreements which address these concerns and compensation structures.

Preparing For and Dealing With the Death of A Sole Practitioner (ABA-1986) Contains preparatory checklists, sample letters of instruction to spouse and staff, and ethics materials.

Withdrawal, Retirement & Disputes: What You and Your Firm Need to Know (ABA - 1986) Discusses issues, considerations, and problems related to partner withdrawal, disability, and retirement.

Management

500+ Steps to Being a Profitable, Happy, Efficient Law Firm by Jay G. Foonberg (ABA - 1997) Checklists in question form covering telephone systems and procedures,

referrals, client intake and engagement letters, billing, office administration and a lot more.

1001 Ways to Reward Employees by Bob Nelson (Workman Publishing Company, Inc. - 1994) Everyone wants to be appreciated. Bob Nelson shows you when and how to use rewards to get the most from every employee.

ABA Guide to Workplace Law (The): Everything You Need to Know About Your Rights as an Employee or Employer (American Bar Association – 1997) The ABA Guide to Workplace Law is the complete and easy guide to the laws that affect the workplace. Organized in easy-to-follow chapters, with plenty of informative sidebars and checklists, *The ABA Guide to Workplace Law* covers all of the topics that are important to employees and employers, from the law that surrounds hiring and firing to specific questions about workplace safety. Like all of the books in the American Bar Association series, *The ABA Guide to Workplace Law* is written and reviewed by a group of America's top lawyers and provides expert recommendations. Whether you're the boss or an employee, *The ABA Guide to Workplace Law* has the answers you need.

Beginning Clerical Worker 11th Edition by John Czukor (Arco - 1988) Tests on several basic skills areas such as filing, basic English usage, spelling, reading comprehension and judgment in the work place. Great for the solo or small firm seeking to hire good clerical help.

Busy Lawyers Guide to Success, The: Essential Tips to Power Your Practice by Dan Pinnington & Reid F. Trautz (ABA - 2009) This convenient pocket guide is the "best ever" collection of practical tips, ideas, and techniques to help you survive, thrive, and find success in the practice of law.

Essential Formbook, The, Volume 2: Comprehensive Management Tools for Lawyers by Gary A. Munneke and Anthony E. Davis (ABA – 2002). Volume 2 contains information and forms for managing human resources and information and forms for managing fees, billing and the collection process.

Governing Your Firm, The Lawyer's Guide to by Arthur G. Greene (ABA - 2009) Good governance and a positive culture in a law firm go hand in hand. This new guide 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.

Managing Partner 101 by Lawrence G. Green (ABA -2001) This "how to" book articulates a series of concepts and philosophies that are the underpinnings of a successful law firm, including setting firm-wide and individual goals and dealing with problem situations.

Organized Lawyer, The by Kelly Lynn Anders (Carolina Academic Press - 2009)

Paralegals, Profitability and the Future of Your Law Practice by Arthur C. Greene and Theresa A. Cannon (ABA LPMS – 2003) This work focuses on the changes in the market for legal services and how the use of paralegal services will fit into the law office of the future.

Successful Time Management Strategies for Legal Support Staff (State Bar of Wisconsin – 1996) Shows your staff how to handle tight deadlines, large volumes of work, and conflicting priorities, without becoming 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. Run time: 58 minutes.

Working in a Law Office: An Introduction (Wisconsin State Bar) Provide 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 and legal specialties. Run time: 28 minutes

Your New Lawyer: The Legal Employer's Complete Guide to Recruitment, Development and Management (Second Edition) (ABA - 1992) This book will help you retain the right new lawyer. Detailed appendices with sample forms for interview procedures, rejection letters, employer resumes, skills profiles, evaluations, letters of understanding.

Personal Finances & Retirement Planning

Fundamentals of Personal Investing: A Guide for Lawyers and Other Professionals by M. John Sterba, Jr., (ABA - 1997) Practical guide to understanding and managing financial investments. Clearly explains the most important things to know, particularly for mutual fund investors.

Modern Rules of Personal Finance for Professionals, The by Susan A. Berson (ABA - 2008) Take charge of your finances with this valuable resource in the ABA's Modern Rules Series. This book will help any professional become a better steward of his or her own money, today and into the future.

Retirement, The Lawyer's Guide to: Strategies for Attorneys and Their Clients, 3rd edition edited by David A. Bridewell and Charles Nauts (ABA - 1998) Not only deals with planning for retirement, but also discusses procedures necessary to do the planning. Covers practical questions which arise when a lawyer plans for retirement and also those that arise after retirement.

Reverse Mortgages: A Lawyer's Guide to Housing and Income Alternatives edited by David A. Bridewell and Charles Nauts (ABA - 1997) Examines what reverse mortgages are, how they can help you or your client, what points to consider and what procedures to follow. Includes federally insured and lender insured reverse mortgages.

Rich Dad - Poor Dad by Robert T. Kiyosaki with Sharon L. Lechter, C.P.A. (1998) This book from the New York Times non-fiction best seller list will help you to learn how thinking as an entrepreneur rather than an employee can help you build wealth and let your money work for you.

Your Money Counts: The Biblical Guide to Earning, Spending, Saving, Investing, Giving, and Getting Out of Debt by Howard Dayton (Crown Financial Ministries - 2006) Whether you are a born again Christian, a secular humanist, or of any religious persuasion in between, you'll find much to value in Howard Dayton's short work on how to get out of debt and effectively manage your money - and why you should want to. Dayton, who is a co-founder of Crown Financial Ministries, an interdenominational ministry equipping people worldwide to learn, apply and teach what they believe are "God's financial principles," has distilled a great deal of wisdom regarding money and how to handle it into a short work on why Americans often find themselves in financial distress, despite good incomes, and how they can make the changes necessary to obtain financial freedom.

Substantive Law Practice Aids

Convincing the Judge: Practical Advice for Litigators by Cecil C. Kuhne, III (ABA - 2008) 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. Includes practice tips and specific examples. Topics covered include: Cooperation between judge and counsel; getting to know the judge; what trial judges ultimately want; sure-fire ways to alienate the trial judge; how attorneys can help judges manage cases; trips for oral argument; achieving success in a settlement conference; refreshing your knowledge of basic hearsay objections; the relationship between judge and jury; relating to the jury; suggestions for effective voir dire; how not to make an opening statement; preparing an effective closing argument. (Taken from ABA website.)

Criminal Lawyer's Job: A Survival Guide, The by Amber L. St. Clair (ABA - 2006) An excellent resource to guide you along the journey of representing an individual who is alleged to have committed a crime, this book was written from the trenches by a successful lawyer with over 100 trials under her belt. With valuable "how to" advice on things from the initial client meeting to picking a jury and trying the case. 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 and arguing motions; negotiating plea bargains; preparing for trial; trying the case; and lawyering in the sentencing phase. The book also includes a CD-ROM with sample forms, including sample jury instructions, sample motions, alibi notice, victim impact statement, subpoena to produce, opening statement, and closing argument. (Taken from ABA website.)

Criminal Procedure in Practice, Third Edition (National Institute for Trial Advocacy - 2009) Provides practical guidance for attorneys during each stage of a criminal case.

Expert Testimony, Second Edition: A Guide for Expert Witnesses and the Lawyers Who Examine Them by Steven Lubet & Elizabeth I. Boals (National Institute for Trial Advocacy - 2009) Obtain the skills necessary to emphasize the credibility of your experts. Avoid pitfalls such as unintentional signals, inappropriate demeanor and appearance, and awkward body language. Includes new guidance for experts and lawyers on the development and presentation of expert testimony in the digital age, including discussion of visual aids and electronic discovery; updated analysis of the Federal Rules of Evidence and Federal Rules of Civil Procedure; updated discussion of the ethical rules governing expert retention and testimony; additional examples of expert witness examinations and detailed discussion of techniques for coping with lawyer questioning; and additional checklists for quick reference. (Taken from the National Institute for Trial Advocacy website.)

State of Criminal Justice 2007-2008, The (ABA - 2008) Authors from across the criminal justice field provide essays on topics ranging from homeland security to military justice to immigration law. This annual publication examines and reports on the major issues, trends and significant changes in the criminal justice system. As one of the cornerstones of the Section's work, the publication serves as an invaluable resource for policy-makers, academics, and students of the criminal justice system alike. The 2007-2008 volume contains 16 chapters focusing on specific aspects of the criminal justice field, with new addition of full text and reports of all of the adopted official ABA policies passed in 2007-2008 that address criminal justice issues. (Taken from the ABA web site.)

Trial Prep for Paralegals: Effective Case Management & Support to Attorneys in Preparation for Trial by Michael L. Coyne & Ursula Furi-Perry (National Institute for Trial Advocacy - 2009) A one-of-a-kind trial advocacy text. Created to serve as a "how-to" for paralegals working alongside trial attorneys. Offers an overview of the entire litigation process including rules of evidence. Practical skills necessary for successful client interviews, discovery tasks, and exhibit preparation are covered along with a key discussion on communication strategies.

Surveys

Lawyers in America: How We Choose Them, Use Them, and Sometimes Lose Them prepared for Lawyers.com and Kaplow Communications by Yankelovich Partners. This

nationwide survey was designed to explore how Americans find lawyers, how much time they spend and what criteria they use, and to determine if they are satisfied with the lawyers they hire.

Legal Technology Resource Center Survey Report Executive Summary, 2002 American Bar Association (American Bar Association – 2003)

Quality of Life Among Lawyers in Alabama (ASB – 1992) – Capstone Poll Report. Contains statistical information about professional demographics, including law firm size and salary information.

Technology

Adobe Acrobat, The Lawyer's Guide to, Second Edition by David L. Masters (ABA – 2005) The days of using paper as the substrate for storage and communication of information are waning. As the prominence of paper-based information systems fades, digital systems are on the rise. Working with digital information – storing, organizing, analyzing, retrieving and delivering it – may sound like a radical departure from your current situation, but it can be done using familiar concepts. This book tells you how to take the vast quantities of paper found in almost every law office, convert it to digital form and use Adobe Acrobat to work with the information in ways that are familiar to most lawyers. Covers Adobe Acrobat 6.0 and 7.0.

Adobe Acrobat, The Lawyer's Guide to, Third Edition by David L. Masters (ABA – 2008) Covers Adobe Acrobat 9.

Amicus Attorney® in One Hour for Lawyers by David J. Bilinsky (ABA - 2000) This book is intended for lawyers and legal assistants seeking a better way to manage their time, their files, their contacts and their communications.

Attorney's Guide to the Microsoft Office System, The (Microsoft Corporation - 2005) Specifically written for attorneys to show how to perform common tasks in Outlook, Excel, and PowerPoint, plus common legal tasks such as configuring templates. Contains easy, step-by-step instructions. Great for even those who have never used Office before. A very quick read. Skip directly to the information you really need.

Complete Internet Handbook for Lawyers, The by Jerry Lawson (ABA - 1999) Will help you learn enough about how the Internet works to enable you to obtain your Internet information from the 'Net itself.

Concordance, The Lawyer's Guide to by Liz M. Weiman (ABA - 2008) Easy-to-read hands-on reference guide makes Concordance software easy to understand. Includes step-by-step instructions, exercises, and time-saving shortcuts.

Creating Persuasive Computer Presentations, The Lawyer's Guide to, Second Edition by

Ann E. Brenden and John D. Goodhue (ABA – 2005) *A follow-up to Persuasive Computer Presentations: The Essential Guide for Lawyers*, this book tells you everything you need to know to easily create trial or other presentations which will keep an audience raised on television engaged. Experts on attention and comprehension say we only remember about 10% of what we hear, but that number jumps to 80% when the presentation combines spoken information with visuals.

CT Summation iBlaze, The Lawyer's Guide to, Second Edition by Tom O'Connor (ABA - 2009) CT Summation iBlaze gives you complete control over litigation evidence by bringing all you need - transcripts, documents, issues, and events, to your fingertips in one easy-to-use software program. Designed to quickly get you up and running on CT Summation software. Fully up-to-date and covers the latest version of iBlaze. Helpful screenshots illustrate all the procedures being discussed, and "Practice Pointer" sidebars illustrate the processes where Summation can make the task of managing litigation more efficient for you. (Taken from ABA website.)

Cybersleuth's Guide to the Internet, The: Conducting Effective Investigative and Legal Research on the Web by Carole A. Levitt and Mark E. Rosch (2006) Are you stumped on how to effectively find the specific information you need on the Internet? This well-researched and practical step-by-step guide will help. This is the reference book for legal and investigative research using the Internet, particularly free and low-cost sites. There is no one place on the Internet that provides comprehensive, intuitively organized, indexed links to sources of public records, and business, legal and topic specific research. This book does it. It will save you time and eliminate the frustration of Internet hunting.

Electronic Discovery for Dummies: RenewData Special Edition by Ryan Williams and Jake Frazier, Esq. (Wiley Publishing, Inc. - 2007) Provides answers to key questions that come up during the e-discovery process, such as: What are the basic principles and terminology of e-discovery? What should happen in a meet and confer session? What should you preserve and when should you start? How do you get your hands on the data? What are the fastest and easiest ways to review data? How do you produce the data to the other side? Are there any additional e-discovery resources?

Electronic Evidence and Discovery Handbook, The: Forms, Checklists and Guidelines by Sharon D. Nelson, Bruce A. Olson and John W. Semek (ABA - 2006) E-Discovery and the use of electronic evidence has increased dramatically. This provides the templates you need to develop an effective e-discovery strategy and to frame appropriate e-discovery requests.

Essential Guide to the Best (and Worst) Legal Sites on the Web by Robert J. Ambrogi (NLP IP Company AML Publishing, a division of American Lawyer Media, Inc. - 2001) Ambrogi has skillfully selected, evaluated and organized the most valuable legal Web sites.

Extranets, The Lawyer's Guide to: Breaking Down Walls, Building Client Connections by Douglas Simpson and Mark Tamminga (ABA – 2003) 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.

HotDocs® in One Hour for Lawyers by Bruce W. Miller 2nd Edition (ABA LPMS - 2002) This book is designed as a quick starter for legal professionals who want to automate their legal forms using HotDocs. The four lessons provide you with step by step explanations of how HotDocs can be used with your word processor to significantly improve your document production process.

How Good Lawyers Survive Bad Times by Sharon D. Nelson, James A. Calloway, and Ross L. Kodner (ABA - 2009) A must-read. The authors offer great information to help you assess your current employment situation and chart a course through treacherous economic waters. The outside-the-box thinking and easy-to-complete exercises will not only lift your spirits and fill your sails, but will help you chart a new course for a safe harbor in rough economic times.

Information Security for Lawyers and Law Firms by Sharon D. Nelson, David K. Isom and John W. Simek, Editors (ABA - 2006) What do you need to do to protect your clients and your law firm's electronic information? This book gives you the answers.

Internet Guide for the Legal Researcher, Second Edition by Don MacLeod (Infosources Publishing - 1997) Resource guide to finding and retrieving legal information on the Internet.

Internet, The Lawyer's Guide to the by G. Burgess Allison (ABA - 1995) A discussion of Internet services and capabilities geared to a legal audience, with information on how to get connected to and use the Internet. With helpful reference section.

Law Office Knowledge Management Workbook by Kingsley Martin (West – 2003) This workbook is written for law firms, in-house counsel, and government agencies which may be considering implementing a knowledge management program, or which have already started a program. Written as a professional manual explaining each element of knowledge management and the surrounding issues, the book contains a series of exercises and worksheets to help firms apply the information to their unique circumstances.

Lawyer's Guide to Collaboration Tools and Technologies, The: Smart Ways to Work Together by Dennis Kennedy and Tom Mighell (ABA - 2008) This first-of-its-kind guide for the legal profession shows you how to use standard technology you already have and the latest "Web 2.0" resources and other tech tools, like Google Docs, Microsoft Office, SharePoint and Adobe Acrobat to work more effectively on projects with colleagues, clients, co-counsel and even opposing counsel. The authors provide a

wealth of information useful to lawyers with no experience as well as tips and techniques for intermediate and advanced users. Explained with minimal technical jargon, the book focuses on highly practical and usable ideas that you can put to work immediately. You'll learn: the basics of collaboration and collaboration tools; how to select and implement tools and strategies; the best ways to collaborate on documents, cases, transactions, and projects; how to collaborate inside and outside the office; how to collaborate using tools you already have or own. (Taken from ABA website.)

Lawyer's Guide to Fact Finding on the Internet, Second Edition, The by Carole A. Levitt and Mark E. Rosch (ABA – 2004) Everything you need to know about using the Internet to find people, public records, information about companies, medical and scientific research and a whole lot more.

Lawyer's Guide to Microsoft Outlook 2007, The by Ben M. Schorr (ABA - 2008) Outlook is the most used application in Microsoft Office, but are you using it to your greatest advantage? This 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 20-year veteran of law office technology, you'll 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. (Taken from ABA website.)

Lawyer's Guide to Palm Powered Handhelds (The) by Margaret Spencer Dixon (American Bar Association - 2004) Margaret Spencer Dixon, a consultant specializing in time management and stress management seminars for lawyers and legal professionals, provides advice for lawyers considering purchasing a Palm powered handheld, and for beginning, intermediate, and experienced handheld users who want to learn more about law-related applications and how to get the most out of their handhelds. Written in non-technical language, the guide outlines the benefits of handheld devices, details key features of these devices, and discusses privacy and security issues. The voices of real law professionals offer insight into everyday use. (Annotation ©2004 Book News, Inc., Portland, OR)

Legally Speaking: 40 Powerful Presentation Principles Lawyers Need to Know by David J. Dempsey (2002) *Legally Speaking* arms attorneys with techniques that will improve any presentation – in the courtroom, the board room, or the convention hall. Learn how to master stage fright, analyze audience members and adapt a presentation to reach them, create a powerful presentation, utilize policies, gestures, vocal power, and eye contact to maximize the impact of any message, intensify the power of a presentation with effective visual aids, and capitalize on stories and quotations to make

points memorable.

Macintosh Software Guide for the Law Office, The (ABA - 1999) This guide is designed to provide you with basic information about all of the legal oriented software tools written specifically for use with the Macintosh computer.

Microsoft® Excel 2007, The Lawyer's Guide to by John C. Tredennick (ABA - 2009) This guide is uniquely designed to help lawyers improve their efficiency and increase their productivity with the most common spreadsheet software on the market.

Microsoft® Office System (2003), The Attorney's Guide to the (Microsoft Corporation – 2005) Specifically written for attorneys to show how to perform common tasks in Outlook, Excel, and PowerPoint, plus common legal tasks such as configuring templates. Contains easy, step-by-step instructions. Great for even those who have never used Office before. A very quick read. Skip directly to the information you really need.

Microsoft® Word, Lawyer's Quick Guide to by Alan S. Adler and David Greenwald (ABA - 2000) Focuses on the core functions of Word to allow you to get your documents out the door more quickly and easily. Covers Microsoft® Word 97 and 2000.

Microsoft Word® 2000 for Law Firms by Payne Consulting Group, Inc. (Payne Consulting Group, Inc. - 1999) Makes using Word in a law office easier by providing examples and hands on exercises geared toward producing legal documents.

Microsoft® Word 2007, The Lawyer's Guide to by Ben M. Schorr (ABA - 2009) Explains in detail the key components to help make you more effective, more efficient and more successful. Covers creating a basic document and adding or deleting text; formatting the documents and reveal codes; legal specific documents; collaboration - groove, tracking changes, version tracking; digital signatures; publishing to PDF and outlining; keyboard shortcuts; what is metadata and you can clean/prevent it.

Microsoft Word® for Windows in One Hour for Lawyers by Catherine A. Pennington; (ABA - 1995) Guide for novice users of Microsoft Word for Windows, geared toward lawyers.

Persuasive Computer Presentations: The Essential Guide for Lawyers by Ann E. Brenden and John D. Goodhue (ABA - 2001) Written by experienced lawyers who actually use the technology in their daily practice, this guide will tell you everything you need to know to put together presentations that are ready for the TV generation in the jury box.

Practice Management Systems Software, Second Edition, The Lawyer's Guide to by Andrew Z. Adkins, III (ABA - 2009) Learn how to successfully implement a practice management system in your law firm.

Special Edition Using Microsoft® Outlook® 2000 by Gordon Padwick with Helen Feddema (Macmillan Computer Publishing - 1999) Using Outlook 2000 is for everyone who uses Outlook and is interested in increasing their productivity with the software. Beginning users will find it easy to find the answer to their questions while more advanced users will appreciate the coverage of Outlook 2000's more powerful capabilities.

Summation®, The Lawyer's Guide to by Tom O'Connor (ABA – 2004) The purpose of this book is to give lawyers and paralegals a quick overview of how Summation® works. Organized from the perspective of actually working with evidentiary documents, the book is divided into three major sections: Core Features, Popular Features, and Using Summation. A must if you'd like to get the most from your Summation® software.

Survival Guide for Road Warriors: Essentials for the Mobile Lawyer by Daniel S. Coolidge and J. Michael Jimmerson (ABA - 1996) Complete guide to operating your office anywhere using a portable computer. Includes real-life examples of how you can employ a portable computer to improve your law practice.

Teach Your Computer to Dance by Don Silver and Susan Silver (2006) if you "don't do computers" this is the book for you. It contains a wealth of simple information on how to make your computer mobile devices and the Internet do what you need for them to do.

Telecommuting for Lawyers by Nicole Belson Goluboff (ABA - 1998) Provides lawyers and law offices of all sizes with in-depth methods for implementing successful telecommuting programs.

The 2008 Solo and Small Firm Legal Technology Guide: Critical Decisions Made Simple by Sharon D. Nelson, John W. Simek, and Michael C. Maschke (ABA - 2008) This annual guide is the only one of its kind written to help solo and small firm lawyers find the best legal technology for their dollar. You'll find the most current information and recommendations on computers, servers, networking equipment, legal software, printers, security products, smartphones, and anything else a law office might need. It's written in plain language to make implementation easier if you choose to do it yourself - or you can use it in conjunction with your IT consultant. Either way, you'll learn how to make technology work for you. 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; and How to protect your firm from security threats - including viruses, spyware, and spam. (Taken from the ABA website.)

The 2009 Solo and Small Firm Legal Technology Guide by Sharon D. Nelson, John W. Simek, and Michael C. Maschke (ABA - 2009)

Using Microsoft Outlook 2000, Special Edition by Gordon Padwick & Helen Feddema (Macmillan Computer Publishing - 1999) Using Outlook 2000 is for everyone who uses Outlook and is interested in increasing their productivity with the software. Beginning users will find it easy to find the answer to their questions while more advanced users will appreciate the coverage of Outlook 2000's more powerful capabilities.

Wills, Trust & Technology: An Estate and Trust Lawyer's Guide to Automation, Second Edition by Daniel B. Evans (ABA – 2004) Explains why an estate practice should be automated, what should be automated, how to select software, and how to put it to use in the estate practice. Contains chapters on estate planning software, automated document drafting and document management, fiduciary accounting software, tax returns, and ethical and management issues. A must-read for the lawyer with an estate planning practice who wants to move the next level of productivity.

WordPerfect 6.1 for Windows in One Hour for Lawyers by Carol Woodbury, J.D. (American Bar Association - 1995)

Written & Electronic Discovery: Theory & Practice by John Hardin Young, Terri A. Zall & Alan F. Blakley (National Institute for Trial Advocacy - 2009) A step-by-step guide that leads the reader through the entire planning stages of the discovery practice.