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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. (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.

*Flying Solo: A Survival Guide for Solo Lawyers - Fifth Edition* edited by K. William Gibson (ABA - 2014) 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 and growing the business once you do. A must-read for solos and small firm practitioners – and anyone thinking about becoming one – with lots of practical ideas you can implement today.

*How to Achieve Success After the Bar Exam: A Step-by-Step Action Plan* by Joan Bullock (ABA - 2014) Designed specifically for recent law graduates who are waiting on bar exam results, but very useful for any lawyer who wants to improve his or her practice, this book is a mentor between two covers, offering an eight week daily course through all of the principles that must be mastered in order to have a successful practice. Topics include networking and alliance building and developing expertise in areas such as firm operations management, practice management and client management. Those who complete the exercises and check out the additional resources listed will be more than prepared to meet the challenges of establishing a practice of their own or making themselves indispensable to the firms that hire them.

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

*How to Build and Manage a Entertainment Law Practice* 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.

*How to Build and Manage an Estates Practice, Second Edition* 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.

*How to Build and Manage a Family Law Practice* 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.

*How to Build and Manage a Personal Injury Practice, Third Edition* by K. William Gibson (ABA – 2012) 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.

*How to Build a Real Estate Law Practice* by Dean Alterman (ABA – 2015) Real estate law offers a broad range of specialties, some that lead to the courtroom and others more suited to a desk in an office. Whatever area of real estate law that you practice in,

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or want to develop, you'll find practice-focused advice. Topics include how to define your practice, banking and budgeting, setting up an office – from location to equipment and staff, finding clients and networking, when to turn down work, and how to do it, and setting and collecting fees for your work. There's also practice management advice, including managing time, workload, and clients and much more. Includes engagement agreements.

*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 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 Creating a Business Plan: a Step-by-Step Software Package - Sixth Edition* by Linda Pinson (ABA – 2015) *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 assumes you know nothing about writing a business plan and has done 75% of the work for you. 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 lenders. 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.

*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

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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.

*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.

*Relevant Lawyer: Reimagining the Future of the Legal Profession* by Paul A. Haskins, editor (ABA – 2015) This book gathers in one volume the many and distinct voices, perspectives, and trends the legal profession must consider in order to envision its future in a coherent way.

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*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.

*Survival Guide to Implementing Effective Law Firm Management Strategies, Small and Mid-Sized Firm Edition* by Arthur G. Greene and Sandra J. Boyer (ABA – 2015) Successful management and culture go hand in hand. This book will help you understand your firm's culture, develop a plan for the future, create marketing plans, build healthy partnerships, improve recruitment and retention, formulate a compensation system for all levels of employees, improve revenue and more.

*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**

*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.

*Balancing Life and Work, The Lawyers Guide to: Taking the Stress Out of Success, Second Edition* by George W. Kaufman (ABA - 2006) 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.

*Be a Better Lawyer: A Short Guide to a Long Career* by Eleanor Southers (ABA – 2014) Find out how you are doing as a lawyer, what you might want to change, and how to

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go about making those changes. Start thinking about the impact of everyday life on your practice in the future, and plan the steps needed to reach your goals.

*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.

*Business of Being a Lawyer* by Pamela Bucy Pierson (2014 – West Academic) Lawyers practicing in today's legal market – whether in private practice, public interest, government or non-law careers – are a business, their own business. This book provides practical tips and advice on how to treat yourself as a business, beginning in law school and continuing throughout your career.

*Careers in Animal Law: Welfare, Protection and Advocacy* by Yolanda Eisenstein (American Bar Association - 2011) This book provides useful information to determine whether a practice niche in animal law is right for you. The book points out how broad the scope of legal jobs that touch animal law really is, with information on how animal law intersects with administrative law, constitutional law, contracts, criminal law, environmental law, family law, intellectual property and international law. It also provides a pathway into a practice in animal law, career profiles of several lawyers who have built successful practices in this niche, and a wealth of resources for those who are interested in practicing animal law including jobs at the local level, in state and federal government, and the corporate world.

*Entertainment Careers for Lawyers, Third Edition* by William D. Henslee (ABA - 2014) Gain an overview of the substantive law areas, understand the pros and cons of specializing in this area, learn about career trajectories, get the academic and work experience you need and land your first job, successfully transition to this practice area or explore non-legal career options in the entertainment field. This book will help you understand the day-to-day realities of working as an entertainment lawyer.

*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.

*Finding Success in Any Job Market, The Lawyer's Guide to* by Richard L. Hermann (Kaplan - 2009) This easy to read book has three parts: Eleventh-Hour Job Preservation

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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.

*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 Achieve Success After the Bar Exam: A Step-by-Step Action Plan* by Joan Bullock (ABA - 2014) Designed specifically for recent law graduates who are waiting on bar exam results, but very useful for any lawyer who wants to improve his or her practice, this book is a mentor between two covers, offering an eight week daily course through all of the principles that must be mastered in order to have a successful practice. Topics include networking and alliance building and developing expertise in areas such as firm operations management, practice management and client management. Those who complete the exercises and check out the additional resources listed will be more than prepared to meet the challenges of establishing a practice of their own or making themselves indispensable to the firms that hire them.

*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.

*Job Quest for Lawyers: The Essential Guide to Finding and Landing the Job You Want* by Sheila Nielsen (ABA - 2011) Nielsen demystifies how employment is found in today's marketplace, how to network the right way at each stage of the search, and what to say – and what not to say – when looking for a job. This book will transform a



potentially frustrating job search into an adventure, and provides lawyers with a proven method to land the job they seek.

*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.

*Landing a Federal Legal Job: Finding Success in the U.S. Government Job Market* by Richard L. Hermann (ABA - 2011) Both new and seasoned lawyers often do not seek out employment with the federal government because they either don't know the jobs exist or they don't feel they can penetrate the system to learn what jobs are available and how to go about applying for them. This book will give you the edge in pursuing an attorney or law-related position.

*Legal Career Guide: From Law Student to Lawyer 5th Edition* by Gary A. Munneke (ABA - 2008) Handbook to guide law students and new lawyers, and those thinking of making career changes within the profession. Has been updated to address today's law students seeking both career satisfaction and a health life balance in the profession. Contains information on identifying your skills, evaluating the market, researching potential employers and presenting yourself to build the career you want.

*Lessons in Leadership: Essential Skills for Lawyers* by Thomas C. Grella (ABA - 2013) Exemplary leaders have the power to motivate attorneys and staff to serve clients, collaborate and innovate to the best of their ability, and effective leadership often means the difference between success and failure of a firm. Develop the skills you need to make sure your practice thrives, through a series of practical lessons. Understand your leadership style, avoid leadership pitfalls, build your time management an communication skills, and learn to appropriately lead clients through the decision making process.

*Life After Law: Finding Work You Love with the J.D. You Have* by Liz Brown (Liz Brown - 2013) Unlike generic career guides, Life After Law provides specific, realistic and honest advice on alternative careers for lawyers. Learn how to reframe your legal experience to your competitive advantage, no matter how long you have been in or out of practice, to find the work you truly love.

*Make the Right Career Move: 28 Critical Insights and Strategies to Land your Dream Job* by Rachelle J. Canter, Ph.D. (John Wiley & Sons, Inc. – 2007) If you are thinking of changing what you do for a living, either because the circumstances of your present employment have changed or you just think you could do better or be happier, you should start your search with this book. And, because the book is aimed at those

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seeking executive-level employment rather than lawyers specifically, it's a great aid to both lawyers who are considering how to best make lateral career moves and those who are contemplating either starting their own firms or leaving the active practice of law.

*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.

*New What Can You Do with a Law Degree?: A Lawyer's Guide to Career Satisfaction Inside, Outside & Around the Law* by Larry Richard and Tanya Hanson (2013 – Decision Books/Lawyer Avenue Press) In this new, 6<sup>th</sup> edition of a law career classic, lawyers are introduced to a unique, five-part model for career satisfaction. It is based on a well-established principle that the better the fit between your career identity and your job, the greater your long term satisfaction. Contains career exercises, practical career-finding techniques and a compendium of 800+ ways to use your law degree.

*Nonlegal Careers for Lawyers 5th edition*, by Gary A. Munneke, William D. Henslee and Ellen Wayne (ABA – 2006) 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.

*Professional Coaching, The Lawyer's Guide to* by Andres Elowitz (ABA – 2102) Become more efficient and profitable in your law practice by employing a professional coach. This book will teach you how to find, select and work productively with the right coach for your needs – and transform your practice in the process. Learn how to get the most out of coaching, decide whether coaching is right for you and your firm, and use coaching skills when you manage, mentor and collaborate with colleagues and clients.

*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 Practice Management 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.

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*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, Second Edition* by Phyllis Horn Epstein (ABA – 2015) Much has changed in the ten years since the publication of the first edition of *Women-at-Law*. Unfortunately, much has also stayed the same, as women continue to confront issues of promotions and equal pay while also struggling to find healthy work/life balance. *Women-At-Law* provides ideas and suggestions about how to deal with the challenges to achieve their professional and personal goals.

*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. (Taken from the book jacket.)

## **Client Development & Relations**

*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.

*Building Your Practice with Pro Bono for Lawyers* by Nelson P. Miller (ABA – 2012) Lawyers know that *pro bono* service is often the most interesting and fulfilling work of their careers. Yet few understand the financial and career benefits that *pro bono* work can yield. This concise book explains 10 *pro bono* opportunities that will broaden, deepen and strengthen your paying practice and legal career. Offers practical advice about underserved populations such as veterans, prisoners, immigrants, needy children, the homeless and people with disabilities.

*Building Your Practice With Referrals, The Lawyer's Guide To* by Steven J. Shaer (ABA – 2012) For many lawyers, referrals are the best way to get the best clients. Learn the skills for building relationships with referral sources, getting and managing new

referrals, developing networking skills and transforming acquaintances into clients. This book will help you start developing an effective referral strategy for your practice today.

*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.

*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.

*Connecting with Your Client: Success Through Improved Client Communication Techniques, Second Edition* by Noelle C. Nelson (ABA – 2015) Learn specific methods, based on psychological principles, to create rapport that builds client trust, maintain control over difficult situations, communicate case management issues in ways that support good client relations, and train staff to adopt the appropriate attitude toward clients.

*Consumer Law Revolution: The Lawyer's Guide to the Online Legal Marketplace* by Stephanie Kimbro (ABA – 2013) The Internet has changed how we buy all sorts of consumer goods and, sooner or later, it will reach into every part of the country to change how people purchase and receive legal services, too. Learn how these important changes in the delivery of legal services work, what's driving them, and how you can keep, or enlarge, your slice of the pie.

*Delivering Exceptional Service to Clients* (State Bar of Wisconsin) [VHS video] 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.

*Facebook® in One Hour for Lawyers* by Dennis Kennedy and Allison C. Shields (ABA – 2012) Lawyers are missing a major opportunity if they don't consider the business possibilities of their Facebook account. Harness Facebook to market your services, grow your practice, and expand your legal network.

*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. (From ABA website.)

*How Good Attorneys Become Great Rainmakers: A Breakthrough Referral Marketing Process* by Mark Powers and Shawn McNalis (Atticus Ink - 2009) This book sets out five marketing habits and 21 marketing assets that it says will help you generate enough referrals to pick and choose the cases and clients you want to work with. Written by some of the most knowledgeable legal marketing consultants in the legal business, the book is much like working one-on-one with a legal marketing professional. Contains many useful forms and checklists, including a monthly marketing plan.

*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 Achieve Success After the Bar Exam: A Step-by-Step Action Plan* by Joan Bullock (ABA - 2014) Designed specifically for recent law graduates who are waiting on bar exam results, but very useful for any lawyer who wants to improve his or her practice, this book is a mentor between two covers, offering an eight week daily course through all of the principles that must be mastered in order to have a successful practice. Topics include networking and alliance building and developing expertise in areas such

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as firm operations management, practice management and client management. Those who complete the exercises and check out the additional resources listed will be more than prepared to meet the challenges of establishing a practice of their own or making themselves indispensable to the firms that hire them.

*How to Capture and Keep Clients: Marketing Strategies for Lawyers, 2nd Edition*, edited by Jennifer J. Rose (ABA – 2015) What's hot today may be tomorrow's toast, but some things remain constant when it comes to getting and keeping good clients. Learn those core competencies and how to incorporate them into the current legal marketing environment.

*International Business Negotiations: A Comparison of Cross-Cultural Issues and Successful Approaches, 2nd edition, ABA Guide to* 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.

*Internet Branding for Lawyers: Building the Client-Centered Website* by Jeff Lantz (ABA – 2012) This book provides step-by-step direction on how to develop a solid brand and website that will attract the client your firm desires. Learn to identify and address client needs, differentiate your practice from competitors, develop messages that resonate with new clients and create attorney profiles and practice pages that convey the information prospective clients are looking for.

*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. (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, Second Edition* by William J. Flannery, Jr. (ABA - 2014) Business growth and client relationship management are two key components to a thriving law practice. This practical guide shares detailed and

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sensible tactics for winning and retaining long-term, profitable clients in an increasingly competitive and changing legal marketplace. The Field Guide is designed for seasoned lawyers who want to refine and polish their business development skills, as well as newer lawyers who have set their sights on designing successful and profitable careers as trusted advisors.

*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 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.

*Legal Marketing, The ABA Guide to: 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.

*Legal Side of Blogging for Lawyers, The* by Ruth Carter (ABA – 2014) Anyone with a blog should understand the legal implications of publishing their thoughts on the internet. This book addresses the full scope of legal issues that accompany blogging, including intellectual property, criminal law, employment law, professional conduct and more. Includes real-life examples of what can go wrong; make sure it doesn't happen to you or any blogger-clients you may represent.

*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 (ABA – 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

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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 expedite this effort, whether they are sent in paper form or via e-mail. Don't reinvent the wheel. Start with these letters instead.

*Limited Scope Representation Legal Services: Unbundling and the Self-Help Client* by Stephanie L. Kimbro (ABA – 2012) Since the Supreme Court has amended Alabama's Rules of Professional Conduct to provide for limited scope representation, every Alabama lawyer should read this book. Learn new methods for delivering legal services effectively and efficiently while attracting new types of clients and setting up a win-win situation of providing needed services in an affordable way that ensures you get paid. This book offers everything you need to get started with limited scope services.

*LinkedIn® in One Hour for Lawyers, Second Edition* by Dennis Kennedy and Allison Shields (ABA – 2013) Lawyers work in a world of networks, connections, referrals and recommendations. For many lawyers, the success of these networks determines the success of their practice. LinkedIn®, the premier social networking tool for business with over 100 million users, can help you create, nurture and expand your professional network and gain clients in the process. Kennedy and Shields will provide you with an introduction to this powerful tool in just one hour.

*LinkedIn Marketing Techniques for Law and Professional Practices* by Marc W. Halpert (ABA – 2017) Hundreds of global business people use LinkedIn daily as a power tool to forge connections, nurture relationships, assess, and select professionals to rely on. Learn how and why to make each section of LinkedIn work, based on actual experience.

*Marketing and Legal Ethics: The Boundaries of Promoting Legal Services, Third Edition* 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: How Did She Do That?* by Dee A. Schiavelli and Afi S. Johnson-Parris (ABA – 2015) Move beyond tips to implementation with this book that tells you not only what to do but how to do it. Stories of how 46 successful women lawyers each made marketing work and ultimately won clients - again and again.

*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.

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*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.

*Online Law Practice Strategies: How to Turn Clicks into Clients, 2015 Edition*, by Jabez LeBret and Mark Homer (Legal Technology Press – 2015) How do you navigate the ever-changing world of online marketing and digital practice management? This book explains everything you need to know to build a successful practice online, whether you're a solo or part of a large firm.

*Personal Branding in One Hour For Lawyers* by Katy Goshtasbi (ABA – 2013) With over 1.2 million licensed attorneys in the US, how do lawyers stand out from their fellow practitioners and get jobs, promotions, clients and referrals? Learn how you can highlight your unique talents and abilities, manage perceptions and achieve greater success as a lawyer.

*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.

*Succeeding as Outside Counsel: Providing First Class Legal Service from the Client's Perspective* by Rod Boddie (ABA - 2014) The delivery of quality legal services requires

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that lawyers function as customer service representatives as well as legal technicians. This book provides practical guidance on how to improve the level of service you provide and how to deepen your relationships with your clients - all from the client's perspective. Learn to add value that goes far beyond any individual matter. Though written by a lawyer with over 15 years of experience managing the services of outside counsel, there's much here for any lawyer who wants to improve the way he or she serves clients.

*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.

*Twitter® in One Hour for Lawyers* by Jared Correia (ABA – 2012) More lawyers than ever before are using Twitter to network with colleagues, attract clients, market their law firms and even read the news. This book will demystify one of the most important social-media platforms of our time and teach you to tweet like an expert.

*Women Rainmakers' Best Marketing Tips, Third Edition* by Theda C. Snyder (ABA – 2010) This book gives you an action –oriented and realistic approach to rainmaking that will enhance your professional and personal life.

*WordPress® in One Hour For Lawyers: How to Create a Website for Your Law Firm* by Jennifer Ellis (ABA – 2014) Law firms without websites are placing themselves at a great disadvantage. This book will quickly explain how to create your firm's website quickly and easily with WordPress® software. Learn to chose a web host, select and set up a domain name, install and customize WordPress, create a look for your website and add content functionality and images, all in one hour. Then, improve your website "findability" with search engine optimization techniques. Includes ethics issues of legal websites.

*Your Lawyer: A User's Guide* by Lawrence J. Fox and Susan R. Martyn (Matthew Bender & Co., Inc. - 2006) Set up in a Q&A format, this book is an excellent resource for non-lawyers seeking the services of a lawyer. With categories such as Finding a Lawyer, Paying a Lawyer, What to Expect From Your Lawyer, Other People's Lawyers, and What to Do if Something Goes Wrong, lawyers will find this to be a useful quick reference guide for issues that arise in everyday practice.

## Ethics, Professionalism & Risk Management

*Advanced Manual for the Lawyer's Assistant, Ninth Edition* by NALS (Thomson West - 2008) A great learning tool and reference guide, this book provides greater detail on law office procedures and substantive law. With chapters on career development, ethics, law office management, accounting, legal writing, legal research, the courts, administrative agencies, trial preparation, civil procedure, criminal procedure, torts, and several specific legal practice areas. Includes extensive glossaries.

*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) [VHS video] 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) [VHS video] 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

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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. (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.

*Encryption Made Simple for Lawyers* by David G. Ries, Sharon D. Nelson and John W. Simek (ABA – 2015) Data breaches have become a common occurrence, and hackers put confidential law firm client and proprietary information at risk daily. Encryption is now a generally accepted security measure for protecting confidential data - both when stored and transmitted. Fortunately, easy to use options are now available to help lawyers maintain confidentiality and protect their data from theft and misuse. Learn the basics, the ethics, how to protect all your devices and predictions for the future evolution of encryption.

*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 to Achieve Success After the Bar Exam: A Step-by-Step Action Plan* by Joan Bullock (ABA - 2014) Designed specifically for recent law graduates who are waiting on bar exam results, but very useful for any lawyer who wants to improve his or her practice, this book is a mentor between two covers, offering an eight week daily course through all of the principles that must be mastered in order to have a successful practice. Topics include networking and alliance building and developing expertise in areas such as firm operations management, practice management and client management. Those who complete the exercises and check out the additional resources listed will be more than prepared to meet the challenges of establishing a practice of their own or making themselves indispensable to the firms that hire them.

*Law Office Confidentiality I & II* (Wisconsin State Bar) [VHS video] 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

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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.

*Law Office Job Descriptions* Compiled by the Florida Bar's LOMAS, this notebook contains descriptions for the essential duties and responsibilities and knowledge and skills requirements for every law office job from A through Z. Also includes a sample associate attorney employment agreement.

*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 6th Edition* edited by Howard I. Hatoff AND Robert C. Wert (ABA – 2011) Revised manual incorporates new information on law office technology and changes in legal issues such as the revised Immigration Form I-9, as well as continuing developments in such areas as the Americans with Disabilities Act, diversity issues, sexual harassment law, COBRA, 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 & Staff: A Team Approach to Avoiding Malpractice* (Oregon State Bar Professional Liability Fund) [VHS video] 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) [VHS video] 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.

*Lawyer's Guide to Records Management and Retention, Second Edition* by George C. Cunningham (ABA – 2014) Fully revised and updated to reflect the current realities of information management in the law office, this book will help your practice develop an

effective strategy for coping with the daily barrage of email, data and documents, without taking up too much time.

*Legal Ethics for Support Staff* (Wisconsin State Bar) [VHS video] 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.

*Legal Malpractice Insurance in One Hour for Lawyers* by JoAnn L. Hathaway (ABA – 2017) Having an insurance policy in place to provide and pay for experienced defense counsel and, if necessary, an indemnity payment, can provide peace of mind no lawyer should be without. Learn about the many coverages available to you, along with how to choose deductibles, select the right coverage limit, wisely choose a carrier, process claims and protect your practice.

*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.

*Lessons Learned: Practical Ethics for Busy Lawyers* by Kevin W. Dornan (ABA – 2016) It's sometimes difficult to recognize the Rules of Professional Conduct in day to day situations. This book breaks down problematic ethical situations lawyers are likely to encounter into 5 topics and then provides short vignettes that will help you recognize and remember potential problems before they happen to you.

*Paralegal's Guide to Professional Responsibility, The, Third Edition* (ABA – 2012) 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 paralegal'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.

*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) [VHS video] Uses enhanced graphics and improved

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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) [VHS video] This video will help you build a professional staff that maintains good client relations and keeps your office running smoothly and efficiently. You 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

*Profile of Legal Malpractice Claims 2004-2007* (ABA – 2008) A unique statistical synthesis of legal malpractice claims data from insurance carriers across the U.S. and Canada. Provides a panoramic view of malpractice claims trends over the 25-year history of the study, across the U.S. and Canada, and across telling claims categories, such as area of law, size of firm, type of alleged error, and size of claim payments. It is the ONLY source of national malpractice data trends for law firm risk managers, insurers, lawyers and others who need to know emerging areas of greatest and least risk in the legal malpractice claims arena. (From ABA website.)

*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.

*Protecting Against Cyber Threats: A Lawyer's Guide to Choosing a Cyber-Liability Insurance Policy* (ABA – 2016) Prepared by the ABA Standing Committee on Lawyers' Professional Liability, this slim guide provides an overview of network security and cyber-liability insurance for law firms, providing familiarity with the terminology and practices common in this specialized area of coverage. If you feel you need this type of insurance, make an informed decision when you purchase.

*Risk Management for Law Firms* by Anthony E. Davis, Esq. (2002) CLE handout from presentation on September 10, 2002.

*Risk Management: Survival Tools for Law Firms, Third Edition* by Anthony E. Davis & Katie M. Lachter (ABA - 2015) 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

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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. (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.

*Compensation Plans for Law Firms, Sixth Edition* edited by James D. Cotterman, Altman Weil, Inc. (ABA – 2015) This revised edition provides complete and systematic guidance on how to establish a fair and competitive compensation program for your firm. The book includes workable approaches for compensating partners and associates, as well as other contributors to the firm, including paralegals, staff and other professionals.

*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.

*Failing Law Firm, The: Symptoms and Remedies* by David J. Parnell (ABA - 2014) Written with the purpose of both illuminating the symptoms of a struggling firm and providing readers with a tool that is geared more toward predicting destabilization, rather than just defining it once it is happening. (From the ABA website.)

*Growing Your Law Practice in Tough Times, 2010 Edition* by Edward Poll (West - 2010) Following the worst economic crisis since the Great Depression, and facing a sea change in clients' demands and expectations, law firms must respond and adapt quickly. This book is written to provide guidance with issues such as deciding what type of practice to have; marketing and client development; how to price, bill and collect for services; and how to manage the cash flow cycle. A must-read for lawyers who think their practices could perform better financially and provide greater career satisfaction.

*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.

*Law Firm Accounting Demystified: A Guide to Handling Everyday Legal, Trust & Business Transactions* by Rakesh Kabra and Pamela Rozsa (CosmoLex Cloud, LLC – 2016) Defines general accounting terms and practices, and illustrates their usage in the small law firm. Get a better handle on how to keep up with billing for legal time and client expenses, how to properly apply payments received, and how to properly keep up with funds held in trust for clients.

*Lawyer's Guide to Increasing Revenue, The: Unlocking the Profit Potential in Your Firm, Second Edition* by Arthur G. Greene (ABA – 2011) 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. Learn how to run the numbers to find out where you are and then create a plan to greater profitability. Includes chapters on leverage, value-based fees, and utilizing partner compensation as a management tool. Comes with sample forms and worksheets to lead you through the process.

*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. (From ABA website.)

*Lawyer's Guide to PCLaw<sup>®</sup> Software, The* by Steven J. Best (ABA – 2015) Gain the knowledge you need to take control of your practice. If you have PC Law already or are thinking about purchasing it, this book will help you properly set up the program to best integrate into your practice. Learn to effectively organize matters, accurately record time and calculate fees, recover expenses, and get bills out in a timely manner, and more. If you've ever struggled with PCLaw, this is the guidebook you wish had come with the software.

*Results-Oriented Financial Management: A Step-By-Step Guide to Law Firm Profitability, Third Edition* by John G. Iezzi (ABA - 2015) 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. Covering the life cycle of a law firm, from startup through growth, you'll learn how to take advantage of opportunities many firms miss and watch out for trouble signs many firms ignore. 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.

*Student Loan Handbook for Law Students and Attorneys* by Adam S. Minsky (ABA – 2016) Getting student loans is easy, but repaying them can be a nightmare, especially for young lawyers who face many unique challenges in managing their debt load while trying to jump-start a career. Learn to navigate the nuances of specific loan programs and profession-specific repayment strategies while keeping your loans in good standing, avoiding negative consequences and achieving debt freedom. Excellent resource for both lawyers with student loans and lawyers who represent those with student loan problems.

## **Billing**

*Alternative Fees for Business Lawyers and Their Clients* by Mark A. Robertson (ABA – 2014) The demand from clients for alternative fee arrangements is increasing. This book addresses how firms of all sizes, and even solos, can evaluate and implement alternative fee arrangements. Learn how clients perceive value, how to effectively price services in business matters, how to develop a transaction plan, the ethics concerns of alternative fees and how to evaluate what fee model is best for your firm.

*Alternative Fees for Litigators and Their Clients* by Patrick Lamb (ABA – 2014) The use of non-hourly fee arrangements by lawyers and the demand for those arrangements by clients is increasing. This book will help you understand alternative fee structures, troubleshoot common issues that arise, evaluate the potential financial gain and risk of using alternative fees, effectively price legal services in litigation matters, learn the

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ethics concerns of alternative fees and successfully transition to alternative fee arrangements. Includes sample letters, checklists and forms.

*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.

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*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.

*Introduction to Law Firm Practice* by Michael Downey (ABA - 2010) From law firm operations and profitability to work assignments, from marketing to risk management, this book seeks to reveal how law firms really operate and to teach those who will work with or at a law firm what to expect and how to succeed.

*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.

*Effectively Staffing Your Law Firm, Second Edition* edited by Jennifer J. Rose (ABA – 2017). There are a lot of things you don't learn in law school—how to staff your law firm is one of them. This book provides everything you need to know about hiring (and firing) employees straight from the mouths of the experts. If you own your own firm, this book is a must-have for your firm's future success.

*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.

*Getting Things Done: The Art of Stress-Free Productivity* by David Allen (David Allen/Penguin – 2015) Learn to capture all the inputs of things that might need to be

done, make front-end decisions about each, and curate and coordinate these inputs to achieve your goals and meet your commitments. This system will allow you to work “in the flow” without distraction while keeping all your projects on track.

*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.

*Hire Slow, Fire Fast: A Lawyer's Guide to Building a High Performance Team* by Mark Powers and Shawn McNalis. (Atticus Ink – 2013)

*How to Do More in Less Time: The Complete Guide to Increasing Productivity and Improving Bottom Line* by Allison C. Shields and Daniel J. Eiegel (ABA – 2015) Many professionals work long hours and still do not have enough time to complete all of their work, much less handle the business aspects of their practices. This book outlines how you can identify the right activities that need to be accomplished and then show you how to perform more efficiently to maximize productivity.

*Legal Productivity by Rocket Matter* (2010) This slim little volume from the makers of Rocket Matter, the cloud-based practice management system, simplifies some of the guiding principles from various systems for getting things done into some quick tips that lawyers can use to better organize their work and then push on through to accomplish it. A very quick read, this little book will give all but the most organized lawyer two or three practical steps toward simplified and more effective work processes.

*Legal Project Management in One Hour for Lawyers* by Pamela H. Woldow and Douglas B. Richardson. (ABA – 2013) Legal clients are responding to today's unprecedented financial pressures by demanding better predictability, cost-effectiveness and communication from their outside legal service providers. Learn practical skills for improving efficiency, keeping budgets under control, building stronger working relationships with clients and maximizing profitability.

*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) Are you tired of being surrounded by clutter? Are you afraid of the ticking time bomb of malpractice buried somewhere in that stack of files? This book, with short chapters and easy checklists, will lead you through the process of determining the organizational

style that's right for you and help you get everything in it's place and keep it there, while working more effectively and with less stress.

*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.

*Recruiting Lawyers: How to Hire the Best Talent, Second Edition* by Marcia Pennington Shannon and Susan Manch (ABA – 2015) Today's legal market presents a new climate. When there are few new lawyers leaving law school but more applicants than jobs in the legal industry, how does a law firm leader hire the best staff to ensure a successful firm? Learn to evaluate workforce needs, formulate selection criteria, attract top talent, develop effective screening practices, conduct a thorough and engaging interview, understand basic employment law issues in recruiting and more.

*Run Your Firm Like a Business: An Operations Guide for the Solo Practitioner and Small Law Firm* by Frant T. Lockwood (ABA – 2013) Address the challenge of practicing law while managing the administrative and business demands of your practice. Powerful systems developed and refined over years help resolve the tension between the tasks of the business, and actually doing the legal work for which you were trained. This book shifts the paradigm of avoiding the administrative part of the profession and allows you to plan your business strategy like you plan your case strategy. Revolutionary systems, how to design them, implement them, and stick to them are all outlined in this helpful guide. The book provides detailed advice on: Effective information management system -Choosing good clients and employees -Marketing -Timekeeping, billing, and collection systems -Business operations including outside resources to consider, and more. Includes sample telephone intake form, fee agreement and mission statement and job description for paralegal or administrative assistant.

*Successful Time Management Strategies for Legal Support Staff* (State Bar of Wisconsin – 1996) [VHS video] 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.

*Time Management for Attorneys: A Lawyer's Guide to Decreasing Stress, Eliminating Interruptions & Getting Home on Time* by Mark Powers and Shawn McNalis (Atticus - 2008) Does your practice control you or do you control it? A simple question and most of us know the answer all too well...we don't always seem to be in the driver's seat. If your day is filled with constant interruptions, if you are working weekends and evenings, or not getting a decent vacation, then this book was written just for you.



*Working in a Law Office: An Introduction* (Wisconsin State Bar) [VHS video] 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.

*Lawyer's Guide to Financial Planning, The* by Cynthia Sharp (ABA - 2014) This book is an essential resource for any lawyer committed to building and maintaining a strong and secure financial future. It outlines "need to know" information in clear and concise terms, and presents an actionable plan that leads to financial success.

*Life After Law: What Will You Do With the Next 6,000 Days?* By Edward Poll (Law Biz - 2013) If you think – or hope – that the time for retirement is growing near, this book can help guide you through the process. Prepare to transition into the second season of life with helpful chapters on Choosing Retirement on Your Terms, Strategizing a Sale for Your Law Practice, Value and Salability and How-tos for Closing Up Shop. There's also information on planning for personal financial security and advice for creating a fulfilling post-practice life. The final chapter sets out a five-phase action plan for transition, and there are checklists and sample agreements, as well as a listing of additional resources.

*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.

*Passing the Torch Without Getting Burned: A Guide to Law Firm Retirement and Succession Planning* by Peter A. Giuliani (ABA - 2013) Founding partners retire, rainmakers depart and, in the meantime, client relationships must be preserved. This book presents a comprehensive examination of the key economic issues typically encountered by firms when partners leave or retire. Includes information on economics

of retirement and succession planning and bringing in new partners; weighing the costs and benefits of mandatory retirement; and integrating compensation plans with retirement policies.

*Real Life Financial Planning for Young Lawyers: A Young Lawyer's Guide to Building the Financial House of Their Dreams* by Thomas A. Haunty, CFP, RHU, REBC, ChFC and Todd D. Bramson, CFP, ChFC, CLU (Todd D. Bramson - 2006) Practicing law today brings many challenges that prevent lawyers from adequately addressing their own finances. This book will give you a blueprint to help you get your financial house in order. Practical steps are presented on how to build a solid long-term financial plan that addresses every level of your finances from budgeting and insuring to investing and taxes. You will be motivated and encouraged on how to meet your financial goals by making your money work as hard as you do. This is the financial information you wish they taught in law school. You will learn how to: organize your financial affairs to meet YOUR needs; prioritize decisions so that you know WHAT to do WHEN; maximize financial security with CORRECT insurance and asset protection strategies; get CONTROL of your financial life; begin a path toward FINANCIAL INDEPENDENCE... and much, much more!

*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**

*Acting Skills for Lawyers* by Laura Mathis (ABA - 2011) Laura Mathis, a working actress with over seventeen years of experience in theatre, film, and television as an actor,

director, and writer has developed techniques for applying the skills and training utilized by world-famous stage and screen performers to the legal profession. In this innovative book you'll learn how to develop and use stage presence, use an actors voice and gestures, develop different characters for different audiences, deliver effective speeches, adopt the role of talk-show host for depositions, improvise in unprepared situations, incorporate the skills of great storytellers, be the acting coach for your witness, use monologue skills in your closing arguments, and even take the perfect professional photo. (Taken from the ABA website.)

*Advanced Manual for the Lawyer's Assistant, Ninth Edition* by NALS...the association for legal professionals (Thomson/West - 2008) This guide includes chapters on career development, ethics, law office management, computer information systems, accounting, legal writing, legal research, the courts, administrative agencies, trial preparation, civil procedure, criminal procedure, torts, contracts, real estate transactions, landlord and tenant, estate planning, estates and guardianships, family law, business organizations, bankruptcy, taxation, arbitration, environmental law, water law, oil and gas law, labor law, intellectual property law, pension and profit sharing plans, workers' compensation law, admiralty and maritime law, antitrust law, immigration law, and federal civil rights and employment discrimination laws. [Taken from Thomson/West website.]

*Careers in Animal Law* by Yolanda Eisenstein (ABA - 2011) One of the fastest growing legal disciplines, animal law is concerned with protecting and improving the lives of animals through city ordinances, state and federal laws, international treaties, and cases that impact animals. This book will help you: Gain an overview of the field from a practicing animal lawyer and professor of animal law; Forge a successful animal law career with firms of all types and sizes, government agencies, major corporations, or nonprofit corporations; Strike out on your own as a solo practitioner of animal law; Learn career tips from a series of animal-lawyer profiles; Understand evolving trends in legislation, litigation, and academia that will change the face of animal law in the decades to come. {Taken from the ABA website.}

*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; tips 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. (From ABA website.)

*Criminal Law Forms* by Kenneth Vercammen (ABA - 2013) A "what to do" and "how to do it" for the lawyer with little or no criminal law practice background and is also a review checklist for the experienced criminal lawyer to avoid overlooking a key point. Contains everything from client intake to sample briefs, and all of it is on the included CD, so all you have to do is copy, modify, and file.

*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. (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.

*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 Discovery for Small Cases: Managing Digital Evidence and ESI* by Bruce A. Olson and Tom O'Connor (ABA – 2012) As organizations create increasing amounts of digital data, electronic discovery costs for lawyers can skyrocket. Small cases with small budgets can be especially challenging. Learn budget-friendly solutions for collecting, viewing and analyzing electronic evidence that will benefit any litigator.

*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. (From the National Institute for Trial Advocacy website.)

*Forms, Checklists and Procedures for the Family Lawyer* by Mark A. Chinn (ABA – 2010)  
This book cuts directly to the chase. Written by a divorce trial lawyer with more than 30 years of experience, each chapter begins with a minimum of text and moves directly into forms. Chapters include Client Intake, Initial Stages of Representation, Administrative, Client, Case Management, Settlement, Mediation, Discovery, Litigation, Trial, File Closing and Post Closing. All forms are included on a CD-ROM.

*Lawyer's Essential Guide to Writing, The: Proven Tools and Techniques* by Marie Buckley (ABA - 2011) This book is a concrete guide to contemporary legal writing and provides a systematic approach to all forms of written communication, from memoranda and briefs to email and blogs. It sets forth three principles for powerful writing and shows how to apply those principles to develop a clean and confident style.

*Preparing for Your Deposition* (State Bar of Wisconsin - 1995) [VHS video] 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

*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. (From the ABA web site.)

*State of Criminal Justice, The* (ABA - 2011)

*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**

*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.

*Results of the 1996 Economics & Law Office Management Survey* (The Florida Bar - 1996)

## **Technology**

*2016 Solo and Small Firm Legal Technology Guide, The: Critical Decisions Made Simple* by Sharon D. Nelson, John W. Simek, and Michael C. Maschke (ABA - 2016) 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.

*Adobe Acrobat in One Hour for Lawyers* by Ernie Svenson (ABA – 2013) Covers the features of Acrobat X and XI in 19 short chapters divided into basic and advanced skills. Basic skills include setting preferences; viewing, navigating and creating PDFs; and examining and re-arranging documents. Advanced skills chapters cover bookmarks, comments, text editing, OCR, stamps and Bates numbering, digital signatures and those must-knows for lawyers: how to remove metadata and how to do redaction right.

*Adobe Acrobat, The Lawyer's Guide to, Second Edition* by David L. Masters (ABA – 2005) Covers Adobe Acrobat 6.0 and 7.0. 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.

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

*Android Apps in One Hour for Lawyers* by Daniel Siegel (ABA – 2013) Highlights the

"best of the best" apps that will help you practice law from your mobile device. Learn how to find, buy, install and update the apps you need to be better organized; communicate effectively; create, edit and store documents securely in the cloud; learn on the go with news, reading and reference apps; and generally practice law more securely from you mobile phone or Android tablet.

*Blogging in One Hour for Lawyers* by Ernie Svenson (ABA – 2012) More than 100 million people have created blogs, gaining immediate access to a worldwide audience. But would a blog be worthwhile for your practice and, if so, how do you go about it? The author, a former commercial litigator and committed blogger, tells you why blogging may be an effective client development activity for you and then leads you through the steps to choose a topic, select the right platform and get started.

*Cloud Computing for Lawyers* by Nicole Black (ABA – 2012) As more businesses move their IT systems into the cloud, lawyers need to ask if cloud computing is right for their firm. *Cloud Computing for Lawyers* features a discussion of cloud computing fundamentals, an overview of legal cloud computing products, and step-by-step instructions for implementing cloud computing in your practice - including practical tips for securing your data.

*Collaboration Tools and Technologies, The Lawyer's Guide to: 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.

*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. (From ABA website.)

*Cybersleuth's Guide to the Internet, The: Conducting Effective Investigative and Legal Research on the Web, Ninth Edition* 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 Discovery for Small Cases: Managing Digital Evidence and ESI* by Bruce A. Olson and Tom O'Connor (ABA – 2012) As organizations and individuals create increasing amounts of digital data, lawyers can no longer ignore it as a source of discovery. This book offers effective, budget-friendly solutions for collecting, viewing and analyzing electronic evidence that will benefit any litigator. Contains an overview of techniques and reviews of available software products.

*Electronic Discovery Without Borders: Your Passport to Managing Multilanguage ESI* by Paul Brabant & Hope Haslam, edited by George J. Socha, Jr. (Epiq Systems) Dealing with electronic discovery of multilanguage electronically stored information (ESI) is a challenge. This short guide provides tips and considerations to help you streamline the process for handling the discovery of multilanguage documents.

*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.

*Encryption Made Simple for Lawyers* by David G. Ries, Sharon D. Nelson and John W. Simek (ABA – 2015) Data breaches have become a common occurrence, and hackers put confidential law firm client and proprietary information at risk daily. Encryption is now a generally accepted security measure for protecting confidential data - both when stored and transmitted. Fortunately, easy to use options are now available to help lawyers maintain confidentiality and protect their data from theft and misuse. Learn the basics, the ethics, how to protect all your devices and predictions for the future evolution of encryption.

*Evernote as a Law Practice Tool* by Heidi Alexander (ABA – 2017) Evernote is a memory aid for just about everything you do. Learn how a single program can help you access important data (documents, spreadsheets, web clips, audio clips, video clips and more) with the click of a button, wherever you are. Includes best practice tips and suggested workflows.

*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.

*Fact Finding on the Internet, The Lawyer's Guide to Second Edition*, 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.

*Find Info Like a Pro Volume 1: Mining the Internet's Publicly Available Resources for Investigative Research*, by Carole A. Levitt and Mark E. Rosch (ABA – 2010) This complete hands-on guide reveals the secrets, shortcuts, and realities of conducting investigative and background research using the sources of publically available information on the Internet. Written for legal professionals, this two volume set lists, categorizes and describes hundreds of free and fee-based Internet sites.

*Find Info Like a Pro Volume 2: Mining the Internet's Public Records for Investigative Research* by Carole A. Levitt and Mark E. Rosch (ABA - 2011) This complete hands-on guide reveals the secrets, shortcuts, and realities of conducting investigative and background research using the sources of publically available information on the Internet. Written for legal professionals, this two volume set lists, categorizes and describes hundreds of free and fee-based Internet sites.

*Google for Lawyers: Essential Search Tips and Productivity Tools* by Carol A. Levitt and Mark E. Rosch (ABA - 2010) Everything you need to know to make the most effective use of Google in finding information about clients and everything else you're looking for

on the internet.

*Google Gmail and Calendar in One Hour for Lawyers* by Carole Levitt and Mark Rosch (ABA - 2013) Millions of corporations, small businesses, solo lawyers, large and small law firms and government agencies have "gone Google." Find out why, and how you can, too. This book is a step-by-step guide to the features of Gmail and Google Calendar, as well as Google Voice and Video, Hangout and Call Phone. Transform your practice with these powerful tools.

*Information Security and Privacy: A Practical Guide for Global Executives, Lawyers and Technologists* by Thomas J. Shaw, Editor (ABA - 2011) This book provides a practical and comprehensive approach to information security and privacy law for both international and domestic statutes. It provides all the tools you need to handle the business, legal and technical risks of protecting information on a global scale. (Taken from the ABA website.)

*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 Legal Research on a Budget: Free and Low-Cost Resources for Lawyers* by Carole A. Levitt and Judy K. Davis (ABA - 2014) With cost-conscious clients scrutinizing legal bills, lawyers cannot afford to depend on expensive legal research databases, especially when reliable free resources are available. Organized primarily by type of material being sought, this book will help you find the best free or low-cost resources online and use them for your research needs. Contains an excellent treatment of how to use Casemaker, the Alabama State Bar's free legal research service.

*iPad in One Hour for Lawyers, Second Edition* by Tom Mighell (ABA - 2012) Written for both the tech-proficient and those who are trying to become more tech-savvy, the first few lessons address the setup and overall management of the iPad, while subsequent lessons cover specific ways to be productive with your iPad, including apps specifically designed for practicing lawyers. The Beyond the Lessons section adds finger moves and shortcuts, advanced email settings, and recommendations for more apps. At under 90 pages including the index, this quick read will get you up and running in no time.

*iPad in One Hour for Lawyers, Third Edition* by Tom Mighell (ABA - 2014) Updating the extremely popular previous edition, this book will get you up and running with the latest version of the iPad in six short lessons. Covers navigation; mail, calendar and contact setup; creation and use of folders to multitask; file synchronization; note taking and document creation and legal specific apps for research and trial.

*iPad Apps in One Hour for Lawyers* by Tom Mighell (ABA - 2012) At last count there were more than 80,000 apps available for the iPad. Finding the best ones, especially for use in the practice of law, can be overwhelming. This slim little book provides the

“best of the best” apps that are essential for any law practice. In just one hour you’ll learn about the apps currently worth your time and attention.

*iPad in One Hour for Litigators* by Tom Mighell (ABA - 2013) More and more lawyers are choosing to take their iPads to trial – with positive results. *iPad in One Hour for Litigators* will help you transform your iPad into a powerful tool in the courtroom, at mediation, and beyond. Discusses all the steps of trying a case with an iPad, from pre-trial docketing and legal research to depositions and evidence presentation.

*iPad in One Hour for Litigators, Second Edition* by Tom Mighell (ABA – 2015) iPads have changed the way attorneys present their cases in the courtroom, at mediation, and beyond. But technology changes quickly and what was cutting edge just months ago could now be outdated. This latest edition will bring you up to date on the latest hardware and apps so that you can make the best choices for selecting a tablet; storing documents and exhibits; taking and annotating depositions; conducting research; selecting a jury; and presenting evidence digitally with ease.

*Law Firm Cybersecurity* by Daniel Garrie and Bill Spernow (ABA – 2017) Law firms can mitigate the risk of a data breach through a variety of means, including investing in cybersecurity tools, hiring internal and external resources to augment the firm’s current information security practices and – most importantly – changing the firm’s culture to be more security conscious. Learn what you and your firm should be doing now to prevent problems tomorrow.

*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 PCLaw<sup>®</sup> Software, The* by Steven J. Best (ABA – 2015) Gain the knowledge you need to take control of your practice. If you have PC Law already or are thinking about purchasing it, this book will help you properly set up the program to best integrate into your practice. Learn to effectively organize matters, accurately record time and calculate fees, recover expenses, and get bills out in a timely manner, and more. If you’ve ever struggled with PCLaw, this is the guidebook you wish had come with the software.

*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.

*LexisNexis® CaseMap®, The Lawyer's Guide to* by Daniel J. Siegel (ABA - 2010) Casemap is a computer program that makes analyzing cases easier while saving time and money for clients. Learn to quickly harness this powerful program as well as tips to get the most from it. Includes step-by-step instructions and is designed for beginners as well as long time users.

*Locked Down: Information Security for Lawyers*, 2nd edition by Sharon D. Nelson, David G. Ries and John W. Simek (ABA – 2014) In 2009 the FBI warned that law firms are being increasingly targeted by identity thieves and hackers. In the 4 years since the first edition of this easy to understand book was published, data security has exploded as a concern for law firms. In an age where lawyers frequently conduct business across wireless networks using smartphones and laptops, how can attorneys safeguard client data and confidential information? *Locked Down* explains the wide variety of information security risks facing law firms and how lawyers can best protect their data from those threats – within any budget. Written in clear, non-technical language that any lawyer can understand.

*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. Lessons move you through learning the ins and outs of Excel, working through simple spreadsheet problems, using formulas to calculate data, and developing more advanced formulas including present and future value calculations. There are also lessons on how to use Excel in a business practice, how to use it as a database and how to create charts and graphs based on spreadsheet data.

*Microsoft Office 365 for Lawyers: A Practical Guide to Options and Implementation* by Ben Schorr (ABA - 2014) This book answers, in plain English, all of the common questions you will ask when considering if you should migrate to Office 365, including how the Office 365 subscription system works; which version is right for you; whether you need Exchange Server; how to integrate SharePoint into your practice; and how to troubleshoot common Office 365 issues as they arise.

*Microsoft OneNote in One Hour for Lawyers* by Ben M. Schorr (ABA – 2016) Each copy of Microsoft Office 2012 sold now includes OneNote and it's usage among lawyers is poised to skyrocket. Learn to use OneNote in your practice to save time and increase productivity by creating and searching "notebooks" in which you can organize your notes and research, including audio and video notes. Just six short lessons explains it all.

*Microsoft OneNote in One Hour for Lawyers, Second Edition* by Ben Schorr Upgrade your practice from the yellow legal notepad with OneNote, which is included in Office 2016 and Office 365. Save time and increase productivity, while keeping everything, including audio and video, that you need to manage your practice paperless. Step by step information to get started and develop best practices, in five brief lessons.

*Microsoft Outlook 2013, The Lawyer's Guide to* by Ben M. Schorr (ABA – 2013) Much has changed in the first "subscription based" version of Microsoft Office. Among the additions to Outlook 2013 are an improved editor, inline replies, people cards and more folder flexibility on the Folder Pane. This book is for those who want to become Outlook 2013 power-users.

*Microsoft Outlook 2010, The Lawyer's Guide to* by Ben M. Schorr (ABA – 2012) 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, this book will help you: sort and group messages to de-clutter your inbox; find old e-mails quickly; create an effective to-do list; master your calendar; work with journal entries; add, organize and share contacts; utilize long-term storage when you're done with a case or client; back up your data; track and log phone calls, meetings, and correspondence; take advantage of time-saving keyboard shortcuts.

*Microsoft Outlook 2007, The Lawyer's Guide to* by Ben M. Schorr (ABA - 2008) This guide is written specifically for lawyers to help you be more productive, more efficient and more successful. In this edition, 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. (From ABA website.)

*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 2010, The Lawyer's Guide to* by Ben M. Schorr (ABA – 2011) This handy reference includes clear explanations, legal-specific descriptions and time-saving tips for getting the most out of Microsoft Word – and customizing it for the needs of today's

legal practice. Learn the key components to make you more effective, efficient and more successful in the practice of law.

*Microsoft Word 2013, The Lawyer's Guide to* by Ben Schorr (ABA – 2015) This handy reference includes clear explanations, legal-specific descriptions and time-saving tips for getting the most out of Microsoft Word – and customizing it for the needs of today's legal practice. Learn the key components to make you more effective, efficient and more successful in the practice of law.

*Paperless in One Hour for Lawyers* by Sheila M. Blackford and Donna S. M. Neff (ABA - 2014) Learn how to save time and money by transitioning to a paperless office. This book will help you sell your colleagues on the change; analyze your current paper workflow and set new goals; assess the hardware, software and apps needed; become a PDF expert; develop or acquire a document management system; make cloud-based technology work for you; and even set up a virtual law office or client portal.

*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.

*PowerPoint in One Hour for Lawyers* by Paul J. Unger (ABA - 2014) Learn how storyboarding techniques can help bring your case to life in the courtroom through the effective use of PowerPoint. Nothing is worse than a bad PowerPoint presentation, but this book by lawyer and trial presentation technology expert Unger will quickly teach you the basics of PowerPoint (if you don't already know them) and then show you how to incorporate graphics, animations, audio and video to bring your case to life and reach the verdict - or settlement - it deserves.

*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.

*QuickBooks in One Hour for Lawyers* by Lynette Benton (ABA - 2014) QuickBooks in the bane of many lawyers' existence, but it doesn't have to be. Get step-by-step guidance to create your company file; set up clients and cases; set up QuickBooks payroll; log time; track and bill client expenses; manage your billing with invoices; track income and expenses and create reports the financial reports you need to really get a handle on and improve your law firm's finances.

*Social Media as Evidence: Cases, Practice Pointers and Techniques* by Joshua Briones and Ana Tagvoryan (ABA – 2013) For lawyers the proverbial "smoking gun" document of the pre-internet era has given way to the "smoking gun tweet." In recent years Facebook, Twitter, blogs and other social media channels have become an evidentiary gold mine for impeaching witnesses and undermining a company's litigation position.

This book will assist any lawyer who encounters social media in their daily practice understand how these media store data, how to discover and preserve it, and how to advise your clients to avoid its sting.

*Social Media for Lawyers: The Next Frontier* by Carolyn Elefant and Nicole Black (ABA - 2010) This book describes some of the current trends in the use of social media, shows why social media can be important for lawyers, and attempts to dispel some of the myths that keep lawyers from using social media. It also describes various social media platforms and how they work, suggests what medium to use for specific client development goals, and explains how to set up social media profiles. Includes a discussion of the ethics of social media.

*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.

*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.

*Twitter in One Hour for Lawyers* by Jared Correia (ABA – 2012) Given that lawyer advertising was severely restricted through much of the twentieth century and today remains bounded by the rules of professional ethics, many lawyers are reluctant to consider the new web-based social networking platforms. This book can provide guidance for lawyers wishing to engage in Twitter in ways that will help with the development of their professional lives and practices.

*Virtual Law Practice: How to Deliver Legal Services Online Second Edition* by Stephanie L. Kimbro (ABA - 2015) This book will help you learn how to responsibly deliver legal services online to your clients. Topics covered include identifying and developing a business model for the online delivery of services; setting up and managing a virtual law practice online through a secure, client-specific portal; managing and marketing your virtual law practice; understanding state ethics and advisory opinions; and finding more flexibility and work/life balance in the legal profession.

*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)

*WordPress® in One Hour For Lawyers: How to Create a Website for Your Law Firm* by Jennifer Ellis (ABA – 2014) Law firms without websites are placing themselves at a great disadvantage. This book will quickly explain how to create your firm's website quickly and easily with WordPress® software. Learn to choose a web host, select and set up a domain name, install and customize WordPress, create a look for your website and add content functionality and images, all in one hour. Then, improve your website "findability" with search engine optimization techniques. Includes ethics issues of legal websites.

*Working Smarter with Knowledge Tools, The Lawyer's Guide to* by Marc Lauritson (ABA – 2010). The way lawyers work has changed radically in the last 20 years. From tape dictation systems to keyboarding, lawyers now must work differently to turn experience and information into delivered legal services. This book will show you what's available to help you create processes that will help you better store and utilize what you know, and practice more effectively.

*Worldox in One Hour for Lawyers* by John Heckman (ABA – 2013) Learn how better management of your electronically stored documents can make your firm a more orderly, efficient and profitable place, and why Worldox is a great product to help you make it happen. For those who are already using Worldox and those who think they might like to incorporate it.

*Worldox in One Hour for Lawyers, Second Edition* by John Heckman (ABA – 2015) This updated and revised edition covers newly released Worldox GX4. Learn how better management of your electronically stored documents can make your firm a more orderly, efficient and profitable place, and why Worldox is a great product to help you make it happen. For those who are already using Worldox and those who think they might like to incorporate it.

*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.