

# **Law Practice Management Resource Library**



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## **Materials Available from the Law Practice Management Resource Library**

### **Books**

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

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

*12 Secrets of Persuasive Argument, The* (Whether you have just passed the bar or have been practicing for 30 years, this book will help refine your persuasive skills.) *Waicukauski, Sandler and Epps (2009)*

*ABA Checklist for Family Heirs, The: A Guide to Family History, Financial Plans and Final Wishes – with CD-ROM* (provides a comprehensive description of the manner in which the law regulates and reacts to health care and personal decision making for the elderly which include paying for health and long-Term care, long-term care housing options, legal implications of mental capacity and end of life decision making.) *Sally Balch Hurme (2011)*

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

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

*ABA Practical Guide to Estate Planning, The* (new guide discusses why it is important for your clients to have an estate plan and delves in the details of the estate planning process, including an investigation and examination of the remnants of the nation's transfer tax laws) *Jay A. Soled, Editor (2011)*

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

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

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

*Adobe Acrobat in One Hour for Lawyers* (This book will help legal professionals be organized by making better use of PDFs.) *Ernie Svenson (2013)*

*ADR Advocacy, Strategies, and Practice for Intellectual Property Cases – with CD-ROM* (Book discusses the tools that attorneys and mediators can use to screen disputes for ADR and select neutrals; evaluate options for resolving disputes; convey information to foster communication and persuade; mathematically determine division of property; and facilitate settlement negotiations.) *Harrie Samaras, Editor (2011)*

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

*Advising the Small Business: Forms and Advice for the Legal Practitioner, 2<sup>nd</sup> Edition – with CD-ROM* (up-to-date with topics such as using alternative fee agreements and investing in clients, forming divisions and subsidiaries, venture capital financing, and etc.) *Jean L. Batman (2011)*

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

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

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

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

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

*Anatomy of a Trial: A Handbook for Young Lawyers* (examines the key phases of jury trials in the context of two particular cases, criminal and civil where it not only highlight the differences but also illustrates where the principles of rhetoric

are fundamental to success at a trial, no matter the nature of the litigation.) *Paul Mark Sandler (2011)*

*Android Apps in One Hour for Lawyers* (highlights the "best of the best" apps that will allow you to practice law from your mobile device) *Daniel J. Siegel (2013)*

*Art of Cross-Examination, The, 2<sup>nd</sup> Edition* (*The Art of Cross-Examination* is a compulsively readable theory of cross-examination, enriched with entertaining and enlightening examples drawn from Wellman's own practice, cross-examinations from other celebrated litigators, and those from the infamous cases of the day.) *Francis L. Wellman (2009)*

*Art of Practicing Law, The : Talking to Clients, Colleagues and Others* (Written essays combined to teach you effective ways of building meaningful relationships with your clients, staff, and the others around you, and in turn, finding meaning and happiness in your profession. ) *James A. Kramon (2012)*

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

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

*Avoiding Extinction: Reimagining Legal Services for the 21<sup>st</sup> Century* (In this book you'll discover the ways the firm can be redefined as a service corporation that is structured and managed in ways that truly deliver value to the client, profitability to the firm and career satisfaction to the lawyers) *Mitchell Kowalski (2012)*

*Bankruptcy Deadline Checklist, 4<sup>th</sup> Edition – with CD-ROM* (an easy to use reference guide for case management and administration) *Norman L. Pernick (2009)*

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

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

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

*Blackstone's Commentaries* (A legal classic from famed eighteenth-century judge, jurist, and professor, Sir William Blackstone.) *(2009 republication of a 1796 edition)*

*Blogging in One Hour for Lawyers* (*Blogging in One Hour for Lawyers* will show you how to create, maintain, and improve a legal blog.) *Ernie Svenson (2012)*

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

*Building Your Practice for Pro Bono Lawyers* (The author explains 10 pro bono opportunities that will broaden, deepen and strengthen your paying practice and legal career.) *Nelson P. Miller (2012)*

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

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

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

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

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

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

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

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

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

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

*Changing Jobs: A Handbook for Lawyers in the New Millennium, 3<sup>rd</sup> Edition* (This book offers valuable insight and guidance to discovering the direction to your professional happiness.) *Heidi McNeil Staudenmaier, Editor (1999)*

*Cloud Computing for Lawyers* (Book 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.) *Nicole Black (2012)*

*Code, The: A Reference Guide to Georgia Criminal Law, 2009-2010 Edition* (pocket size quick reference guide which breaks down the key components of Georgia criminal law) *Parag Y. Shah (2009)*

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

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

*Common Law, The* (First published in 1881, *The Common Law* has retained its relevance through the elegant writing of Justice Holmes and the sound, thorough coverage of everything from criminal law to possession and ownership to torts. In the history of the law there have been many great treatises written by many great legal minds, but only a few have had the influence and staying power to truly be called a classic. *Common Law* is certainly one of these books.) *Oliver Wendell Holmes, Jr. (2009)*

*Compensation Plans for Law Firms, 4<sup>th</sup> & 5<sup>th</sup> Editions* (a primary reference for those making compensation decisions in law firms) *James D. Cotterman (2004 and 2010)*

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

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

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

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

*Complete Guide to Divorce Practice, The, 3<sup>rd</sup> Edition: Forms and Procedures for the Lawyer – with CD-ROM* (This guide has the whole divorce kit-and-kaboodle, plus forms and letters on a CD. If divorce is how you make your living, you've got to see this book.) *Larry Rice (2005)*

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

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

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

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

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

*Computers for Lawyers: Comprehensive Guide to Automating Your Law Firm, Volume 1* (provides beginners with basic definitions and standards of



computerizing and gives advice on many topics of interest to lawyers) *Paul Bernstein (1993)*

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

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

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

*Consumer Law Revolution, The: The Lawyer's Guide to the Online Legal Marketplace* (This book will show lawyers how to harness the marketing power offered by branded legal services networks such as Rocket Lawyer, Avvo, LawZam, LexSpot, and many more--and pull in new clients in the process.) *Stephanie L. Kimbro (2013)*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Don't Sweat the Small Stuff at Work* (This little handbook is a GEM! If you work eight, 10 or even 15 hours a day, feel unappreciated, stressed-out, and generally ground down by the rat-race, you may in need of a bit of unadulterated pop psychology. It's packed from cover to cover with simple stress-busting advice, and it's also a fascinating insight into the challenges and traumas of (everyone's) everyday working life, whether you're the boss or have a supporting role.) *Richard Carlson, Ph.D. (1998)*

*Don't Worry, Make Money: Spiritual and Practical Ways to Create Abundance and More Fun in Your Life* (By the author of the bestseller

*Don't Sweat the Small Stuff*, Richard Carlson provides over a hundred strategies for living more fully and worrying less as a way to attract wealth and abundance in our lives. ) *Richard Carlson, Ph.D. (1998)*

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

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

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

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

*Effective Depositions, 2<sup>nd</sup> Edition* (This edition covers timely subjects such as real time transcription, video depositions, the Fifth Amendment on civil depositions, issues for women at depositions, and handling deposition discovery disputes. The appendices offer quick, practical guides for handling skills, such as asking questions about a conversation for purposes of discovery, asking questions about a document, making objections, and using depositions at trial.) *Henry L. Hecht (2010)*

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

*Effectively Staffing Your Law Firm* (Although staff can help you bring in more profits and clients, ineffective supervision can cost you money - and potentially lose clients and harm your professional reputation. This book provides insight to help guide the many decisions that face a lawyer who is running a firm, whether solo or staffed.) *Jennifer J. Rose, Editor (2009)*

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

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

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

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

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

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

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

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

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

*End of Lawyers, The? Rethinking the Nature of Legal Services* (Susskind focuses on the effect of advances in information technology upon the law and legal practice, providing fresh perspectives and analysis of anticipated developments in the decade to come. In particular, he aims to explore the extent to which the role of the traditional lawyer can be sustained, in the face of the challenging trends in the legal marketplace and the new techniques and technologies for the delivery of legal services.), Richard Susskind (2008)

*Entertainment Careers for Lawyers, 3<sup>rd</sup> Edition* (This book gives an overview of the substantive law areas included in entertainment law, from intellectual property to litigation to contract negotiation and estate planning.) William D. Henslee (2014)

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

*Entertainment Law for the General Practitioner* (discusses the law which governs the entertainment industry and provides a solid base of understanding in the following areas: copyright law, trademarks, music publishing and royalties, live performances, online entertainment and client construction.) X.M. Frascogna, Jr., Shawnassey B. Howell, and H. Lee Hetherington (2011)

*Environmental Litigation: Law and Strategy* (Expert, practical guidance on the most critical areas in this rapidly-changing area of the law. Environmental litigation requires an impressive range of substantive expertise, and contributors to this volume are drawn from a variety of settings, including academia, government, and private practice. The book examines some of the most critical issues in this specialized litigation segment.) Cary R. Perlman, Editor (2009)

*Essential Formbook, The, Vol. I: Partnership & Organizational Agreements/Client Intake & Fee Agreements - with CD-ROM* (time-saving forms with instructions for structuring partnership, organizational, and fee agreements) Gary A. Munneke and Anthony E. Davis (2003)

*Essential Formbook, The, Vol. II: Human Resources/Fees, Billing, & Collection - with CD-ROM* (Part I addresses Human Resources, and covers the hiring process, training and development, compensation, and discipline and

termination. Part II covers Fees, Billing, and Collection, and includes measuring billing practices, hourly billing, pricing legal services, alternative fee agreements, engagement letters, and managing the billing process.) *Gary A. Munneke and Anthony E. Davis (2001)*

*Essential Formbook, The, Vol. III: Calendar, Docket, & File Management/Law Firm Analysis - with CD-ROM* (Part I covers Calendar, Docket, and File Management, including document backup, retention, destruction, and security. Part II outlines Law Firm Financial Analysis, including financial analysis of risks that all law firms confront.) *Gary A. Munneke and Anthony E. Davis (2003)*

*Essential Formbook, The, Vol. IV: Disaster Planning & Recovery/Risk Management & Professional Liability Insurance - with CD-ROM* (Part I, Disaster Planning and Recovery, covers the nature of disaster, planning for disaster, and the recovery afterward. Part II, Risk Management and Professional Liability Insurance, addresses professional liability insurance for lawyers in the context of planning for the risk of professional error inherent in every legal representation.) *Gary A. Munneke and Anthony E. Davis (2004)*

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

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

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

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

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

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

*Facebook in One Hour for Lawyers* (This book is a self-study guide for lawyers to help market their services, grow their firm, and expand their network.) *Dennis Kennedy and Allison C. Shields (2012)*

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

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

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

*Family Limited Partnership Deskbook, The, 2<sup>nd</sup> Edition* (a guide to understanding and complying with both formal and substantive requirements in the creation and administration of FLPs and LLCs) *David T. Lewis and, Andrea C. Chomakos (2007)*

*Federalist Papers, The* (A lasting legal legacy, written by founding fathers James Madison, Alexander Hamilton and John Jay with the goal of persuading New Yorkers to accept the newly drafted United States Constitution.), (2009 republication of the first edition of 1788)

*Fee Agreement Forms Book, 2<sup>nd</sup> Edition November 2012 Update – with CD-ROM* (although not Georgia-specific, this book has just about any type of fee agreement you can think of (plus a CD, so no retyping) *California Bar Editorial Group (2012)*

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

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

*Find Info Like a Pro: Mining the Internet’s Publicly Available Resources for Investigative Research, Vol. 1 – with CD-ROM* (this complete, written for legal professionals, hands-on guide shares the secrets, shortcuts, and realities of conducting investigative and background research using the sources of publicly available information available on the Internet, whether free or fee-based...if you need to locate missing witnesses, clients or heirs or investigations, depositions or trial prep) *Carole A. Levitt and Mark E. Rosch (2010)*

*Find Info Like a Pro: Mining the Internet’s Public Records for Investigative Research, Vol. 2 – with CD-ROM* (this comprehensive desk book describes how to use hundreds of government and non-government sites to uncover public

records useful for conducting investigative and background research) *Carole A. Levitt and Mark E. Rosch (2011)*

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

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

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

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

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

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

*Foreclosure Defense: A Practical Litigation Guide – with CD-ROM* (Citing the most recent and developing cases, *Foreclosure Defense* focuses on a number of issues raised in recent law and news, as well as the predominant recurring issues. In three parts--Ethical Considerations, Trial Basics, and Summary Judgment and Beyond--the book walks you through the basics of loans, the applicable federal laws with a look at different state regulations, what loan modification programs are available, unscrupulous bank practices, affirmative defenses, getting summary judgment dismissed, and everything else you need to know to protect your client's home, as well as what to counsel when you cannot. The book also includes a comprehensive CD of sample forms, motions, notices, etc.) *Rebecca A. Taylor (2011)*

*Forms, Checklists, and Procedures for the Family Lawyer* (Hands-on manual provides forms, checklists and procedures for every aspect of family law practice, from beginning to end.) *March A. Chinn (2010)*

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



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

*Georgia 2003-04 Bench Book – (Comprehensive guide to the courts) Daily Report (2003) Georgia Legal Malpractice Law 2014 – (This book addresses Georgia's legal malpractice law and focuses on the cases and issues confronting Georgia attorneys in modern law practice. Included are chapters on effective claim prevention and loss avoidance.) J. Randolph Evans, Esq. and Shari L. Klevens, Esq. (2011)*

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

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

*Going to Trial, 2<sup>nd</sup> Edition: A Step-by Step Guide to Trial Practice and Procedure– with CD-ROM, Daniel I. Small (1999)*

*Google for Lawyers: Essential Search Tips and Productivity Tools* (For intermediate and advanced users, the book unlocks the power of various advanced search strategies and hidden search features. *Carole A. Levitt and Mark E. Rosch (2010)*

*Google Gmail and Calendar in One Hour for Lawyers* (this book will help you learn how to transform your practice using Google tools such as Gmail and Google Calendar, Google Voice and Video, Hangout, and Call Phone) *Carole A. Levitt and Mark E. Rosch (2013)*

*Growing Your Law Practice in Tough Times* (Based on experiences from the author, he gives marketing and business development tactics law practices should use during these trying economic times.)

*Guide to Representing Religious Organizations* (This book addresses critical issues and risk factors of concern for religious organizations ranging from formation and governance, to taxes, fundraising and employment issues, and property rights. It outlines the general requirements of applicable law and highlights areas in which religious organizations receive special consideration under the law.) *Runquist, Frey and Tauchert, Editors (2009)*

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

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

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

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

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

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

*HIPAA Compliance Handbook 2010* (This handbook is intended for HIPAA coordinators, project managers, privacy officers, compliance professionals, health care record managers, and others who have the responsibility for implementing the HIPAA Administrative Simplification title. It contains easy-to-understand explanations of the legal and regulatory provisions as well as sample HIPAA-related agreements.) *Patricia I. Carter (2010)*

*How Brain Science Can Make You a Better Lawyer* (Whether it is with a client, arbitrator, colleague, judge, or jury, lawyers are usually arguing a point, explaining a rule, or defending a position in an effort to teach or convince the listener. Consequently, the more lawyers know about how the brain works, the more likely they are to be successful at helping it to learn and remember.) *David A. Sousa (2009)*

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

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

*How Insurance Companies Settle Cases – with CD-ROM* (book demonstrates how insurance claims are handled from start to finish by insurance companies)

and gives tips on how to deal with adjusters effectively) *David Frangiamore, J.D. (2011)*

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

*How to Build and Manage a Personal Injury Practice, 1<sup>st</sup> & 3<sup>rd</sup> Editions* (ideal for lawyers starting a personal injury law practice, and for current practitioners interested in improving their practice. 3<sup>rd</sup> Edition comes with CD-ROM) *K. William Gibson (1997, 2011)*

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

*How to Build and Manage an Employment Law Practice* (This book provides you with practical, real-world advice from an employment law expert, covering situations ranging from the initial client consultation to the pros and cons of solo versus group practice. Plus, you'll get samples of the most common letters and agreements used in employment law as well as general practice, including demand letters, the EEOC charging document, and much more.) *K. William Gibson (1997)*

*How to Build and Manage an Entertainment Law Practice – with CD-ROM* (addresses a variety of issues critical to establishing a successful entertainment law practice, including getting started; preparing a business plan; getting your foot in the door; creating the right image; and marketing your entertainment law practice) *Gary Greenberg (2001)*

*How to Build and Manage an Environmental Law Practice* (helpful guide that reveals how you can gain environmental experience, understand the specialized business aspects of the environmental law practice, develop and maintain the ideal clientele mix, and much more, including the tactics, technology, and tools needed to run your practice for maximum efficiency and profitability) *Stuart L. Somach (2000)*

*How to Build and Manage an Estates Practice, 2<sup>nd</sup> Edition – with CD-ROM* (This edition highlights strategies in defining your practice to bring focus and growth, how technology and ethics have changed the practice area, innovative ideas for finding new clients, tips on hiring personnel, and etc.) *Daniel B. Evans (2008)*

*How to Build and Manage an Estates Practice* (the book helps you develop your estates practice by giving advice from organizing estate planning and trust

administration files, conducting estate planning interviews, billing, and managing your workload) *Daniel B. Evans (1999)*

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

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

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

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

*How to Get a Legal Job: A Guide for New Attorneys and Law School Students* (this book includes insider secrets from lawyers who will review your resume, interview you, and hire you or not.) *Shauna C. Bryce, Esq. (2012)*

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

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

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

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

*How to Turn Clicks into Clients: The Ultimate Law Firm Guide for Getting More Clients Through the Internet* (This book gives a what's-working-now approach to getting more clients online.) Ed Rush, Jabez LeBret, and Mark Homer (2011)

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

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

*Impact of Recent Health Care Law Developments* (Get perspective on strategies for navigating recent legal trends and remaining abreast of developments in the health care industry. Top lawyers reveal their advice to attorneys on revising their legal strategies to include ongoing changes and educating their clients on how recent developments will affect their legal needs and expectations. Additionally, the authors discuss recent decisions at both state and Federal levels.) *Various Contributors* (2009)

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

*Information Security and Privacy: A Practical Guide for Global Executives, Lawyers and Technologists* (This book provides a practical and comprehensive approach to information security and privacy law for both international and domestic statutes. For anyone responsible for or advising a corporation involved in domestic or international business, who must comply with a dizzying array of statutes, regulations, technologies, methodologies and standards, this book is the invaluable resource you've been looking for.) *Thomas J. Shaw, Esq., Editor* (2011)

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

*Internet Branding for Lawyers: Building the Client-Centered Website* – (This book is written to provide step-by-step directions on how to develop a website that will attract the clients your firm desires.) *Jeff Lantz* (2012)

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

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

**NEW!!** *Internet Legal Research On a Budget: Free and Low-Cost Resources for Lawyers* (Authors share the top websites, apps, blogs Twitter feeds, and crowdsourced resources that will save you time, money, and frustration during the legal research process.) *Carole A. Levitt and Judy K. Davis (2014)*

*In the Court of Public Opinion: Winning Strategies for Litigation Communications, 2<sup>nd</sup> Edition* (This book is your essential guide to understanding how public relations during lawsuits should be handled with the same seriousness and care as any other aspect of the case. Whether you're a lawyer at an outside law firm, corporate counsel, a publicist, a business executive or a senior communications professional, you need a system for managing communications during litigation, to ensure that you "win" this critical battle, both in--and out of--the courtroom.) *James F. Haggerty (2009)*

*Introduction to e-Discovery: New Cases, Ideas, and Techniques* (No one can operate effectively in the courtrooms of tomorrow without a good understanding of where's, how's and whys of digital evidence. As a cover-to-cover read to learn more about the hot topics and latest case law in e-discovery, this book can help provide that understanding. After a read through, this book can be used as a reference, with its appendix of useful reference materials to look up cases and arguments to use in daily practice.) *Ralph C. Losey (2009)*

*Immigration Law: A Guide to Laws and Regulations – with CD-ROM* (Guide that outlines the relevant laws and discusses how these laws are often utilized. It's an essential book for lawyers working in the immigration field, people applying for immigration benefits, students studying U.S. immigration laws, corporate counselors, police officers, and community groups.) *Marc R. Generazio (2011)*

*Introduction to Law Firm Practice* (Guide to how a new or young lawyer can succeed and understand challenges in a law firm environment.) *Michael Downey (2010)*

*iPad Apps in One Hour for Lawyers– (iPad Apps in One Hour for Lawyers* provides the "best of the best" apps that are essential for any law practice. In just one hour, you will learn about the apps most worthy of your time and attention.) *Tom Mighell (2012)*

*iPad in One Hour for Lawyers 1<sup>st</sup> & 2<sup>nd</sup> Editions –* (Ideal for lawyers who want to get up to speed swiftly, this book presents the essentials so you don't get bogged down in technical jargon and extraneous features and apps. You'll learn how to navigate and use the iPad interface; set up calendar, e-mail and contacts,; view and manage pleadings, Case Law, and other legal documents, and etc.) *Tom*

*Mighell (2011, 2012)*

*iPad in One Hour for Lawyers, 2<sup>nd</sup> Edition*– (Learn how to navigate on the latest version of the iPad with this new and revised edition.) *Tom Mighell (2012)*

**NEW!!** *iPad in One Hour for Lawyers, 3<sup>rd</sup> Edition*– (Learn how to navigate on the latest version of the iPad with this new and revised edition.) *Tom Mighell (2014)*

*iPad in One Hour for Litigators* – (*iPad in One Hour for Litigators* will help you transform your iPad into a powerful tool in the courtroom, at mediation, and beyond. This essential guide discusses all the steps of trying a case with an iPad, from pretrial docketing and legal research to depositions and evidence presentation) *Tom Mighell (2013)*

*Job Quest for Lawyers: The Essential Guide to Finding and Landing the Job You Want* ( This book reveals advice and tips on how to network the right way at each stage of the search, what to say and what not to say when looking for a job.) *Sheila Nielsen (2011)*

*Journal of the Professional Lawyer, 2012* ( This book contains selected papers written for or as a result of the annual National Conference on Professional Responsibility, along with selected speeches.) *Editors Jeanne P. Gray and Arthur H. Garwin (2012)*

*Keeping Client Trust Accounts with GnuCash* (This guide shows a way to maintain trust accounts using the free accounting software, GnuCash) *Minnesota Bar Association, Mike Trittipio (2009)*

*Keeping Clients' Trust Accounts with QuickBooks 2010 Professional* (This guide shows a way to maintain trust accounts using QuickBooks® 2010 Professional version) *Minnesota Bar Association, Mike Trittipio (2010)*

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

*Keeping Records for Client Trust Accounts Using Microsoft® Office Accounting 2006 or 2007* (This guide shows a way to maintain trust accounts using Microsoft® Office Accounting 2006/2007) *Minnesota Bar Association, Mike Trittipio (2007)*

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

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

*Law & ReOrder: Legal Industry Solutions for Restructure, Retention, Promotion & Work/Life Balance* (book provides you with the foundation, insights and strategies you need to redesign the legal workplace, re-align the interests of lawyers, clients and legal employers, hone your individual skills as a lawyer, and embrace a more hospitable, productive and profitable environment) *Deborah Epstein Henry (2010)*

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

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

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

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

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

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

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



*Law Firm of Tomorrow, The* (the makers of Rocket Matter compiled this book to give thousands of attorneys knowledge on how to run their practice during these tough economic times.) *Creators of Rocket Matter (2012)*

*Law, Law, Law On the Internet: The Best Legal Web Sites and More* - (book of law-related websites commented on by Heels and Klau) *Erik J. Heels and Richard P. Klau (1998)*

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

*Law Office Policy & Procedures Manual 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Editions – with CD-ROMs* (newly updated and expanded edition of an ABA bestseller includes everything you need to create a complete, customized manual that can serve as a reference guide for your entire firm and as a training tool for new employees, associates, and temporary workers. Using the accompanying CD-ROM, you can edit text to produce your own firm's policy and procedures manual and revise it whenever needed) *Robert C. Wert and Howard I. Hatoff (2004, 2006, 2011)*

*Law Office Procedures Manual for Solos and Small Firms, 2<sup>nd</sup> & 3<sup>rd</sup> Editions – with CD-ROM* (a resource for lawyers and staff, to advise them of procedures, expectations, protocols and other information that explains how a law office operates) *Demetrios Dimitriou (2005)*

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

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

*Law Practice Accounting Using QuickBooks®* (an attorney's guide for using QuickBooks® in your Law Practice) *Lynette Benton (2010)*

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

*Lawyer: A Brief 5,000 Year History* (Starting from Biblical times with the case of Adam and Eve v. The State of Innocence, through ancient Greece and Rome and medieval Europe, through Lincoln, Darrow, and O.J. Simpson, this book will provide you with a good sense of the "primal ooze" that gave rise to the first lawyer and the religious, cultural, philosophical, economic, and political forces

that have preserved lawyers from extinction--at least so far.) *R. Blain Andrus (2009)*

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

*Lawyers as Peacemakers: Practicing Holistic, Problem-Solving Law* (Interested in new ways of finding satisfaction in your job and providing comprehensive, solution-focused services to clients; sometimes it's not about winning, it's about finding the best possible answer for everyone involved.) *J. Kim Wright (2010)*

*Lawyers at Midlife: Laying the Groundwork for the Road Ahead* (a personal and financial Retirement Planner for lawyers) *Michael Long, John Clyde, and Pat Funk (2009)*

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

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

*Lawyer's Essential Guide to Writing: Proven Tools and Techniques* (This book sets forth three principles for powerful writing and shows how to apply those principles to develop a clean confident style from a systematic approach to all forms of written communication, from memoranda's and briefs to e-mail and blogs.) *Marie Buckley (2011)*

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

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

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

*Lawyer's Guide to Balancing Life and Work, 2<sup>nd</sup> Edition – with CD-ROM* (updated and expanded, about how the law fits inside you, not how you fit inside the law by making space for creativity and passion within your current workplace and at home that can yield enormous emotional rewards.) *George W. Kaufman (2006)*

*Lawyer's Guide to Building Your Practice with Referrals* (provides step-by-step guidelines for building relationships with referral sources, getting and managing new referrals, developing networking skills, and transforming acquaintances into clients) *Steven J. Shaer (2012)*

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

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

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

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

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

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

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

*Lawyer's Guide to Extranets–Breaking Down Walls, Building Client Connections* (this is not a technical “how-to” manual; rather, a focus on issues that face law firms and their clients in making well-informed decisions about

whether to create or join an extranet) *Douglas Simpson and Mark Tamminga (2003)*

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

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

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

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

*Lawyer's Guide to Increasing Revenue, 2<sup>nd</sup> Edition – with CD-ROM* (updated and expanded version to address issues facing law firms in the twenty-first century that demonstrates how to avoid short-term solutions, look beyond cost-cutting, and develop a multi-year strategy for achieving financial growth) *Arthur G. Greene (2011)*

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

*Lawyer's Guide to LexisNexis CaseMap, The* (use this guidebook to help you learn how to analyze the strengths and weaknesses of your cases quickly and easily with the CaseMap computer program. Provides step-by-step instructions of how to create files while avoiding duplication, performing advanced searches, software customization, entering data to help you prepare for trials, hearings, depositions for summary judgment, and etc.) *Daniel J. Siegel (2010)*

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

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

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

*Lawyer's Guide to Microsoft Outlook 2010, The* (Book written specifically for lawyers. This guide will introduce you to Microsoft Outlook 2010 and explain the key features, tools, and steps to help improve your practice.), *Ben M. Schorr (2012)*

*Lawyer's Guide to Microsoft Outlook 2013, The* (Schorr summarizes the most important features in the newest version of Microsoft Outlook that will promote organization and productivity in a law practice.) *Ben M. Schorr (2013)*

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

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

*Lawyer's Guide to Microsoft Word 2010, The* (This guide will give clear explanation of the key features and components that will help you in your daily practice such as creating PDFs without additional software, paragraph numbering styles, assembling documents quickly and easily, collaborative editing, metadata checking and cleanup to protect your client and yourself, and so much more.) *Ben M. Schorr (2011)*

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

*Lawyer's Guide to Negotiation, 2<sup>nd</sup> Edition, The* (Negotiation is by far the most frequently used device to resolve conflicts and claims. This book combines a lawyer's legal training and experience with keen interpersonal skills that achieve tangible results. This book dispels some long-held negotiation myths while offering lawyers a consistent and effective approach to establish a framework for any bargaining challenge.) *X.M. Frascogna, Jr. and H. Lee Hetherington (2009)*

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

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

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

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

*Lawyer's Guide to Professional Coaching, The: Leadership, Mentoring, and Effectiveness, The* (*The Lawyer's Guide to Professional Coaching* will teach you 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 client and colleagues) *Andrew Elowitz (2012)*

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

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

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

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

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

*Lawyer's Guide to Working Smarter with Knowledge Tools, The* (an introduction to a little-used class of software tools that goes beyond just storing and moving stuff – software that has significant knowledge content that *does* something – watch out for the phrase “substantive technology”)

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

*Lawyer's Retirement Planning Guide, The* (Retirement is about choices. While baby boomers are overall healthier, faster, smarter and stronger than their parents' generation, careful planning -- from financial management to personal fulfillment -- is necessary to achieve one's retirement dream.) *Susan A. Berson (2010)*

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

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

*Legal Assistant's Complete Desk Reference, The: A Handbook for Paralegals and Assistants – with CD-ROM* (An authoritative ABA guide for paralegals and assistants need to efficiently complete all their many duties. Book also includes sample forms and letters, career opportunities open to paralegals and legal assistants, as well as some common areas of legal practice and what they entail.) *Edited by Ursula Furi-Perry (2011)*

*Legal Assistant's Complete Desk Reference, The 2013: A Handbook for Paralegals and Assistants – with CD-ROM* (Updated and revised edition with a CD of writable sample forms and letters, a state-by-state resource guide, a glossary of common legal terms, and a thorough index, this is the guide you need to efficiently complete all your many duties. Includes updated sample forms and letters.) *Edited by Ursula Furi-Perry (2013)*

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

*Legal Career Guide: From Law Student to Lawyer, 5<sup>th</sup> Edition, The – with CD-ROM* (designed as a hands-on manual to assist you in making these important decisions by helping you identify specific goals and evaluate opportunities as they arise, reflect on changes in your personal situation that affect your aspirations,

and assess new trends within the profession that will impact your chosen practice.) *Gary A. Munneke and Ellen Wayne (2008)*

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

*Legal Ethics: Lawyer's Deskbook on Professional Responsibility* (offers lawyers and judges an introduction to and analysis of the complex topic of professional responsibility) *Ronald D. Rotunda (11 Volumes from 2000-2012; 2013-2014 Edition)*

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

*Legal Productivity: How Project Management, GTD, & Tomatoes can Transform the Way You Practice Law* (Founder and CEO of Rocket Matter software, Larry Port, put together this book of ideas based upon his experience with servicing law firms and learning their panic points by seeing firsthand what works and what doesn't work) *Larry Port (2010)*

*Legal Project Management in One Hour for Lawyers* (This book will help to improve efficiency, keep budgets under control, build strong relationships with clients, and maximize profitability all in one hour.) *Pamela H. Woldow and Douglas B. Richardson (2013)*

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

**NEW!!** *Legal Side of Blogging for Lawyers, The* (This book addresses the full scope of legal issues that accompany blogging, including intellectual property, criminal law, employment law, professional conduct, and much more. In this book, the author explains your rights as a blogger, discusses real-life examples of what can go wrong, and offers advice about how to avoid the common legal pitfalls of blogging.) *Ruth Carter (2014)*

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

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



*Lessons in Leadership: Essential Skills for Lawyers* (essential leadership principles to help lawyers understand their unique leadership style and build time management and communication skills) *Thomas C. Grella (2013)*

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

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

*Letters for Lawyers: Essential Communications for Clients, Prospects, and Others, 2<sup>nd</sup> Edition – with CD-ROM* (updated handbook of sample letters and other written communications designed to enhance client service) *Thomas E. Kane (2012)*

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

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

*Life After Law: What Will You Do With the Next 6,000 Days?* (Poll guides readers through steps as choosing retirement on their terms, guarding clients' welfare in the event of disability or death, transferring client and rainmaking responsibilities, charting an exit from a multi-partner firm, and strategizing the sale or closure of a practice.) *Ed Poll (2013)*

*Limited Scope Legal Services: Unbundling and the Self-Help Client* (This book offers everything you need to get started with limited scope services such as overview of ethics concerns and guidance for avoiding malpractice risk, tips for unbundling, implementation, etc.) *Stephanie L. Kimbro (2012)*

*LinkedIn in One Hour for Lawyers* (LinkedIn®, the premier social networking tool for business, can help you create, nurture, and expand your professional network and gain clients in the process. This book provides an introduction to this powerful tool in simple terms. *Dennis Kennedy and Allison C. Shields (2012)*

*LinkedIn in One Hour for Lawyers, 2<sup>nd</sup> Edition* (Revised and updated version that reflect significant changes to LinkedIn's layout and functionality made through 2013.) *Dennis Kennedy and Allison C. Shields (2013)*

*Litigation Logic: A Practical Guide to Effective Argument* (Legal arguments, just like ordinary arguments, occur in patterns and recognizing these patterns, and understanding their strengths and weaknesses, are the keys to winning an effective argument. This one-of-a-kind book now presents informal fallacies

through legal arguments, and includes a three-page Legal Logic Flow Chart to help identify the appropriate informal fallacy by asking questions that direct you to the name and relevant chapter. *Paul Bosanac (2009)*

*Little Book of Basketball Law, The* (This book explores more than 20 cases that have arisen at all levels of the game including the rights of ticket holders, professional basketball players and the rights to their names, contentious team sales, two teams—one city, sexual harassment in the front office, spectator injuries, and etc.) *Melissa Altman Linsky (2013)*

*Little Book of BBQ Law, The* (In this book you will find that there is plenty of litigation concerning commercial transactions, including stolen secret barbecue sauce recipes, tax issues, and property rights. It also features recipes of dishes and sauces from all around the country.) *Cecil C. Kuhne, III (2013)*

*Little Book of Boating Law, The* (Engaging legal theories involved with boating cases that include unfortunate encounters that can result from crossing powerful wakes, from encounters with dreaded "sneaker waves," or from simply falling overboard after drinking too much.) *Cecil C. Kuhne, III (2012)*

*Little Book of Coffee Law, The* (You'll discover how law and the trade in coffee have evolved together including cases involving free trade, contracts in the global coffee economy, insurance and commodities futures in the growth of coffee imports, and the commercialization of the coffee business. Interspersed throughout the book are coffee breaks--short pieces that provide a background into the world of coffee: coffee customs, coffee brewing methods, as well as the legal world in which coffee is grown, produced, shipped, marketed, sold, and consumed. So pour yourself a nice hot cup of coffee, sit back, breathe in the aroma, and enjoy.) *Carol Robertson (2010)*

*Little Book of Cowboy Law, The* (This book gives a captivating look at the subset of American jurisprudence that illustrates the unique character of cowboy culture. Because of the diversity and complexity of this litigation, these cases have been divided into five parts: (1) the cowboy trade (2) rodeo world (3) matters of tort (4) criminal concerns (5) intellectual property.) *Cecil C. Kuhne, III (2012)*

*Little Book of Foodie Law, The* (A fascinating read for anyone anxious to learn more about the legal tussles that have taken place in the world of food.) *Cecil C. Kuhne, III (2012)*

*Little Book of Hunting and Fishing Law, The* (This book takes a light-hearted look at thirteen cases involving hunting and fishing including issues involving exploding shotguns, poaching, trademarked fishing poles, search and seizure, recovering lost profits, animal sacrifice, assumption of risk and much more. In addition, the book features 13 "Hook and Bullet" sidebars with historical perspective from some very interesting and obscure sources.) *Cecil C. Kuhne, III (2011)*

*Little Book of Movie Law, The* (Enjoy reading about legal cases that have changed America's favorite pastime, this book will give you a unique peek behind the curtain of one of the world's biggest industries.) *Carol Robertson (2012)*

*Little Book of Skiing Law, The* (This book discusses the thorny questions the courts wrestle with when dealing with snow sports such as skiing, snowboarding, tobogganing, and other types of dangerous snow sports like these that attract an affable and interesting mélange of people.) *Cecil C. Kuhne, III (2013)*

*Little Book of Space Law, The* (This book covers space law and its industry with well thought-out laws that govern spaceflight activities to minimize the risk to people and property in outer space and on the ground, while not prematurely stifling innovation.) *Matthew J. Kleiman (2013)*

*Little Green Book of Golf Law: The Real Rules of the Game of Golf* (This little book explores a wide array of legal issues --Tiger Woods' right of publicity, personal injury claims for negligence and products liability, contract disputes involving hole-in-one contests and golf cart rentals, a forfeiture claim under the Endangered Species Act, the Internal Revenue Service's litigation against a taxpayer over tax deductions for golf expenses, patent and trademark disputes, and more.) *John H. Minan (2007)*

*Little Red Book of Wine Law: A Case of Legal Issues* (The book examines a wide range of topics including an old requirements contract between wine producers and grape growers, family/partnership issues, relationships with distributorships, labor issues, trademark disputes, and international/global concerns when using place names on wines that do not originate from the same area.) *Carol Robertson (2008)*

*Little White Book of Baseball Law* (From free agency and scalping tickets, to the infamous Bartman Ball, this book has it all. The game of baseball has often resulted in brawls, both on the field and in the courtroom, and from the 1890's on, much of what baseball is today has been shaped by the law. This eye-opening book discusses cases that involved rules of the game, new stadium construction, ownership of baseball memorabilia, injured spectators, television contracts, and much more.) *John H. Minan and Kevin Cole (2009)*

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

*Locked Down: Information Security for Lawyers* (explains the wide variety of information security risks facing law firms and how lawyers can best protect their data from threats--with any budget) *Sharon D. Nelson and John W. Simek (2012)*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Mastering Voir Dire and Jury Selection, 3<sup>rd</sup> Edition: Gain an Edge in Questioning and Selecting Your Jury – with CD-ROM* (gives practical advice for an attorney facing jury trials. This book comes with a collection of juror questionnaires and useful voir dire questions for criminal and civil trials on CD-ROM) *Jeffrey T. Frederick, PH.D. (2011)*

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

*McElhaney's Trial Notebook, 4<sup>th</sup> Edition* (Noted as one of the all-time best-selling books on trial practice by the ABA, this book covers everything from discovery through rebuttal and provides you with techniques, tactics and strategies for every stage of trial.) *James W. McElhaney (2006)*

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

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

*Mental Disability Law, Evidence and Testimony: A Comprehensive Reference Manual for Lawyers, Judges and Mental Disability Professionals* (written to guide lawyers, judges, law students, and forensic and other mental disability professionals through the maze of civil and criminal laws, standards, and evidentiary pitfalls, and forensic practices that characterize this area of the law. Moreover, it summarizes what empirical evidence exists to support or raise concerns about these legal standards and forensic practices when they are introduced in the courtroom.) *ABA Commission on Mental and Physical Disability Law Director, John Parry, J.D. and forensic psychologist, Eric Y. Drogin, J.D., Ph.D. (2007)*

*Microsoft OneNote in One Hour for Lawyers* (With this guide, you will learn to use OneNote in your law practice to save time and increase productivity by becoming far more effective in your note-taking and research.) *Ben Schorr (2012)*

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

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

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

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

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

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

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

*MORE Secrets of The Business of Law: Ways to be More Effective, Efficient and Profitable* (In a world of changing client expectations, technology and other pressing subjects important to today's law practice, the author cuts through the "mumbo-jumbo" of how to reinvent your operation.) *Edward Poll (2006)*

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

*Moving Diversity Forward: How to go from Well-Meaning to Well-Doing* (This read gives a deeper understanding of self and others as we look through a diversity lens) *Verna A. Myers (2011)*

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

*Narrowing the Gap: Legal English for the New International Legal Practitioner* (This guide provides instruction for foreign legal practitioners or advanced LLM students on the basics of the U.S. legal system and the process of legal reasoning, using substantive topics in U.S. law as example. Book also provides special focus on contracts, torts, and trade law) *Kevin J. Fandl (2012)*

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

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

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

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

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

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

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

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

*Online Law Practice Strategies: How to Turn Clicks into Clients* (In this book LeBret and Homer shows you how to create a web presence that presents your firm professionally and also give you secrets high-priced marketing firms use for their clients.) *Jabez LeBret and Mark Homer* (2013)

**NEW!!** *Paperless in One Hour for Lawyers* (This book will show you how to run your law office digitally in just one hour.) *Sheila M. Blackford and Donna S.M. Neff* (2014)

*Paperless Law Office, The: A Practical Guide to Digitally Powering Your Firm* (Practical book that guides you through transforming a small law firm or solo practice from today's usual (lots and lots and lots of paper, file cabinets, printers and copiers,) to the "paperless law office" where everything is scanned, stored on a computer or in the cloud, and searchable and retrievable electronically.) *Benjamin F. Yale* (2012)



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

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

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

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

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

*Passing the Torch without Getting Burned: A Guide to Law Firm Retirement and Succession Planning* (This is a comprehensive examination of the key economic issues typically encountered by law firms when they consider how partners end their careers.) *Peter A. Giuliani (2013)*

*Patent Infringement Litigation Handbook, The: Avoidance and Management* (Do you want to avoid expensive, time-consuming and sometimes company-killing infringement litigation? This practical book provides a well-considered plan for invention protection and management. However, because not all patent infringement litigation can be avoided, the second part of this book explains how to manage patent infringement litigation should it become necessary.) *Alan R. Thiele, Judith R. Blakeway, Charles M. Hosch (2011)*

*Personal Branding in One Hour for Lawyers* (This book will help you communicate and discover your personal brand.) *Katy Goshtasbi (2013)*

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

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

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

*Polarizing the Case: Exposing & Defeating the Malingering Myth* (teaches plaintiff lawyers not to fear allegations or insinuations that their client is malingering or exaggerating injuries), *Rick Friedman (2007)*

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

**NEW!!** *PowerPoint in One Hour for Lawyers* (This book will help you create effective presentations quickly in easily in just one hour.) *Paul C. Unger (2014)*

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

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

*Practicing Law in Small-Town America* (paints a picture of what small-town practice is like in its rich diversity, examines how local practitioners got to where they are, and details what an aspiring small-town lawyer needs to know and do in order to locate in--or relocate to--a small community) *Richard L. Herman (2012)*

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

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

*Preparing Legal Documents Nonlawyers Can Read and Understand* (tells you how to communicate, in writing, binding legal content to a nonlegal reader) *Wayne Schiess (2008)*

*Preparing Witnesses: A Practical Guide for Lawyers and Their Clients* (this book will help you improve your witness preparation skills to help your client perform as an asset to your case and learn the most effective ways to teach your client basic principles of testifying) *Daniel I. Small (3<sup>rd</sup> with CD-ROM – 1<sup>st</sup> Ed. - 1998, 3<sup>rd</sup> Ed. - 2009)*

*Preventing Legal Malpractice* (This book references on the subject of claims and loss prevention.) *Jeremy M. Smith and Ronald E. Mallen (1989)*

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

*QuickBooks in One Hour for Lawyers* (This step-by-step study guide will help you manage and track income, expenses, time, and billing using QuickBooks.) *Lynette Benton (2013)*

*Quicken in One Hour for Lawyers for versions 5.0 and 6.0* (a learning guide for the basic steps used in Quicken financial recordkeeping and reporting for versions 5.0 and 6.0 of the software package) *Edward Poll (1997)*

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

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

*Real Estate Litigation Handbook, The* (This book takes you through the steps of drafting the complaint, with examples to illustrate points, as well as sample pleadings, motions, injunctions and more. These time-saving tools will help you hit the ground running as you tackle your case. Real estate litigation is a unique and complicated area of the law. To be successful you need have a solid understanding of real estate.) *David A. Soley (2010)*

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

*Reflective Counselor, The* (re-engage the enthusiasm and moral imagination of the legal profession through self-reflection, a re-identification with personal values and beliefs, and a thoughtful evaluation of certain commonly held attitudes and behaviors associated with current-day lawyering) *F. Gregory Coffey and Maureen C. Kessler (2008)*

*Representing the Elderly Client: Law and Practice, Volumes 1 and 2* (prepares you to go beyond advising and planning, to actively advocating the interest of

elderly clients, includes forms, flowcharts and tables) *Thomas D. Begley, Jr. and Jo-Anne Herina Jeffreys (2004)*

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

*Residence Options for Older and Disabled Clients—with CD-ROM* (A comprehensive guide to the many different types of housing available for aging and disabled individuals. It starts with the most independent type of living, proceeds through transitional forms of housing and ends with an in-depth discussion of medically assisted housing. With this book you will learn not only about the various types of housing but the pros and cons of each.) *Lawrence A. Frolik (2008)*

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

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

*Rick Friedman on Becoming a Trial Lawyer* (In this book Friedman gives practical advice and inspirational insights on the journey every trial lawyer must take, from the struggle to gain trial experience to the search for happiness in a career fraught with conflict and frustration.) *Rick Friedman (2008)*

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

*Road to Independence: 101 Women's Journeys to Starting Their Own Law Firms* (This book is filled with useful tips and proven techniques from women who are willing to share their lessons and experiences who have done so well successfully starting their own practice. ) *Karen M. Lockwood, Editor (2011)*

*Rules of the Road: A Plaintiff Lawyer's Guide to Proving Liability, 2<sup>nd</sup> Edition Revised and Expanded* (The authors cover the differences between rules and principles, how to troubleshoot your rules, and how to fit Rules of the Road techniques into your case themes in this edition. They discuss how to use rules earlier in the case, through motions *in limine*, and in *voir dire*. This book includes samples of rules from a variety of types of cases, including medical malpractice, product liability, insurance claims practice cases, and many more.) *Rick Friedman and Patrick Malone (2010)*

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

**NEW!!** *Run Your Firm Like a Business: An Operations Guide for the Solo Practitioner and Small Law Firm* (This book addresses the challenge of practicing law while managing the administrative and business demands of your practice.) *Frank T. Lockwood (2013)*

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

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

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

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

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

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

*Shakespeare for Lawyers: A Practical Guide to Quoting the Bard* (Shakespeare had a lot to say about lawyers--some good, some bad. In this book, you'll find Shakespeare's most famous quotes, as well as many that are less well-known but which resonate strongly when viewed through the particular prism of the legal profession.) *Margaret Graham Tebo (2010)*

*Should You Really Be a Lawyer?* (Geared toward the student before spending thousands of dollars on a legal education.) *Deborah Schneider and Gary Belsky (2010)*

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

*Social Media as Evidence: Cases, Practice Pointers, and Techniques* (This book will assist any lawyer who encounters social media in their daily law practice to help you learn the latest rules governing the preservation and use of social media data, navigate complex social media issues, obtain evidence during the discovery process, understand ethical considerations and privacy rules regarding social media discovery, etc.) *Joshua Briones and Ana Tagvoryan (2013)*

*Social Media for Lawyers: The Next Frontier* (guide that shows lawyers how to use a practical, goal-centric approach to social media. This book enables lawyers to identify the social media platforms and tools that fit their practice, implementing them easily, efficiently and ethically.) *Carolyn Elefant and Nicole Black (2010)*

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

*Solo and Small Firm Legal Technology Guide, The* (annual publication that help solo and small firm lawyers find the best and latest office technology products for their dollar) *Sharon D. Nelson, John W. Simek, and Michael C. Maschke (2008 – 2014 Editions)*

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

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

*Start-Up & Emerging Companies: Planning, Financing & Operating the Successful Business, Volumes 1 and 2 – with CD-ROM* (all the practical

information you need to organize, finance and run a new enterprise) *Gregroy C. Smith (1997)*

*Start Your Own Law Practice* (part of the Open for Business series, this is a guide to all the things they don't teach in law school about starting your own firm) *Judge William Huss (2005)*

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

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

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

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

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

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

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

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

*Tech Contracts Handbook, The: Software Licenses and Technology Services Agreements for Lawyers and Businesspeople* (practical and accessible reference book and training manual on IT contracts) *David W. Tollen (2010)*

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

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

*THINK AGAIN! Innovative Approaches to the Business of Law* (guide to creating a client-centric law firm and delivering great client service, differentiating your firm from other law firms; developing the specific skills and strategies needed for effective and productive relationship building and positive business development results.) *Jeffrey L. Nischwitz (2007)*

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

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

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

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

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

*Transforming Practices: Finding Joy and Satisfaction in the Legal Life* (a skillful examination of how you can find deeper meaning in your work practice with more compassion and discover more enjoyment in what you do) *Steven Keeva (2009)*

*Trust Accounting with QuickBooks® 2005 Professional* (guide for lawyers to help them keep track of their trust account records correctly by using the software accounting program QuickBooks®) *Minnesota State Bar Association, Mike Trittipio (2006)*



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

*Turning Points: New Paths and Second Careers for Lawyers, Volume II* (Are you or someone you know standing at an occupational fork in the road? This book will introduce you to 22 lawyers who successfully left private practice to pursue new opportunities. From a Broadway star to the Commissioner of Baseball, this book is not only an entertaining read, but proof positive that with a law degree and a little perseverance, anything is possible.) *George H. Cain (2009)*

*Twitter in One Hour for Lawyers* (Network and market your law firm to attract clients by understanding the ethics and privacy concerns. With *Twitter* learn how to engage with other users, gain your audience, write tweets, integrate Twitter into your marketing plan, and understand the jargon.) *Jared Correia (2012)*

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

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

*Using Computers in the Law Office, 6<sup>th</sup> Edition* (Basic to advanced essential computer concepts and extensive material on a variety of software from programs like Word, Excel, and Adobe Acrobat to more complex applications using AbacusLaw, Casemap, DiscoverFY, HotDocs, Tabs3, TimeMap, and Trial Director. The exercises allow you to apply the knowledge and practice using computers to complete realistic legal work.) *Matthew S. Cornick (2012)*

*Using Computers in the Law Office, 6<sup>th</sup> Edition Student Workbook - with CD-ROM* (Basic to advanced essential computer concepts and extensive material on a variety of software from programs like Word, Excel, and Adobe Acrobat to more complex applications using AbacusLaw, Casemap, DiscoverFY, HotDocs, Tabs3, TimeMap, and Trial Director. The exercises allow you to apply the knowledge and practice using computers to complete realistic legal work.) *Matthew S. Cornick (2012)*

*Using Quickbooks® 6.0 for Lawyers' Trust Accounting* (guide for lawyers to help them keep track of their trust account records correctly by using the software accounting program *QuickBooks®*) *Minnesota State Bar Association, Mike Trittipio (2007)*

*View from the First Chair: What every Trial Lawyer Really Needs to Know* (A crash course for litigators, with fresh insight to the litigation process and the art of the lawsuit.) *Martin L. Grayson (2009)*

*Virtual Incorporation: A Lawyer's Guide to the Formation of Virtual Corporations* (Examine virtual ethics and corporate responsibility in the digital era; post-incorporation issues; and business formation resources for lawyers and "virtual" clients, including a sample client intake sheet, an incorporation checklist and sample operating agreement.) *Julie Tower-Pierce, Paul Gillies and Linsey Krolak (2009)*

*Virtual Law Practice: How to Deliver Legal Services Online* (Complete guide on how to responsibly deliver legal services online to your clients and successfully set up and operate a virtual law practice.) *Stephanie L. Kimbro (2010)*

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

*What Can You Do With a Law Degree?, 5<sup>th</sup> Edition: A Lawyer's Guide to Career Alternatives Inside, Outside and Around the Law* (There are 1+ million lawyers in the U.S. today and at least half are said to be unhappy in their chosen profession and considering leaving the law. If you're thinking of making a career change, this book is required reading.) *Deborah Arron (2004)*

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

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

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

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

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

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

*Winning the Acquittal* (book provides insider's tips on winning a case for the defendant based on a trial diary kept by Pasano that documents the day-to-day developments of the high-profile 2009 trial of Luisa Inclan Bird) *Michael S. Pasano (2011)*

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

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

*Women Rainmakers' 101+ Best Marketing Tips* (Taken from the program "The Last Frontier" at the 1990 Annual Meeting, four women who have successfully built their own practices share some of their best marketing tips.) *Theda C. Snyder (1994)*

*Women Rainmakers' Best Marketing Tips, 2<sup>nd</sup> and 3<sup>rd</sup> Editions* (the very best ideas for rainmaking – for women...or men) *Theda C. Snyder (2003, 2010)*

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

*Word Origins for Lawyers* (This book will help master words one must know well, and to know them one should know where they come from. By knowing the origins of words used in law, a lawyer will know the law better and will know how to argue better.) *Rick Autry (2012)*

*WordPress® in One Hour for Lawyers: How to Create a Website for Your Law Firm* (This book will explain how to create your firms website with WordPress® software.) *Jennifer Ellis (2014)*

*World Class Rainmaker, The: Raising the Bar in Your Law Practice* (The authors in this book share how to increase your efficiency and productivity while guiding you through the legal and ethical considerations of these strategies as they affect business-building in your practice of law.) *Robin Hensley and Lance J. Lorusso, Esq. (2012)*

*Worldox in One Hour for Lawyers* (Learn how to organize documents and e-mail electronically with Worldox in one hour.) *John Heckman (2013)*

*Writing Shorter Legal Documents: Strategies for Faster and Better Editing* (practical handbook that explains how to reduce the length of your legal documents quickly and efficiently which includes strategies for revising terminology, lists, phrases, and etc.-- that's useful for when you are under deadline submission with the court and are over the maximum word count in your document.) *Sandra J. Oster, Ph.D., JD (2011)*

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

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

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

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

## **Videotapes, DVDs and CD-ROMs**

### **Videotapes**

*Civil Litigation for Support Staff (1993)*

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

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

*Dealing with Difficult Clients and Coworkers (1997)*

*Delivering Exceptional Service to Clients (1992)*

*Dragon Dictate for Windows (1996)*

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

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

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

*Internet Atlas*

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

*Introduction to Edward Poll & Associates*

*Law Office Confidentiality (1996)*

*Lawyer Trust Accounts by Jay Foonberg (1991)*

*Legal Ethics for Support Staff (1993)*

*Marketing for Legal Support Staff (1994)*

*One Client at a Time (1998)*

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

*Professionalism in the Law Office (1996)*

*Starting On Your Own, Parts I & II*

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

*Ten Tough Times (1991)*

*WordPerfect 9 (Learnkey) Training Course: Beginning, Intermediate & Advanced Series*

### **DVDs**

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

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

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

*Access 2007 Course, 5 Disks (CD/DVD drive), (2006)*

*Adobe Acrobat X: Creating Forms (2012)*

**NEW!!** *Advanced Cross-Examination Techniques (2007)*

*Dealing with Difficult Clients and Coworkers (2006)*

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

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

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

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

*Excel 2007, 5 disks (CD/DVD drive), (2007)*

*Law Office Confidentiality, Parts I and II, New Concerns (2006)*

*Moral Core Advocacy: Finding the Heart of Your Case (1 CD & 1 DVD), (2010)*

*Outlook 2007, 3 Disks (CD/DVD drive), (2007)*

*Outlook 2010 Course (CD/DVD drive), (2011)*

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

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

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

*PowerPoint 2007, 3-Disk Course (CD/DVD drive) (2007)*

*Windows 7 Course, Learning (CD/DVD drive), (2011)*

*Windows Vista, Learning Course, 3 disks (CD/DVD drive), (2008)*

*Winning Trial Strategies: Framing Issues and Attitudes for Trial (4 DVDs), (2007)*

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

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

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

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

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

*Word 2010 Course, 3 disks (CD/DVD drive), (2010)*

*Working in the Law Office (2006)*

*Working with Emotional Clients – This two DVD set teaches lawyers how to recognize when their client is in the grip of emotion, how to calm them down, and how to keep emotions from escalating in the first place. (2010)*

### **CD-ROMS**

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

*HIPAA and HITECH Toolkit: A Business Associate and Covered Entity Guide to Privacy and Security (2010) Kate Borten, CISSP, CISM*

*How to Get & Keep Good Clients Audio Series (9 disks)(2007)*

*Interactive Courtroom - Client Interviewing (1995)*

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

*Lawyer's Guide to Creating a Business Plan (a step-by-step software package)  
(2005-2006, 2008-2009, 2011-2012 versions)*

*Leadership: Motivation & Inspiration from Today's Top Success Coaches Audio Series, (14 audio disks & 1 Bonus DVD), (Motivational) - Practical steps to power-up your influence in the workplace and beyond.) (2006)*

*Live Your Best Audio Series (14 Audio disks & 1 Bonus DVD), (Motivational) – From wealth building to weight loss; time management to transforming the workplace, this retreat in a box has practical steps to help in all areas of the workplace and at home.) (2006)*

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

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

### **Audiotapes**

*ALA cassettes:*

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

*Fundamentals of Financial Management*

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

*Redirecting the Firm's Behavior*

## **Reference Only Materials**

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

### **Books (Reference Only)**

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

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

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

*Automated Law Firm, 3<sup>rd</sup> & 4<sup>th</sup> Edition: A Complete Guide to Software and Systems (2002)*

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

*Common Law Common Values Common Rights (2000)*

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

*Condominium and Homeowner Association Practice (1981)*

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

*Defense of Drinking Drivers Institute (1983)*

*Dialogue on the Rule of Law (2008)*

*Divorce Lawyers and Their Clients (1995)*

*Dobbs' Georgia Enforcement of Security (1990)*

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

*Fundamentals of Trial Techniques (1980)*

*Georgia Bankruptcy Practice Desk Book (1996)*

*Georgia County Code Guide, The (1995)*

*Georgia Estate Planning, Will Drafting and Estate Administration, Vols. 1 & 2 (1987)*

*Georgia Legal Directory (1999)*

*Georgia Practice and Procedure, 6<sup>th</sup> Edition (1991)*

*Georgia Requests to Charge Civil and Criminal Cases, 2<sup>nd</sup> Edition (1991)*

*Georgia Rules of Court (1986)*

*Georgia State Constitution, The (1994)*

*Georgia Workers Compensation Law, 3<sup>rd</sup> Edition (1996)*

*Guidebook to Purchasing Legal Malpractice Insurance (1996)*

*Hanging Out a Shingle - Part I: Practical Tips for the New Lawyer on How to Get Started and Successfully Keep Going (2007)*

*Historical Introduction to Anglo-American Law (1973)*

*How to Protect Your Life Savings from Catastrophic Illness and Nursing Homes (1990)*

*How to Start a Business: A Guide for Georgia Entrepreneurs*

*How to Thrive, Not Just Survive, In a Solo/Small Firm Practice (1993)*

*In a Nutshell – Ideas for Surviving the 90s – The New Economics of the Practice of Law (1991)*

*Introduction to the American Legal System (2003)*

*Law of Torts*

*LAWS – A Guide to Georgia Law*



*Law School 2.0 – Legal Education for a Digital Age (2009)*  
*Lawyer’s Guide to Writing Well, The (1989)*  
*Legal Education and Professional Development (1992)*  
*Legal Malpractice, Legal Ethics and Alcoholism (2007)*  
*Legal Malpractice (1977)*  
*Legal Secretary Federal Litigation (1998)*  
*McCormick on Evidence (1972)*  
*Medical Practice for Trial Lawyers, 3<sup>rd</sup> Edition (1989)*  
*Military Law (1980)*  
*Nuts, Bolts and Trapdoors of Tort Claim Evaluation (1995)*  
*On Appeal, Courts, Lawyering and Judging (1994)*  
*Practical Tax Planning for the Divorce Lawyer*  
*Practicing in the Juvenile Justice System (1991)*  
*Premises Liability (1994)*  
*Preparation and Pursuance of Civil Litigation (1983)*  
*Real Property Law Deskbook (1996)*  
*Reference Guide to Georgia Legal History (1980)*  
*Report on Legal Opinions to Third Parties (1992)*  
*Social Security Manual (1991)*  
*Solo Practice Mini Bootcamp*  
*Sourcebook on Legal Writing Programs (1997)*  
*Training Manual for Mediators (1987)*  
*Trial Handbook for Georgia Lawyers (1974)*  
*Uniform Commercial Code (1978)*  
*Valuation of Divorce Assets (1987)*  
*Wills and Trusts Suggested Forms, Supplement (1989)*  
*Winning Jury Trials (1983)*

**Surveys (Reference Only)**

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

*2008 ABA Legal Technology Survey Report, Vol. I: Baseline and Budgets*  
(information regarding attorneys in private practice budgeting for technology to

keep their technology modernized and efficient) American Bar Association (2008)

*ALA Compensation and Benefits Survey* (salary and benefit information for all types of non-legal personnel, including bookkeepers, secretaries, legal assistants, and office managers (2003, 2005, 2008 Editions)

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

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

*Small Law Firm Economics Survey* (statistical data on revenue and expenses of firms with fewer than 20 lawyers) *ALM and Altman Weil of Incisive Legal Intelligence (2005-2012 Editions)*

***NEW 2013 Edition!!*** *Survey of Law Firm Economics* (vast amount of statistical information on law firm revenues and expenses, financials, billing rates, billable hours, compensation, and staffing ratios) *ALM and Altman Weil of Incisive Legal Intelligence (2005-2013 Editions)*

### **Miscellaneous (Reference Only)**

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

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

*1995 Georgia County Guide, The*

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

*Facilities Management*

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

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

*Understanding and Managing Your Firm's Benefits Program*

**Magazines / Periodicals (Reference Only)**

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

*ABA GPSolo* (contains articles exploring a particular topic of interest to solos, small firms, and general practitioners, as well as articles related to technology and practice management)

*ABA Journal* (publishes breaking legal news)

*ABA Law Practice Magazine* (bimonthly magazine dedicated to helping legal professionals master all aspects of the business of practicing law)

*ALA Legal Management* (Association of Legal Administrators' bimonthly educational magazine, features scholarly and "how-to" articles on issues of vital importance to law firm managers, legal administrators, and managing partners)

*eWeek* (business and technology magazine)

*Georgia Bar Journal* (six-time a year publication for Georgia Bar members)

*Inside Microsoft Office* (monthly issue published by Eli Journals packed with real-world advice and "how-to" information on how to get all you can out of the most popular versions of Microsoft Office)

*In Sight* (newsletter publishes articles that help attorneys dealing with mental health, drug and alcohol dependency, gambling addiction, time management, career change, and etc.)

*LawPro* (risk management resource)

*Law Technology News* (publishes the latest technology news and resources)

*MacWorld* (news, reviews, how-to's and expert opinions on iOs computers)

*Paralegal Today* (magazine for legal assistants)

*PCWorld* (technology magazine)

*Workforce Management* (human resource (HR) trends)

### **SAMPLE FORMS AVAILABLE:**

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

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

### **JOB DESCRIPTIONS:**

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

*Forms available on the Georgia Bar website at [www.gabar.org](http://www.gabar.org).*

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