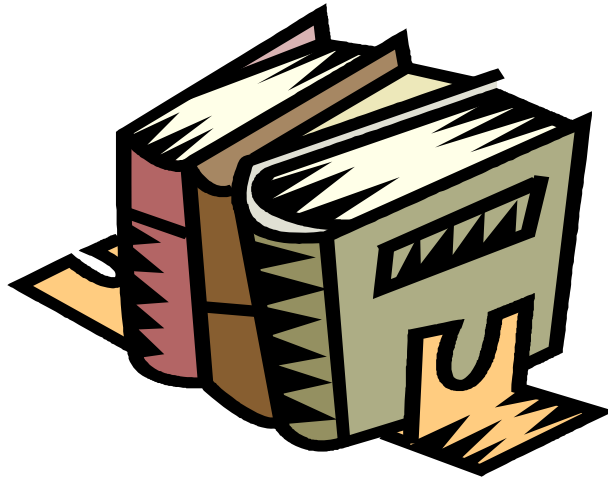


# **Law Practice Management Resource Library**



## **Complete Listing As of April 25, 2008**

Surveys, Books, Audiotapes, Videotapes,  
CD-ROMs, Periodicals  
and  
Forms

# CHECKOUT POLICIES FOR THE LAW PRACTICE MANAGEMENT RESOURCE LIBRARY

1. ALL MATERIALS, WITH THE EXCEPTION OF REFERENCE, PERIODICALS AND SURVEYS, MAY BE CHECKED OUT. YOU WILL BE INVOICED AT THE END OF EACH MONTH FOR POSTAGE/FREIGHT INCURRED IN GETTING THE MATERIALS TO YOU.
2. ONLY TWO (2) ITEMS (BOOKS AND/OR VIDEOS) MAY BE CHECKED OUT AT A TIME SO THAT EVERYONE HAS AN OPPORTUNITY TO USE OUR RESOURCES. THIS RULE MAY BE WAIVED AT THE DISCRETION OF THE LIBRARIAN.
3. ALL CHECKED OUT MATERIALS MUST BE RETURNED TO THE LIBRARY IN TWO (2) WEEKS SO THAT OTHERS MAY TAKE ADVANTAGE OF THE SAME SERVICES YOU HAVE RECEIVED. SHOULD YOU NEED A RENEWAL, PLEASE PHONE KIM HENRY at 404-527-8772 or 800-334-6865.
4. YOU MUST LEAVE A TELEPHONE NUMBER WHERE YOU CAN BE REACHED IN THE UNLIKELY EVENT IT IS NECESSARY TO CONTACT YOU CONCERNING THE STATUS OF THE RESOURCE ITEM.
5. BECAUSE WE REALIZE HOW LONG THINGS MAY TAKE TO GET TO US IN THE MAIL, WE ALWAYS GIVE A FIVE (5) DAY GRACE PERIOD IN THE RETURN OF ALL RESOURCE MATERIALS.
6. THESE MATERIALS ARE INTENDED AS GENERAL EDUCATIONAL RESOURCES. WHILE THEY ARE FROM REPUTABLE SOURCES, THEY HAVE NOT BEEN REVIEWED FOR COMPLIANCE WITH ALL APPLICABLE GEORGIA CANONS OF ETHICS. PLEASE CONSULT THE STATE BAR'S ETHICS HOTLINE AT 800-682-9806 IF YOU NEED ADDITIONAL INFORMATION.

AS ALWAYS, WE ARE PLEASED TO ASSIST YOU WITH  
YOUR LAW PRACTICE MANAGEMENT NEEDS!!!

**Please return all materials to:**

Law Practice Management Resource Library  
State Bar of Georgia  
Suite 100  
104 Marietta Street, NW  
Atlanta, GA 30303  
(404) 527-8772 or (800) 334-6865

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

### **Surveys \*** (May not be checked out)

*2007 Law Firm Practice Management Performance Benchmarks Survey* (statistical data that compare performances in law firms across the country that include firm financials, lawyer compensation, billing rates, and more.)

*2006 Small Law Firm Economic Surveys* (statistical data on revenue and expenses of firms with fewer than 15 lawyers – Altman Weil)

*2006 Survey of Law Firm Economics*

*2005 Small Law Firm Economic Surveys* (statistical data on revenue and expenses of firms with fewer than 15 lawyers – Altman Weil)

*2005 Survey of Law Firm Economics*

*2005 ALA Compensation and Benefits Survey*

*2003 ALA Compensation and Benefits Survey*

*2002 ALA Compensation and Benefits Survey*

*2000 Survey of Law Firm Economics: A Management and Planning Tool*, Altman Weil

*1998, 1997, 1996 and 1994 ALA Compensation and Benefits Surveys* (salary and benefit information for all types of nonlegal personnel, including bookkeepers, secretaries, legal assistants, and office managers)

*1997 & 1994 National Association for Law Placement ERS Sampler Series - - Starting Salaries: What New Law Graduates Earn*

*1997 & 1996 Survey of Law Firm Economics* (vast amount of statistical information on law firm revenues and expenses)

*1996 & 1995 Small Law Firm Economic Surveys* (statistical data on revenue and expenses of firms with fewer than 15 lawyers)

**Books** ( \* denotes items which may not be removed from the Bar Center)

*ABA Guide to International Business Negotiations, 2<sup>nd</sup> Edition* (a comparison of cross-cultural issues and successful approaches to international business negotiations)

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

*ABA Guide to Legal Marketing, The: A Collection of Best Ideas, Approaches, and Success Stories* (reference book of successful marketing strategies for lawyers)

*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)

*ABCs of Marketing, The* (an introduction to marketing principles for establishing or expanding a law practice; aimed at sole practitioners and small firms)

*Access 2000 for Windows for Dummies* (self-study guide that give you tips on using wizards, forms, and other Access shortcuts)

*Accounting & Finance for Lawyers: Basic Understandings and Practices*

*Action Steps to Marketing Success: How to Implement Your Marketing Program* (practical book of implementation techniques for making an effective marketing program out of a marketing plan)

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

*Amicus Attorney in One Hour for Lawyers* (fastest way to get up and running with this popular case management software)

*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)

*Anatomy of a Law Firm Merger: How to Make or Break the Deal, 2nd Edition* (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)

*Anatomy of a Law Firm Merger: How to Make or Break the Deal, 3rd Edition* (revised and chock full of exhibits to provide a structured framework for successfully designing and executing the merger)

\* *Automated Law Firm, The: A Complete Guide to Software and Systems* (reviews law firm management and practice software programs)

*Bankruptcy Law and Procedure: A Guide for Paralegals* (comprehensive instruction for the bankruptcy paralegal)

*Basic Legal Forms* (general book of complete sample legal forms with commentary and captions for drafting; also available on disk)

*101+ Practice Series, The: Breaking Down the Basics* (essential training guide that is 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.)

*Beyond the Billable Hour* (provides insight on alternative billing methods)

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

*Breaking Traditions* (work alternatives for attorneys; deals with a variety of "breaking traditions" issues)

*Business Contracts Kit for Dummies* (Agreements, agreements and MORE agreements...and some forms, too)

*Business Competency for Lawyers* (how to set up an effective and efficient business that is worth your investment – maximize cash flow, avoid lagging payment and use of collection services)

*Business of Law, The* (displays strategies and techniques that attorneys can apply to managing their firms as a business)

*Business of Law, The 2<sup>nd</sup> Edition* (learn how to maintain a balance between managing in a professional way and mastering the economics of the practice of law)

*Business Valuation, A Primer for the Legal Professional* (book is 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 to name a few)

*Careers in Admiralty and Maritime Law* (if ships 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)

*Careers in International Law, 2<sup>nd</sup> Edition* (This book describes what the work entails, including the pros and cons of practicing international law)

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

*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)

*Changing Jobs: A Handbook for Lawyers in the New Millennium* (an update on the 1990s Handbook; expanded to include using the Internet, salary and benefits negotiating and international job hunting.)

*Changing Jobs: A Handbook for Lawyers for the 1990s* (tips and guidelines for exploring legal career alternatives through successful career planning strategies and job-finding techniques)

*Collecting Your Fee: Getting Paid from Intake to Invoice* (The time has come to free your firm from the quagmire of hourly billing and transition to billing based on client value.)

*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)

*Compensation Plans for Attorneys and Their Staffs - Editions 1 and 2* (deals with compensation issues for partners/shareholders, of counsel, associates, paraprofessionals and their employees, illustrating the generalities and differences)

*Compensation Plans for Law Firms, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Editions* (a primary reference for those making compensation decisions in law firms)

*Complete Do-It-Yourself Personnel Department, The* (a personnel kit for establishing the basic personnel function in a business through model forms, checklists and sample manuals)

*Complete Guide to Contract Lawyering, The* (This edition, with separate chapters for contract lawyers and for hiring lawyers, includes rate-setting placement agencies, state and local ethical opinions, malpractice liability, sample agreements, and marketing tips.)

*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.)

*Complete Guide to Divorce Practice, The* (comprehensive guide to all aspects of divorce, custody, and related issues; contains many sample forms and checklists)

*Complete Guide to Divorce Practice, The, 3<sup>rd</sup> Edition: Forms and Procedures for the Lawyer* (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.)

*Complete Guide to Designing Your Law Office, The* (this volume will help you make the best of new build-out or remodeling the space you have to house your law practice)

*Complete Internet Handbook* (this is chock full of e-stuff, including marketing, research, net ethics, downloadable forms and more)

\* *Complete Personnel Administration Handbook for Law Firms* (provides the resources for keeping up-to-date with changing laws and emerging trends in personnel administration)

*Computer-Assisted Legal Research: A Guide to Successful Online Searching* (guidebook for performing basic legal research and handling specialized research needs using LEXIS-NEXIS and WESTLAW)

*Computerized Case Management Systems* (discussion of various case management programs)

*Computers for Lawyers* (comprehensive two-volume guide to automating a law firm)

*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)

*Corel Presentations for Litigators* (how to create effective illustrative aids and demonstrative exhibits for trial, mediation, arbitration and appeal)

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

*Cost Accounting for Law Firms* (identifies cost accounting concepts and methods of accounting in which costs are assigned to specific services, products, organizational units, or functional activities)

*Cybersleuth's Guide to the Internet, The* (conducting effective investigative and legal research on the Web)

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

*Digital Practice of Law, The* (a practical reference for applying technology concepts to the practice of law)

*Disaster Recovery Yellow Pages* (locate the crucial, hard-to-find services you'd need to get your operations back to normal)

*Directory of Legal Recruiters, The* (listing of legal recruiters organized by area of practice and state)

*Discovery Revolution, The* (E-Discovery Amendments to the Federal Rules of Civil Procedure)

*Do-It-Yourself Public Relations* (practical guide for developing marketing game plans through use of diskette exercises, sample memos, news releases and follow-up letters)

*Documenting the Attorney-Client Relationship* (law firm policies on engagement, termination, and declination)

*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.)

*Easy Self-Audits for the Busy Law Office* (find out how you can avoid errors and find ways to practice better)

*Effective Estate Planning Practice: Procedures and Strategies for a Client-Focused Business* (practical methods for streamlining the estate planning practice, using procedures and systems so the drafter spends less time on the mundane, repetitive tasks and more time for personal interaction with clients)

*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)

*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)

*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.)

*Electronic Evidence and Discovery Handbook* (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.)

*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.)

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

*Employee Benefits Answer Book* (guide in question and answer format which covers medical, group term life, cafeteria plans and other employee welfare benefit plans for professionals trying to determine whether to continue or to institute such benefits)

*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)

*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 legislation and judicial issues to help professionals identify and resolve their employment problems)

*Employment Law Answer Book, 2004 Cumulative Summary* (as relates to the 5<sup>th</sup> Edition above)

*Employee Use of the Internet and E-Mail: A Model Corporate Policy* (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)

*Entertainment Law Careers, 2<sup>nd</sup> Edition* (describes substantive areas that are typically part of entertainment law and guidance for entering this specialty)

*Essential Formbook – Comprehensive Management Tools for Lawyers* (this work is intended to help you structure and manage your law practice to achieve two fundamental goals: service to clients and making law practice profitable)

*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)

*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.)

*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)

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

*Fair Measure Toward Effective Attorney Evaluation* (evaluation processes to promote women's and minorities' full and equal participation in the legal profession)

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

*Family Limited Partnership Deskbook, The, 2<sup>nd</sup> Edition* (for practitioners who want to understand and comply with both formal and substantive requirements in the creation and administration of FLPs and LLCs)

*Fast Forms with Macros* (manual of document assembly with WordPerfect 5.0/5.1 and 4.2)

*Fee Agreement Forms Book, 2<sup>nd</sup> Edition* (although not Georgia-specific, this book has just about any type of fee agreement you can think of (plus a CD, so no retyping))

*Finding the Right Lawyer* (gives up to date information on finding the right lawyer)

*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)

*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)

*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)

*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)

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

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

*Forms for Small Business Entities* (book of forms for small business organization and operation along with companion diskette)

*Freakonomics* (this book has riddles and stories that will literally redefine the way you look at the world of economics)

*From Law School to Law Practice: The New Associate's Guide, 2<sup>nd</sup> Edition* (includes coverage of what the expectations are for a new attorney in a corporate legal department)

*From Metropolis to Mayberry... A Lawyer's Guide to Small Town Law Practice* (discusses the pros and cons of starting a legal practice in a small town setting)

**New!!**

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

\* *Georgia Bench Book 2003-2004* (comprehensive guide to the Courts, including a statewide telephone directory, judicial biographies and questionnaires, and local court rules)

\* *Georgia Bench Book 1995-96* (comprehensive guide to the Courts, including a statewide telephone directory, judicial biographies and questionnaires, and local court rules)

*Georgia LLC/LLP Handbook* (complete guide for attorneys to limited liability companies and limited liability partnerships in Georgia)

*Getting Started: Basics for a Successful Law Firm* (addresses partnerships issues of putting a firm together, keeping it together and taking it apart)

*Going to Trial: A Step-by-Step Guide to Trial Practice and Procedure* (handbook of trial techniques and steps to consider in preparing for and going to trial)

*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)

*Guide to Setting Up and Running Your Law Office, A* (guide to avoid malpractice through efficient office systems)

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

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

*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)

*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)

*Hanging Out Your Shingle: A Young Lawyer's Guide to Opening a Law Office* (a collection of information, tips and help for young lawyers seeking to open their own law offices)

*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)

*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)

*HotDocs & Smoking Guns: Managing Document Production and Document Organization* (book teaching the valuable litigation skills of document acquisition, control, and management)

*HotDocs in One Hour for Lawyers* (basic overview of HotDocs as well as guidance in using the program)

*How Insurance Companies Settle Cases* (book demonstrates how insurance claims are handled from start to finish by insurance companies and gives tips on how to deal with adjusters effectively)

*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.)

*How to Build and Manage an Employment Law Practice* (book of tips, ideas and strategies on how to develop a successful employment law practice; sample forms, checklists and letters)

*How to Build and Manage an Entertainment Law Practice* (Addresses a variety of issues such as startup, getting your foot in the door, creating the right image, and etc. Includes appendix with sample agreements, forms, letters and checklist common to entertainment law.)

*How to Build and Manage an Environmental Law Practice* (everything you need to know to run your environmental practice for maximum efficiency and profitability)

*How to Build and Manage an Estates Practice, 2<sup>nd</sup> Edition* (an updated version of practical, proven advice for everything from organizing estate planning files to managing your workload and staff)

*How to Build and Manage an Estates Practice* (practical, proven advice for everything from organizing estate planning files to managing your workload and staff)

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

*How to Build and Manage a Personal Injury Practice* (guidebook of essentials for developing a successful personal injury practice with sample forms and letters)

*How to Capture and Keep Clients* (innovative solo and small firm practitioners give you their secrets, approaches and strategies to that age-old puzzle of growing your law firm)

*How to Choose a Business Structure* (book addressing the pros and cons of various types of entities and structures and includes sample forms)

*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.)

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

*How to Get and Keep Good Clients* (guide for successfully developing a law practice through use of specific marketing techniques)

*How to Market Your Law Firm* (comprehensive guide for initiating your marketing plan)

*How to Start and Build a Law Practice, 5<sup>th</sup> Edition* (new topics include law firm mergers creating mega-firms, the increasing size of student loans, increasing attempts to convert the profession of law into a law business, while still providing fundamental real-life, practical answers to the most commonly asked questions about starting and building a law practice)

*How to Start and Build a Law Practice* (provides fundamental real-life, practical answers to the most commonly asked questions about starting and building a law practice)

*How to Prepare for, Take and Use a Deposition* (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.)

*How to Use the Internet for Legal Research* (guide for using the Internet as a resource)

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

*Improving Accounts Receivable Collection* (includes monograph and spreadsheet templates on diskette; enables an attorney to develop his or her own comprehensive collection system)

*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.)

*Internet Fact Finder for Lawyers, The* (a guide for finding anything on the Internet)

*Internet Forms and Commentary* (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)

\* *IOMA's Complete Guide to Best Management Practices for Law Firm Leaders, Spring 2007*  
(Save time and money using strategies based on intuition, guesses or the latest legal management fad. This volume is an unbiased resource filled with no-nonsense, balanced, practical strategies that are used by thousands of law firm leaders nationwide.)

*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)

*Keeping Happier Clients: How to Build and Improve Client Relations* (guide to building strong client relationships)

*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)

*Law and Ethics of Lawyer Mobility, The* (if you're contemplating breaking up your firm, you can read about disputes over the existence of partnerships, restrictive covenants and disincentives to competition and other legal and ethical aspects of law firm breakups)

*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)

*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)

*Law Firm Accounting and Financial Management* (overview of fundamental accounting, financial management, tax planning and reporting and advanced accounting and financial management issues)

*Law, Law, Law on the Internet: The Best Legal Web Sites and More* (a "snapshot" of what legal publishers and law firms are providing over the Web)

*Law Office Policy & Procedures Manual, 4<sup>th</sup> Edition* (everything you'll need to create a complete, customized staff manual that can serve as a reference guide for current staff and a training tool for new employees, associates and temp workers)

*Law Office Procedures Manual for Solos and Small Firms, 3<sup>rd</sup> Edition* (a customizable resource for firm lawyers and staff, to advise them of procedures, expectations, protocols and other information that explains how a law office operates)

*Law Office Procedures Manual for Solos and Small Firms, 2<sup>nd</sup> Edition* (a resource for firm lawyers and staff, to advise them of procedures, expectations, protocols and other information that explains how a law office operates)

*Law Office Staff Manual* (model policies and procedures for law office personnel)

*Law Office Staff Manual for Solos and Small Law Firms* (model policies and procedures for small law offices)

*Law Partnership: It's Rights and Responsibilities, 2<sup>nd</sup> Edition* (partnership – a privilege – what to expect)

*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)

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

*Lawyers in Transition: Planning a Life in the Law* (a self-assessment tool for attorneys contemplating transition)

*Lawyer's Business Valuation Handbook* (provides a comprehensive analysis of valuation law of understanding financial statements, appraisal reports, and expert testimony)

*Lawyer's Desk Book – 10<sup>th</sup> Edition* (expansive reference book of up-to-date explanations, practice tips and general information on various topics)

*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)

*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)

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

*Lawyer's Guide to Balancing Life and Work, 2<sup>nd</sup> Edition w/CD* (updated and expanded, but still 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)

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

*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.)

*Lawyer's Guide to Collaboration Tools and Technologies: Smart Ways to Work Together* ( 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)

*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)

*Lawyer's Guide to Creating Persuasive Computer Presentations, 2<sup>nd</sup> Edition, The* (want your jurors to “get it?”; this book can help – a visual presentation can increase information retention by up to 70%)

*Lawyer's Guide to Estate Planning, A, 2<sup>nd</sup> Edition* (fundamentals for the legal practitioner, along with cautions, examples and planning pointers)

*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)

*Lawyer's Guide to Fact Finding on the Internet, The 3<sup>rd</sup> Edition* (written to help you save time and money, and avoid frustration when researching on the Internet)

*Lawyer's Guide to Fact Finding on the Internet, The 2<sup>nd</sup> Edition* (written to help you save time and money, and avoid frustration when researching on the Internet)

*Lawyer's Guide to Increasing Revenues* (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)

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

*Lawyer's Guide to Marketing on the Internet, 3<sup>rd</sup> Edition* (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, and etc.)

*Lawyer's Guide to Marketing on the Internet, 2<sup>nd</sup> Edition* (it's been six years since first publication – lots of new, relevant, effective and ethical information for marketing your law firm on the internet)

*Lawyer's Guide to Marketing on the Internet* (using the Internet as a marketing tool for your practice)

*Lawyer's Guide to Marketing Your Practice, The (with CD), 2<sup>nd</sup> Edition* (a MUST for practicing attorneys and busy law firm managers who are interested in revitalizing the timeless marketing concept of “learning what clients want and delivering it.”)

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

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

*Lawyer's Guide to Prepaid Legal Services* (practical working handbook that outlines considerations in developing an ethical and profitable prepaid services program)

*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)

*Lawyer's Guide to the Internet, The* (provides a fundamental understanding of the "Internet" and its application to the practice of law)

*Lawyer's Guide to Records Management and Retention, The* (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.)

*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)

*Lawyer's Guide to Retirement and Lifetime Planning* (estate and lifetime planning strategies and testamentary planning for clients)

*Lawyer's Guide to Spreadsheets* (how to master Microsoft EXCEL in eight easy lessons)

*Lawyer's Guide to Strategic Planning: Defining, Setting, and Achieving Your Firm's Goals* (guide for solos, small firms and large firms who need specific suggestions for a system of strategic planning)

*Lawyer's Quick Guide to E-mail* (explanation of and guidance in using e-mail programs)

*Lawyer's Quick Guide to Microsoft Internet Explorer, The* (hands-on guidebook of lessons on using Microsoft Explorer to browse the World Wide Web)

*Lawyer's Quick Guide to Netscape Navigator, The* (hands-on guidebook of lessons on using Netscape Navigator to browse the World Wide Web)

*Lawyer's Quick Guide to Timeslips* (aid to lawyers who want to learn and use the basics of Timeslips)

*Lawyer's Quick Guide to Microsoft Word* (this handy reference includes clear explanations, legal-specific explanations and timesaving tips for getting the most out of Word)

*Lawyer's Quick Guide to WordPerfect 7.0/8.0 for Windows, The* (the basics of operating in WordPerfect 7.0/8.0; includes instruction disk)

*Lawyers' Professional Liability Update* (directory of professional liability carriers and articles on particular areas of law, understanding the claim process and general trends in legal malpractice)

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

*Legal Ethics (2007-2008) – The Lawyer's Deskbook on Professional Responsibility* (the most current information for lawyers and judges an introduction to and analysis of the complex topic of professional responsibility)

*Legal Ethics (2006-2007) – The Lawyer's Deskbook on Professional Responsibility* (the most current information for lawyers and judges an introduction to and analysis of the complex topic of professional responsibility)

*Legal Ethics (2005-2006) – The Lawyer's Deskbook on Professional Responsibility* (up-to-date information for lawyers and judges an introduction to and analysis of the complex topic of professional responsibility)

*Legal Ethics (2002-2003) – The Lawyer's Deskbook on Professional Responsibility* (offers lawyers and judges an introduction to and analysis of the complex topic of professional responsibility)

*Legal Ethics (2001-2002) – The Lawyer’s Deskbook on Professional Responsibility* (offers lawyers and judges an introduction to and analysis of the complex topic of professional responsibility)

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

*Legal Information Buyer’s Guide & Reference Manual - 2002* (informative guide of cost-effective options and strategies for acquiring legal information and materials with complete listing of legal information providers and publishers)

*Legal Information Buyer’s Guide & Reference Manual – 2003* (a comprehensive update of 2002’s edition)



*Legal Information Buyer’s Guide & Reference Manual – 2005* (a comprehensive update of 2003’s and 2004’s editions)

*Legal List, The: Internet Desk Reference* (consolidated list of all of the law-related resources available on the Internet and elsewhere)

*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)

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

*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”)

*Letters for Bankruptcy Lawyers* (essential communications for clients, creditors, opposing counsel and others)

*Letters for Divorce Lawyers* (essential communications for clients, opposing counsel and others)

*Letters for Lawyers: Essential Communications for Clients, Prospects, and Others* (handbook of sample letters and other written communications designed to enhance client service)

*Letters for Litigators* (essential communications for opposing counsel, witnesses, clients and others)

*Leveraging with Legal Assistants* (learn how to use your para-professionals to the firm’s financial advantage)

\* *Litigation Organization and Management* (two-volume trial practice guide dealing with direct and cross-examination in addition to organization techniques leading to all phases of trial)

*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)

*Locate 1995-96* (directory of law office computer software vendors with over 300 different software products)

*Macintosh Software Guide for the Law Office, The* (tired of being told that there is no law office software available for the Macintosh?)

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

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

*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)

*Managing Emergency Situations in Law Firms* (provides planning and recovery considerations for minimizing damage in emergency situations such as fires, floods, and earthquakes)

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

*Managing Partner 101* (provides basic guidance for attorneys who find themselves, either by promotion or firm growth, having to take on the role of manager)

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

*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)

*Marketing and Legal Ethics: The Boundaries of Promoting Legal Services* (comprehensively discusses the pertinent ethical issues that arise in this arena)

*Marketing Success Stories: Personal Interviews with 66 Rainmakers* (collection of stories providing useful guidance for setting up a successful law office marketing program)

*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)

*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)

*Marketing Your Practice* (provides practical steps and exhibits for implementing a marketing plan crucial to developing and retaining clients)

*Marketing Your Practice: The Guide for Georgia Lawyers* (manual outlining basic marketing principles and techniques for solos and small firms in Georgia)

*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)

*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)

*Medical Records Review* (comprehensive guide on obtaining and effectively using medical records in litigation)

*Microsoft Word for Windows in One Hour for Lawyers* (guide for novice users of Microsoft Word for Windows geared towards lawyers)

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

*Model Partnership Agreement* (model agreement aimed at small law firms)

*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)

*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)

*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.)

*Motivational Leaders* (strategies and wisdom from American's top professional motivators)

*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)

*Nonlegal Careers for Lawyers, 3<sup>rd</sup> Edition* (loads of possibilities of which you may not have thought)

*Nonlegal Careers for Lawyers, 4<sup>th</sup> Edition* (updated edition for career opportunities for lawyers outside the traditional law firm)

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

*Of Counsel Agreement, The, 3<sup>rd</sup> Edition* (contains new information and sample drafts of contracts for any law firm or lawyer who might choose to enter into this arrangement)

*Of Counsel Agreement, The, 2<sup>nd</sup> Edition* (a modification of the first edition that addresses some of the more current issues)

*Of Counsel Agreement, The* (guides lawyers and law firms that are contemplating entry into an Of Counsel relationship; provides samples)

*Office Equipment Advisor, The* (reference manual that provides information and advice on all the main types of office equipment)

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

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

*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.)

*Paralegal Book of Letters* (a self-help guide to composing those pieces of correspondence that are vital and necessary in supporting client matters, no matter how complex)

*Paralegal Practice and Procedure: A Practical Guide for the Legal Assistant* (reference textbook covering all areas of accepted duties and procedures performed by legal assistants)

*Paralegals, Profitability, and the Future of Your Law Practice* (using qualified paralegals helps lawyers to provide better service and delivery, and to increase profits)

*Paralegal Trial Handbook* (comprehensive guidance for anyone involved in case preparation and management)

*Persuasive Computer Presentations: The Essential Guide for Lawyers* (how to use computer presentations in the courtroom, during opening statements, direct examination, cross-examination, closing arguments and more)

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

*Planning the Small Office Law Library* (guides lawyers through the steps of planning and building a library and its contents)

*PowerPoint for Litigators* (how to create effective illustrative aids and demonstrative exhibits for trial, mediation, arbitration and appeal)

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

*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)

*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)

*Preventing Legal Malpractice* (profile of loss prevention problems and techniques for solution and prevention)

*Profitable Law Office Handbook, The: Attorney's Guide to Successful Business Planning* (practice guide for creating an effective law office business plan; intended to accompany *The Business of Law*)

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

*Real Estate Closing Deskbook, 2<sup>nd</sup> Edition (CD included)* (provides a state-by-state review of real estate closing information as well as a detailed evaluation of several real estate closing software programs)

*Real Estate Closing Deskbook* (a reference book explaining closing a real transaction including definition of terms and appendices)

*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)

*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.)

*Results-Oriented Financial Management, 2<sup>nd</sup> Edition* (updated version of the 1993 edition immediately above)

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

*Risk Management – Survival Tools for Law Firms* (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.)

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

*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*

*Selecting Legal Malpractice Insurance 2007* (an update of the 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)

*Selecting Legal Malpractice Insurance* (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)

*Selling Your Law Practice: The Profitable Exit Strategy* (comprehensive guidance on the purchase, sale or closure of a law practice)

***New!!***

*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)

*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)

*Solo and Small Firm Success, 1<sup>st</sup> and 2<sup>nd</sup> Editions* (complete guide to opening a law practice; forms and checklists included)

*Solo and Small Firm Legal Technology Guide, The 2008* (help solo and small firm lawyers find the best and latest office technology products for their dollar)

*Start-Up & Emerging Companies: Planning, Financing & Operating the Successful Business, Volumes 1 and 2* (all the practical information you need to organize, finance and run a new enterprise)

*Strengthening Your Firm: Strategies for Success* (addresses the issues surrounding setting up a firm)

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

*Successful Client Newsletters* (complete guide to creating powerful newsletters)

*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.)

*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)

*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)

*Survival Skills for Practicing Lawyers* (compilation of articles from *Legal Economics/Law Practice Management* magazine prepared for lawyers who have little or no firm management responsibilities)

*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)

*Telecommuting for Lawyers* (provides law offices with in depth methods for implementing successful telecommuting programs)

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

*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.)

*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)

*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)

*Time Trap, The* (gives practical guidelines for improving time management skills, establishing priorities and goals to achieve control and progress)

*Time Matters in One Hour for Lawyers* (learning guide to assist in learning the basics of Time Matters)

*Trial Practice Guide, The* (gives examples of strategies, techniques, and methods with which you can form a good foundation for going to trial)

*Training Associates, On* (handbook for every law firm that has not yet started an organized in-house training program for its associates.

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

*Using Computers in Legal Research: A Guide to LEXIS and WESTLAW* (background and explanation of steps used for doing computer-assisted legal research with both LEXIS and WESTLAW)

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

*What Can You Do With a Law Degree? 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 (there are 37,362 Georgia lawyers – we don't know how many are unhappy in their work). If you're thinking of making a change, this book is required reading.)

*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)

*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)

*When Disaster Strikes: How to Handle Law Office Emergencies* (guide to planning for unexpected emergencies)

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

*Winning Argument, The* (learn about the fundamental tools of advocacy, mediation and the use of goal-directed argument in the courtroom)

*Win-Win Billing Strategies* (discusses alternatives to traditional billing methods along with ways to ensure client acceptance)

*Withdrawal, Retirement & Disputes* (suggests constructive ways to deal with or avoid the disputes that arise when a partner leaves a firm)

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

*Women Rainmakers' Best Marketing Tips, 2<sup>nd</sup> Edition* (the very best ideas for rainmaking – for men or women)

*Word 2000 for Law Firms* (comprehensive industry-specific information about Word 2000 structure and present trials)

*WordPerfect 101 for the Law Office* (guide to basic document production using WordPerfect 6.1 for Windows)

*WordPerfect 201 for the Law Office* (guide to advanced document production using WordPerfect 6.1 for Windows)

*WordPerfect 6.1 for Windows in One Hour for Lawyers* (guide for novice users of WordPerfect 6.1 for Windows geared towards lawyers)

*WordPerfect Law Office Solutions for Windows* (guide for hands-on creation of legal documents using WordPerfect for Windows)

*WordPerfect Shortcuts for Lawyers: Learning Merge and Macros in One Hour* (hands-on guide for using WordPerfect advanced merge and macro functions to create legal documents)

*Year 2000 Problem and the Legal Profession: Managing the Risks* (discussion of the impact of the Y2K problem on the legal profession)

*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)

*You & Your Clients - Editions 1 & 2* (provides helpful client management techniques to improve attorney-client relationships in order to have a more successful and productive practice)

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

*Your New Lawyer* (a guide to recruitment, development, and management of attorneys; considers ways to maximize their performance after hire)

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

*1996 Federal Tax Forms (CD-ROM)*

*Access 2003, Session 1 of 3 (DVD)*

*Access 2003, Session 2 of 3 (DVD)*

*Access 2003, Session 3 of 3 (DVD)*

**NEW!!** *Access 2007, 5 Disks*

*Are You Listening? (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.)

*Beginning Windows 3.1*

*Beginning Word for Windows*

*Confidentiality and Technology Issues in the Law Office*

*Civil Litigation for Support Staff*

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

*Dealing with Difficult Clients and Coworkers*

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

*Delivering Exceptional Service to Clients*

*Dragon Dictate for Windows*

*Evaluating Associates for Growth and Profit*

*Excel 2000 – Vol. 1, Beginning*

*Excel 2003, Session 1 of 3(DVD)*

*Excel 2003, Session 2 of 3(DVD)*

*Excel 2003, Session 2 of 3(DVD)*

**NEW!!** *Excel 2007, 5 Disks*

*Guide to Automated Litigation Support - Summation for Windows 4.0*

*How to Get & Keep Good Clients (8 CDs)*

*Interactive Courtroom - Client Interviewing (CD-ROM)*

*Internet Atlas*

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

*Introduction to Windows*

*Introduction to Windows 95*

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

*Law Office Confidentiality*

*Law Office Confidentiality II, New Concerns*

*Lawyer Trust Accounts (Foonberg)*

*Lawyer's Guide to Creating a Business Plan (a step-by-step software package)*

*Lawyers' Trust Accounts: Common Pitfalls and How to Avoid Them*

*Leadership (CDs and DVD)* (Motivational – Motivation and meetings to memory enhancement. Practical steps to power-up your influence in the workplace and beyond.)

*Learning Windows 95 - Introduction*

*Learning Windows 95 - Introduction (CD-ROM)*

*Learning Windows 95 - Advanced*

*Learning Windows 95 - Advanced (CD-ROM)*

*Learning Windows 98 (Videos 1, 2 and 3)*

**NEW!!** *Learning Windows Vista, 3 Disks*

*Learning Schedule+ 95 (CD-ROM)*

*Legal Ethics for Support Staff*

*Legal Office Basics (WordPerfect 5.1 for DOS & WordPerfect 6.x for Windows)*

*Live Your Best (CDs and 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.)

*Marketing for Legal Support Staff*

*One Client at a Time*

*Outlook 2000, Vol. 1 – Beginning*

*Outlook 2003, Session 1 of 3 (DVD)*

*Outlook 2003, Session 2 of 3 (DVD)*

*Outlook 2003, Session 3 of 3 (DVD)*

**NEW!!** *Outlook 2007, 3 Disks*

*PowerPoint 2000 – Vol. 1, Beginning*

*PowerPoint 2003, Session 1 of 3 (DVD)*

*PowerPoint 2003, Session 2 of 3 (DVD)*

*PowerPoint 2003, Session 3 of 3 (DVD)*

**NEW!!** *PowerPoint 2007, 3 Disks*

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

*Professionalism in The Law Office*

*Successful Time Management Strategies for Support Staff*

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

*Ten Tough Times*

*Word 2000 – Vol. 1, Beginning*

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

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

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

*Word 2003, Session 4 of 5 (DVD)*

*Word 2003, Session 5 of 5 (DVD)*

**NEW!!** *Word 2007, 3 Disks*

*Word 6.0 for both Macintosh and Windows Users (Videos 1 and 2)*

*Word for Windows series: Beginning, Intermediate, Advanced*

*WordPerfect for Windows series: Beginning, Intermediate, Advanced 1, Advanced 2*

*WordPerfect 9 – Vol. 1, Beginning*

*WordPerfect 9 – Vol. 2, Intermediate*

*WordPerfect 9 – Vol. 3, Advanced*

*Working in the Law Office (DVD)*

## **Audiotapes**

*ALA cassettes:*

*Personnel Law Update*

*It's the Law: Employment and Reporting Issues Affecting Small Firms*  
*Attorney Compensation and Partnership Plans That Work For Small Firms*  
*Fundamentals of Financial Management*  
*Redirecting the Firm's Behavior*  
*Law Practice Management Review: The Audio Magazine for Busy Attorneys*

## **Periodicals**

*Law Practice Management* (geared towards attorneys and technical/consulting staff)

*Legal Management* (geared towards administrators but also helpful for managing partners)

*Law Office Computing* (bi-monthly professional publication on computers in law offices.  
Probably the most useful and comprehensive periodical around on the subject)

*Lawyer's PC, The* (monthly tabloid-style newsletter on new topics, conferences, etc. as well as reviews of law office automation products)

*Law Technology Product News* (monthly tabloid of product announcements and descriptions.  
Paid for by advertisers -- a wonderful source of information but contains no critical reviews)

*What to Buy for Business* (extraordinarily comprehensive, regularly updated series of publications dedicated to reviews of different types of equipment like copiers, fax machines, phone systems, etc.)

## **\*Reference**

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

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

*Agnor's Georgia Civil Discovery, Revised Edition*

*Bar Orientation Matters*

*Bluebook, The: A Uniform System of Citations*

*Book Wizard*

*Code of Georgia Annotated*

*Condominium and Homeowner Association Practice*

*Davis' Forms for Pleading Under the Georgia Civil Practice Act, Title 81A, V7a*  
*Dialogue on the Rule of Law*  
*Defense of Drinking Drivers Institute*  
*Divorce Lawyers and Their Clients*  
*Dobbs' Georgia Enforcement of Security*  
*Effective Use of Economists, Rehab Specialists and Other Such Experts for Proving Damages*  
*Fulton County Superior Court Civil Arbitration Program – Manual for Arbitrators*  
*Fundamentals of Trial Techniques*  
*Georgia Bankruptcy Practice Desk Book*  
*Georgia County Guide, The*  
*Georgia Estate Planning, Will Drafting and Estate Administration, V.1 and 2*  
*Georgia Lawyers Basic Practice Handbook*  
*Georgia Legal Directory – 1995*  
*Georgia Legal Directory - 1999*  
*Georgia Practice and Procedure, 6<sup>th</sup> Edition*  
*Georgia Requests to Charge Civil and Criminal Cases*  
*Georgia Rules of Court*  
*Georgia State Constitution, The*  
*Georgia Workers Compensation Law, 3<sup>rd</sup> Edition*  
*Going to Trial, A Step-by-Step Guide to Trial Practice and Procedure*  
*Guidebook to Purchasing Legal Malpractice Insurance*  
*Historical Introduction to Anglo-American Law*  
*How to Protect Your Life Savings from Catastrophic Illness and Nursing Homes*  
*In a Nutshell – Ideas for Surviving the 90s – The New Economics of the Practice of Law*  
*Internet Guide for Professionals Demo – only 9 minutes*  
*Introduction to the American Legal System*  
*Land Transfer and Finance, Cases and Materials, 2nd Edition*  
*LAWS – A Guide to Georgia Law*  
*Lawyer's Guide to Writing Well, The*  
*Legal Education and Professional Development*  
*Legal Malpractice*  
*Legal Secretary Federal Litigation*  
*McCormick on Evidence*  
*Medical Practice for Trial Lawyers, 3<sup>rd</sup> Edition*

*Military Law*  
*Nuts, Bolts and Trapdoors of Tort Claim Evaluation*  
*On Appeal, Courts, Lawyering and Judging*  
*Practical Tax Planning for the Divorce Lawyer*  
*Practicing in the Juvenile Justice System*  
*Premises Liability*  
*Preparation and Pursuance of Civil Litigation*  
*Preventing Legal Malpractice*  
*Real Property Law Deskbook*  
*Reference Guide to Georgia Legal History*  
*Report on Legal Opinions to Third Parties*  
*Seminar on Real Estate Title Matters*  
*Social Security Manual*  
*Sourcebook on Legal Writing Programs*  
*Time & Billing Reference Manual for Windows*  
*Torts, Law of*  
*Training Manual for Mediators*  
*Trial Handbook for Georgia Lawyers*  
*Uniform Commercial Code*  
*Valuation of Divorce Assets – 1987*  
*Wills and Trusts Suggested Forms, Supplement*

*Winning Jury Trials*

### **Miscellaneous**

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

*5th Annual Practical Computer & Practice Seminar* (compilation of seminar materials)

*15 Most Requested Articles from ALA Publications* (topics include financial issues, human resources, automation, and space planning and relocation)

*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 authors)

*Common Law, Common Values, Common Rights* (Video Tape)

*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*

## **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  
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  
support clerk  
systems manager  
word processor

Forms are also available on [www.gabar.org](http://www.gabar.org)