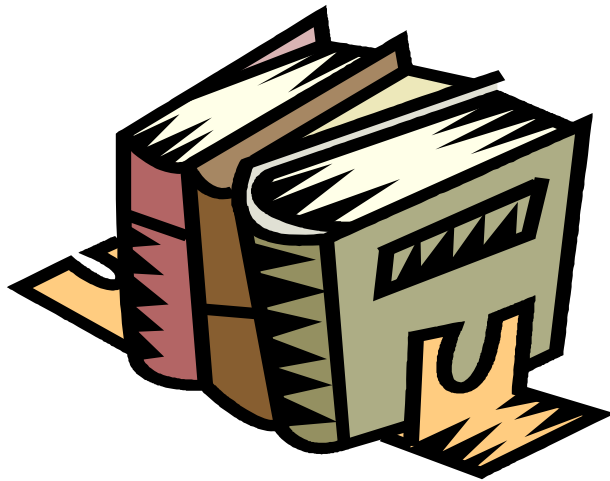


Law Practice Management Resource Library



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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 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), *Greg Herman (1996)*

ABA Guide to International Business Negotiations, 2nd 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 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, this clear and concise guide gives you step-by-step instructions on how to work through your legal issues.) *ABA Division for Public Education (2007)*

Access 2000 for Windows for Dummies (self-study guide that give you tips on using wizards, forms, and other Access shortcuts), *John Kaufield (1999)*

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

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

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, 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) *Hildebrandt International (2000)*

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) *Hildebrandt International (2004)*

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

Attacking and Defending Marital Agreements (This book 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)*

Being Prepared: A Lawyer's Guide for Dealing with Disability or Unexpected Events (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)*

Breaking Traditions (work alternatives for attorneys; deals with a variety of "breaking traditions" issues) *Donna M. Killoughey (1993)*

Business Contracts Kit for Dummies (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, 2nd Edition (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 (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) *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 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, 2nd Edition (This book 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 (Cato's 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)*

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 (The time has come to free your firm from the quagmire of hourly billing and transition to billing based on client value.) *Edward Poll (2003)*

Compensation Plans for Law Firms, 4th Edition (a primary reference for those making compensation decisions in law firms) *James D. Cotterman (2004)*

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 (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.) *Deborah Arron and Deborah Guyol (2004)*

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) *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, 3rd 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.) *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 (this is 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 beginner 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 (Competencies provide consistent guidance to associates regarding firm expectations, as well as continuity for development processes across the spectrum - in hiring, training, performance evaluations, and promotions. The book goes beyond issue spotting and offers practical advice on gaining support, defining competencies, and integrating them into a firm's culture.) *Heather Brock, Ph.D. and Robert Ruyak, J.D. (2006)*

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 (a how-to guide on corporate formation and governance, basic securities issues, corporate maintenance, and 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 in which 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 (Addresses the professional needs of a lawyer's most often ignored client: her/himself. With clear, direct prose and a dose of humor, you'll find a practical roadmap for achieving professional satisfaction regardless of seniority or career path.) *Michael F. Melcher (2007)*

Criminal Lawyer's Job, The: A Survival Guide (this book gives advice to attorneys that is representing a client that has committed a crime) *Amber L. St. Clair (2006)*

Cybersleuth's Guide to the Internet, The, 8th 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, 9th Edition (updated version of conducting effective investigative and legal research on the Web) *Carole A. Levitt and Mark E. Rosch (2008)*

NEW!!

Dangerous Law Practice Myths, Lies and Stupidity: What you absolutely Don't want to do when Starting, Growing, or Running your law practice (Discover the recommended practices that could be dangerously out of date that can put your firm at serious risk) *Kessler, Judd et al (2009)*

Data Security Handbook (provide legal practitioners and technology specialists with a practical guide that summarizes common information security vulnerabilities and how to manage them, factors that contribute to a compliant information security, and etc.) *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, 4th Edition: A Practical Reference for Applying Technology Concepts to the Practice of Law (a practical reference for applying technology concepts to the practice of law) *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 (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 (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. (1988)*

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

Eat That Frog!, 2nd 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. Phillip, Esq. (1996)*

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)*

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 (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, 4th Edition (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) *Cynthia M. Combe and Gerard J. Talbot (1994)*

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

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) *David M. Doubilet and, Vincent I. Polley (2002)*

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

Employment Law Answer Book, 3rd 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)*

Employment Law Answer Book, 5th 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), *Cynthia M. Combe and Gerard J. Talbot (2001)*

Entertainment Law Careers, 2nd Edition (describes substantive areas that are typically part of entertainment law and guidance for entering this specialty) *William D. Henslee (1998)*

Essential Formbook – Comprehensive Management Tools for Lawyer, Vols. I-IV (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) *Gary A. Munneke and Anthony E. Davis (Vol. I - 2000); (Vol. II - 2001); (Vol. III - 2003) ;(Vol. IV - 2004)*

Essential Guide to The Best (and Worst) Legal Sites on the Web, 2nd 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)*

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)*

Fair Measure Toward Effective Attorney Evaluation (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 Vljacic (1999)*

Family Lawyer’s Guide to Bankruptcy, The, 2nd Edition: Forms, Tips, and Strategies (this book provides 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, 2nd Edition (for practitioners who want to understand and comply with both formal and substantive requirements in the creation and administration of FLPs and LLCs) *David T. Lewis and, Andrea C. Chomakos (2007)*

Fee Agreement Forms Book, 2nd 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) *California Bar Editorial Group (2007)*

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, 2nd Edition (this best-selling guide takes you step-by-step through the key principles of corporate finance and accounting) *Robert B. Dickie (2006)*

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

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

Flying Solo, 3rd 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, 4th 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)*

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)*

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 (2005,2006)*

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) *Joan M. Burda (2008)*

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 (addresses partnerships issues of putting a firm together, keeping it together and taking it apart) *Arthur G. Greene (1996)*

Going to Trial, 2nd Edition: 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) *Daniel I. Small (1999)*

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 Setting Up and Running Your Law Office, A (guide to avoid malpractice through efficient office systems), *State Bar of Georgia (1996)*

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)*

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)*

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

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), *David Frangiamore (2006)*

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 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.) *Mark A. Chinn (2006)*

How to Build and Manage a Personal Injury Practice (guidebook of essentials for developing a successful personal injury practice with sample forms and letters) *K. William Gibson (1997)*

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) *Mindy Farber (1997)*

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.) *Gary Greenberg (2001)*

How to Build and Manage an Environmental Law Practice (everything you need to know to run your environmental practice for maximum efficiency and profitability) *Stuart L. Somach (2000)*

How to Build and Manage an Estates Practice, 2nd Edition (an updated version of practical, proven advice for everything from organizing estate planning files to managing your workload and staff) *Daniel B. Evans (2008)*

How to Build and Manage an Estates Practice (books gives the essential stages of developing your specialty practice and include practical advice for everything from organizing estate planning and trust administration filing to managing your workload and staff) *Daniel B. Evans (1999)*

How to Capture and Keep Clients: Marketing Strategies for Lawyers (innovative solo and small firm practitioners 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 (book addressing 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 sense of value and progress to clients through effective billing practices) *J. Harris Morgan (1995)*

How to Draft Bills Clients Rush to Pay, 2nd 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 and Keep Good Clients, 2nd Edition (successfully developing a law practice through use of specific marketing techniques) *Jay G. Foonberg (1986)*

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.) *Daniel P. Dain (2008)*

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

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)*

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 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 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 (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)*

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)*

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 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 Firm Accounting and Financial Management, 3rd 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, 4th 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 (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, 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) *Erik J. Heels and Richard P. Klau (1998)*

Law Office Policy & Procedures Manual, 4th 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) *Robert C. Wert and Howard I. Hatoff (2004)*

Law Office Policy & Procedures Manual, 5th Edition (latest edition of this indispensable human resources tool for putting your firm's policies and procedures in writing for easy implementation and enforcement) *Robert C. Wert and Howard I. Hatoff (2006)*

Law Office Procedures Manual for Solos and Small Firms, 2nd 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) *Demetrios Dimitriou (1995, 2000)*

Law Office Procedures Manual for Solos and Small Firms, 3rd 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) *Demetrios Dimitriou (1995, 2000, 2005)*

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 Partnership: It's Rights and Responsibilities, 2nd Edition (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)*

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)*

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)*

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 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. 1st, 2nd and 3rd 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!) *David L. Masters (1st Ed. – 2004); (2nd Ed. – 2005); and (3rd Ed. – 2008)*

Lawyer's Guide to Balancing Life and Work (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) *George W. Kaufman (1999)*

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 (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, 2nd Edition, The (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 Estate Planning, A, 2nd Edition (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, 2nd Edition (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 3rd Edition (written to help you save time and money, and avoid frustration when researching on the Internet) *Carole A. Levitt and Mark E. Rosch (2006)*

The Lawyer's Guide to Governing Your Firm (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 (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 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 Marketing on the Internet, 2nd 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) *Gregory H. Siskind, Deborah McMurray, and Richard P. Klau (2002)*

Lawyer's Guide to Marketing on the Internet, 3rd 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.) *Gregory H. Siskind, Deborah McMurray, and Richard P. Klau (2007)*

Lawyer's Guide to Marketing on the Internet (using the Internet as a marketing tool for your practice) *Gregory H. Siskind, Deborah McMurray, and Richard P. Klau (1996)*

Lawyer's Guide to Marketing Your Practice, The, 2nd 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.”) *James A. Durham and Deborah McMurray (2004)*

Lawyer's Guide to Microsoft Excel 2007 (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 (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 Modern Payment Methods, The (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 Negotiation: A Strategic Approach to Better Contracts and Settlements (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 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, 2nd Edition (how-to guide to understanding, evaluating, choosing, and implementing a practice management system) *Andrew Adkins, III (2009)*

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

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.) *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 Retirement, 3rd 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)*

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 (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 the Internet, The (provides a fundamental understanding of the "Internet" and its application to the practice of law) *G. Burgess Allison (1995)*

Lawyer's Quick Guide to E-mail (explanation of and guidance in using e-mail programs) *Kenneth E. Johnson (1998)*

Lawyer's Quick Guide to Microsoft Internet Explorer, The (hands-on guidebook of lessons on using Microsoft Explorer to browse the World Wide Web) *G. Burgess Allison (1997)*

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) *Alan S. Adler and David Greenwald (2000)*

Lawyer's Quick Guide to Netscape Navigator, The (hands-on guidebook of lessons on using Netscape Navigator to browse the World Wide Web) *G. Burgess Allison (1997)*

Lawyer's Quick Guide to Timeslips (aid to lawyers who want to learn and use the basics of Timeslips) *Carol L. Schlein (1998)*

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) *David Greenwald and Guy Wiggins (1997)*

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 Practical Guide to Professional Responsibility, 2nd 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, 5th Edition, The (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, 4th 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 (Volumes: 2000-2001; 2002-2003; 2005-2006, 2007-2008; 2008-2009; and 2009-2010)*

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 List, The: Internet Desk Reference (consolidated list of all of the law-related resources available on the Internet and elsewhere) *Erik J. Heels (1995)*

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)*

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, 3rd 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)*

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

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

Letters for Lawyers: Essential Communications for Clients, Prospects, and Others (handbook of sample letters and other written communications designed to enhance client service) *Thomas E. Kane and Tammy A. Linn (1996)*

Letters for Litigators (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)*

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)*

MacCarthy on Cross-Examination (The author is among the top CLE instructors on cross and 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: A Guide for Law Firm Associates (offers general guidelines and recommendations for reaching partnership) *Robert Michael Greene (1992)*

Making Partner, 2nd 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, 3rd Edition: A Guide for Law Firm Associates (show 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)*

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, 2nd 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, 3rd 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 (2008)*

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)*

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)*

