

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

Lawyer's 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)*

Lawyer's Retirement Planning Guide, The (Retirement is about choices. While baby boomers are overall healthier, faster, smarter and stronger than their

parents' generation, careful planning -- from financial management to personal fulfillment -- is necessary to achieve one's retirement dream.) *Susan A. Berson (2010)*

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

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

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

Legal Assistant's 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 (10 Volumes from 2000-2011)*

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

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)*

NEW!! *Letters for Lawyers: Essential Communications for Clients, Prospects, and Others, 2nd Edition* (updated handbook of sample letters and other written communications designed to enhance client service) *Thomas E. Kane (2012)*

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

Litigation Logic: A Practical Guide to Effective Argument (In litigation, an effective argument is essential to winning your case. Legal arguments, just like ordinary arguments, occur in patterns and recognizing these patterns, and understanding their strengths and weaknesses, are the keys to winning an

effective argument. This one-of-a-kind book now presents informal fallacies through legal arguments, and includes a three-page Legal Logic Flow Chart to help identify the appropriate informal fallacy by asking questions that direct you to the name and relevant chapter.

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

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

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

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

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

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

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

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

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

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

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

Managing Partner 101, 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 (2009)*

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

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

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)*

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

Medical Records Review (comprehensive guide on obtaining and effectively using medical records in litigation) *Kristyn S. Appleby, Joanne Tarver (2007)*
Mental Disability Law, Evidence and Testimony: A Comprehensive Reference

Manual for Lawyers, Judges and Mental Disability Professionals (written to guide lawyers, judges, law students, and forensic and other mental disability

professionals through the maze of civil and criminal laws, standards, and evidentiary pitfalls, and forensic practices that characterize this area of the law. Moreover, it summarizes what empirical evidence exists to support or raise concerns about these legal standards and forensic practices when they are introduced in the courtroom.) *ABA Commission on Mental and Physical Disability Law Director, John Parry, J.D. and forensic psychologist, Eric Y. Drogin, J.D., Ph.D. (2007)*

Microsoft Word for Windows in One Hour for Lawyers (guide for novice users of Microsoft Word for Windows geared towards lawyers) *Catherine A. Pennington (1995)*

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

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

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

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

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

Modern Rules of Personal Finance, The (Lawyers and other successful young professionals can benefit from the timely information found in this book. While

they may be saddled with student loans, they are also experiencing significant income for the first time in their career. These readers will learn how to better understand their money, and how to make it work for them. This indispensable book will help any professional become a better steward of his or her own money, today and into the future.) *Susan A. Berson (2008)*

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

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

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

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

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

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

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

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

Of Counsel Agreement, The 1st, 2nd, and 3rd Editions (practical and comprehensive guide will help to clarify the duties and responsibilities of an of counsel, apprise lawyers of recent case law on of counsel, and provide samples to help draft the right of counsel agreement.) *Harold G. Wren and Beverly J. Glascock (1st Edition – 1991; 2nd Edition – 1998; and 3rd Edition – 2005)*

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

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

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

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) *Wiley Law Publications Editorial Staff (1994)*

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

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

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

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

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

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) *Ann E. Brenden and John D. Goodhue (2001)*

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

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

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

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

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

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

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

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

Preparing Witnesses: A Practical Guide for Lawyers and Their Clients (this book will help you improve your witness preparation skills to help your client perform as an asset to your case and learn the most effective ways to teach your client basic principles of testifying) *Daniel I. Small (1998)*

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

Preventing Legal Malpractice (profile of loss prevention problems and techniques for solution and prevention) *Jeffrey M. Smith and Ronald E. Mallen (1989)*

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*) *Edward Poll (1996)*

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) *Gerald J. Robinson (1997)*

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

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

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

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

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

Representing the Elderly Client: Law and Practice, Volumes 1 and 2 (prepares you to go beyond advising and planning, to actively advocating the interest of elderly clients, includes forms, flowcharts and tables) *Thomas D. Begley, Jr. and Jo-Anne Herina Jeffreys (2004)*

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

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

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

Results-Oriented Financial Management, 2nd Edition (updated version of the 1993 edition immediately above) *John G. Iezzi (1995)*

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.) *Anthony E. Davis (1995)*

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

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

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

Seize the Future: Forecasting and Influencing the Future of the Legal Profession – ABA’s Law Practice Management Futurists Committee’s Insights and Other

Valuable Materials from November 4-6, 1999 in Phoenix, AZ, Gary A. Munneke (1999)

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

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

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

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

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

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

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

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

Solo and Small Firm Success, 1st and 2nd Editions (complete guide to opening a law practice; forms and checklists included), *Mia Ilene-Beth Frieder (1st Ed. – 1994 and 2nd Ed. – 1997)*

Solo and Small Firm Legal Technology Guide, The (annual publication that help solo and small firm lawyers find the best and latest office technology products for their dollar) *Sharon D. Nelson, John W. Simek, and Michael C. Maschke (2008 - 2012)*

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

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

Start-Up & Emerging Companies: Planning, Financing & Operating the Successful Business, Volumes 1 and 2 (all the practical information you need to organize, finance and run a new enterprise) *Gregroy C. Smith (1997)*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Time Matters in One Hour for Lawyers (guide to assist in learning the basics of Time Matters) *Storm Evans (1998)*

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

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

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

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

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) *Day, Hunt, and McCauley (2002)*

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

Using Computers in 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) *Christopher G. Wren, and Jill Robinson Wren (1994)*

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

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

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

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

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

What Can You Do With a Law Degree? 5th Edition: A Lawyer's Guide to Career Alternatives Inside, Outside and Around the Law (There are 1+ million lawyers in the U.S. today and at least half are said to be unhappy in their chosen profession and considering leaving the law (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.) *Deborah Arron (2004)*

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

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

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

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

Winning Alternatives to the Billable Hour: Strategies That Work, 3rd Edition (provides you with tools you can use in your practice to implement and evaluate alternative billing methods, including real case studies of lawyers and firms

successfully using alternative billing to deliver value to both the client and the lawyer) *Mark A. Robertson and James A. Calloway (2008)*

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

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

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

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

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

WordPerfect 101 for the Law Office (guide to basic document production using WordPerfect 6.1 for Windows) *Denise Vega (1991)*

WordPerfect 201 for the Law Office (guide to advanced document production using WordPerfect 6.1 for Windows) *Denise Vega (1996)*

WordPerfect 6.1 for Windows in One Hour for Lawyers (guide for novice users of WordPerfect 6.1 for Windows geared towards lawyers) *Carol Woodbury (1995)*

WordPerfect Law Office Solutions for Windows (guide for hands-on creation of legal documents using WordPerfect for Windows) *James Publishing Company (1995, 1996)*

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) *Carol L. Schlein (1994)*

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

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) *Carol L. Schlein (1994)*

Year 2000 Problem and the Legal Profession: Managing the Risks (discussion of the impact of the Y2K problem on the legal profession) *Anthony E. Davis, and Robert H. Spencer (1998)*

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

You & Your Clients: A Guide to a More Successful Law Practice Through Behavior Management (provides helpful client management techniques to improve attorney-client relationships in order to have a more successful and productive practice) *Stanley S. Clawer (1988)*

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

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

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

Videotapes, DVDs and CD-ROMs

Videotapes

Civil Litigation for Support Staff (1993)

Confidentiality and Technology Issues in the Law Office (1998)

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

Dealing with Difficult Clients and Coworkers (1997)

Delivering Exceptional Service to Clients (1992)

Dragon Dictate for Windows (1996)

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

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

Internet Atlas

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

Introduction to Edward Poll & Associates

Introduction to Windows

Law Office Confidentiality, Parts I and II, New Concerns (1996)

Lawyer Trust Accounts by Jay Foonberg (1991)

Learning Windows 95 – Advanced (1995)

Learning Windows 95 – Introduction (1995)

Learning Windows 98 (Videos 1, 2 and 3), (1998)

Windows Applications

Legal Ethics for Support Staff (1993)

Legal Office Basics (WordPerfect 5.1 for DOS & WordPerfect 6.x for Windows (1993)

Marketing for Legal Support Staff (1994)

One Client at a Time (1998)

Outlook 2000, Vol. 1 – Beginning (1999)

PCLaw-Bank Reconciliation, Month-End Procedures and Template Editor (1998)

PCLaw-Introduction and Basic Functions (1998)

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

Professionalism in the Law Office (1996)

Leadership (CDs and DVD) (Motivational) - Practical steps to power-up your influence in the workplace and beyond.) (2006)

Learning Windows Vista, 3 Disks (2008)

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.) (2006)

Outlook 2007, 3 Disks (2007)

PowerPoint 2007, 3 Disks (2007)

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

Technology Primer for Solo and Small Firms (2006)

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

Surveys (May not be checked out)

2010 Law Firm Economics Survey, Altman Weil (2011)

2010 Small Law Firm Economics Survey, Altman Weil (2011)

2009 Law Firm Economics Survey (vast amount of statistical information on law firm revenues and expenses) Incisive Legal Intelligence (2009)

2009 Small Law Firm Economic Survey (statistical data on revenue and expenses of firms with fewer than 15 lawyers) *Incisive Legal Intelligence* (2009)

2008 ALA Compensation and Benefits Survey

2008 Law Firm Economics Survey, Altman Weil (2008)

2008 Small Law Firm Economics Survey, Altman Weil (2008)

2008 ABA Legal Technology Survey Report, Vol. I: Baseline and Budgets

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

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

2007 Law Firm Economics Survey, Altman Weil (2007)

2007 Small Law Firm Economics Survey, Altman Weil (2007)

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) *Institute of Management & Administration, Inc.* (2007)

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

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

2006 Survey of Law Firm Economics

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 non-legal personnel, including bookkeepers, secretaries, legal assistants, and office managers)

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

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

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

Reference

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

48 Secret Rules of Lawyering: One Lawyer's Rule for Avoiding Common Mistakes and Words of Wisdom to Survive in Today's Legal Environment (2008)

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

Agnor's Georgia Evidence, 2nd Edition (1986)

Automated Law Firm, 4th Edition: A Complete Guide to Software and Systems (2002)

Bar Orientation Matters (1997)

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

Book Wizard (Video)

Code of Georgia Annotated (1984)

Common Law Common Values Common Rights (2000)

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

Condominium and Homeowner Association Practice (1981)

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

Defense of Drinking Drivers Institute (1983)

Dialogue on the Rule of Law (2008)

Divorce Lawyers and Their Clients (1995)

Dobbs' Georgia Enforcement of Security (1990)

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

Fulton County Superior Court Civil Arbitration Program – Manual for Arbitrators (1987)

Fundamentals of Trial Techniques (1980)

Georgia Bankruptcy Practice Desk Book (1996)

Georgia County Code Guide, The (1995)

Georgia Estate Planning, Will Drafting and Estate Administration, Volumes 1 and 2 (1987)

Georgia Lawyers Basic Practice Handbook (1989)

Georgia Legal Directory – 1995

Georgia Legal Directory - 1999

Georgia Practice and Procedure, 6th Edition (1991)

Georgia Requests to Charge Civil and Criminal Cases, 2nd Edition (1991)

Georgia Rules of Court (1986)

Georgia State Constitution, The (1994)

Georgia Workers Compensation Law, 3rd Edition (1996)

Guidebook to Purchasing Legal Malpractice Insurance (1996)

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

Historical Introduction to Anglo-American Law (1973)

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

How to Start a Business: A Guide for Georgia Entrepreneurs

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

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

Introduction to the American Legal System (2003)

Land Transfer and Finance, Cases and Materials, 2nd Edition (1970)

LAWS – A Guide to Georgia Law

Law School 2.0 – Legal Education for a Digital Age (2009)
Lawyer’s Guide to Writing Well, The (1989)
Legal Education and Professional Development (1992)
Legal Malpractice, Legal Ethics and Alcoholism (2007)
Legal Malpractice (1977)
Legal Secretary Federal Litigation (1998)
McCormick on Evidence (1972)
Medical Practice for Trial Lawyers, 3rd Edition (1989)
Military Law (1980)
Nuts, Bolts and Trapdoors of Tort Claim Evaluation (1995)
On Appeal, Courts, Lawyering and Judging (1994)
Practical Tax Planning for the Divorce Lawyer
Practicing in the Juvenile Justice System (1991)
Premises Liability (1994)
Preparation and Pursuance of Civil Litigation (1983)
Preventing Legal Malpractice (1981)
Real Property Law Deskbook (1996)
Reference Guide to Georgia Legal History (1980)
Report on Legal Opinions to Third Parties (1992)
Seminar on Real Estate Title Matters (1984)
Social Security Manual (1991)
Solo Practice Mini Bootcamp
Sourcebook on Legal Writing Programs (1997)
Time & Billing Reference Manual for Windows
Torts, Law of
Training Manual for Mediators (1987)
Trial Handbook for Georgia Lawyers (1974)
Uniform Commercial Code (1978) Valuation of Divorce Assets (1987)
Wills and Trusts Suggested Forms, Supplement (1989)
Winning Jury Trials (1983)

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)

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

*Forms are also available on the Bar website at www.gabar.org