

Office Management Paralegals Edition College

Paralegals, Profitability, and the Future of Your Law Practice
The Lawyer's Guide to Increasing Revenue
The Lawyer's Guide to Governing Your Firm
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Paralegal Guide to Qualified Pension Plans Under ERISA
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this book provides advice on how to hire and use top notch paralegals to achieve success in providing clients with quality service

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once it was the exception for a partner to leave a firm now the revolving door of partner departures has been deemed a modern day law firm fixture what steps can a departing partner or an acquiring firm take to minimize risks and reduce potential liabilities this essential guide answers those questions legal expert geri krauss provides guidance for both the partner and the acquiring firm in connection with exploring a new affiliation

this complete guide helps any paralegal involved with tax qualified pension plans become more conversant with the concepts embodied in erisa guiding you in becoming more proficient in applying erisa s technical requirements to everyday tasks the book helps the new erisa practitioner get organized take the initiative think independently and perform many of the standard tasks required to service clients tax qualified plans for experienced erisa practitioners the book s content offers a fresh approach to

organizing the usual tasks suggests ways to improve habitual methods and fills the occasional minor gaps in knowledge that erisa practitioners have inevitably have even when working in well known territory also included is an ibm compatible disk with forms for all types of pension health and welfare plans

this is the ideal reference for legal secretaries legal assistants and law office managers

this casebook introduces students to practice management skills involving a variety of issues including formation of the firm development of a marketing plan hiring and retaining staff setting up a law office leveraging intellectual work product marshalling technology and information resources establishing office systems setting and collecting fees and managing a budget the course examines the management of organizations that deliver legal services the lawyer as a manager of legal work and the application of management skills in the professional setting because more professional error is caused by administrative mistakes than by lack of substantive legal knowledge practice management skills are fundamental to competent lawyering

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