

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
United States Code Service, Lawyers Edition
The Lawyers Guide to Adobe Acrobat
Winning Alternatives to the Billable Hour
ABA Journal
Partner Departures and Lateral Moves
Paralegal Guide to Qualified Pension Plans Under ERISA
Law Office Management
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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

are you ready to look beyond cost cutting and toward new revenue opportunities learn how you can achieve growth using the resources you already have at your firm discover the factors that affect your law firm s revenue production how to evaluate them and how to take specific action steps designed to increase your returns you ll learn how to best improve performance and profitability in each of the key aspects of your law firm book jacket

this guide is a practical resource for those firms that want to provide better client service

and at the same time improve the working environment for both lawyers and staff it provides strategies to change the climate of the law firm boost morale and effectively and efficiently manage the firm issues discussed range from leadership and partnership issues to the basics of running the office includes a companion cd rom with more than 25 model forms agreements worksheets questionnaires policy forms and more

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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

the leading text in the field takes a practical approach illustrating legal principles through examples exercises legal forms checklists and actual drafts of wills and trusts students are exposed to detailed procedures and are prepared for everyday practical duties of the paralegal through comprehensive authoritative coverage blend of theory and practice balances the need for understanding concepts and law and the need to be able to apply it

explains how to use lexis and westland and other online information sources in finding reading and updating the law considers the strengths and weaknesses of computer assisted legal research and how to incorporate online searching into an overall research strategy includes list of online and other service providers and selected list of internet providers

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