

Quickbooks For Your Law Practice

Paralegals, Profitability, and the Future of Your Law Practice
Level Up Your Law Practice
How to Start a Law Practice and Succeed
The Complete Guide to Designing Your Law Office
The Lawyer's Guide to Buying, Selling, Merging, and Closing a Law Practice
Start Your Own Law Practice
The Lawyer's Guide to Marketing Your Practice
The Law Firm Associate's Guide to Connecting with Your Colleagues
The Law Firm Associate's Guide to Personal Marketing and Selling Skills
Searching the Law, 3d Edition
How to Start and Build a Law Practice
Be the CEO of Your Law Firm
From Law School to Law Practice
Law Office Policy & Procedures Manual
Anatomy of a Law Firm Merger
The Lawyer's Guide to Increasing Revenue
The 2009 Solo and Small Firm Legal Technology Guide
Managing Your Law Practice
The Lawyer's Guide to Microsoft Outlook 2007
The Legal Career Guide
Arthur G. Greene
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Howard I. Hatoff
Hildebrandt International (Firm)
Arthur G. Greene
Sharon D. Nelson
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Gary A. Munneke

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Ben M. Schorr
Gary A. Munneke

this book provides advice on how to hire and use top notch paralegals to achieve success in providing clients with quality service

level up your law practice lays the foundation for grounding a healthy mindset in practical business realities so you can apply these principles to your law practice and build a vibrant business that serves both you and your clients a healthy mindset gives you defensive measures to absorb criticism and manage your fears and provides the foundation on which you can build a successful law practice progressive and sustainable business practices enable you to go on the offensive and build the practice you want and having strong relationships with your clients gives you the leverage to take your practice to the next level level up your law practices gives you tools in each of these areas to become the lawyer you want to be and have a successful law practice

how to start a law practice and succeed focuses on how to start your own law practice from scratch while emphasizing tools and tactics on how to succeed in today's economy this book is a useful tool for lawyers just out of law school and for lawyers who want to start their own practice after finding themselves suddenly unemployed i have included forms and tools to start from scratch and to manage your law practice in the book are resources for managing workflow finding clients and managing them their files and ethically maintaining your own law practice after all practicing law is not like a normal business and requires special attention to ethical dilemmas in every facet and practice of law

this comprehensive new resource provides all the information needed to plan or remodel a law firm's office space helpful checklists schedules forms and letters are included on the accompanying cd rom

this book is a valuable resource for information on things to consider before and during the process of buying selling closing and merging a law practice the guide provides advice and tips on the advantages of buying and selling a law practice the ethical aspects of acquiring a law practice valuation of a law firm tax consequences of retiring a partner's interest in a law firm taxed as a partnership merging law firms selling a niche practice business responsibilities in closing a law practice the ethical aspects of winding down a law practice file preservation and ending client and employee relationships the guide includes handy checklists forms and sample letters as well as several rules from the aba's model rules of professional conduct

after years of school and maybe even after some years of practice you are ready to be the boss you want to hang out your shingle and open an office of your own but running a profitable business takes more than just being a great attorney start your own law practice provides you with the knowledge to be both a great lawyer and successful business owner whether you are looking to open a sole practitioner's office or wanting to go into partnership with other colleagues picking the right location

hiring the right support staff and taking care of all the finances are not easy tasks with help from start your own law practice you can be sure you are making the best decisions for success don't let a wrong choice slow down your progress find advice on creating a business plan managing the office raising capital billing and fees marketing your firm building a client base preventing malpractice suits keeping an eye on the goal with checklists sample letters and law office forms start your own law practice teaches you all the things they didn't in law school and gives you the confidence to go out and do it on your own

a well developed successfully executed marketing plan will attract new clients increase referrals and strengthen client loyalty this resource will help you master the creative marketing solutions you need

this second volume in the law firms associate's series will help lawyers learn how to effectively work together with their colleagues to achieve high levels of productivity and success in the law office while work relationships can be challenging this guide shows lawyers how to communicate and maintain positive work relationships

this is a trainer's manual designed to be used in conjunction with the law firm associate's guide to personal marketing and selling skills sold separately it will serve as a guide to the person who is charged with leading the training sessions and will explain how to best structure the sessions and use the book chapters will provide skill development outlines at each level for marketing and sales training discussion guidelines for coaches working internally or externally with attorneys and teams discussion guidelines for firm members working internally with individual attorneys and discussion guidelines checklists and program ideas for the person responsible for professional development

be the ceo of your law firm is a comprehensive guide designed for legal professionals who aspire to lead their practices with confidence and strategic insight the book delves into essential principles of effective management and entrepreneurship within the legal field highlighting the importance of vision leadership and business acumen it offers practical tools and proven strategies for optimizing operations enhancing client relations and driving growth while also addressing the unique challenges faced by law firms in a competitive landscape by empowering attorneys to adopt a ceo mindset the book aims to transform law firms into thriving businesses that are not only profitable but also aligned with the values and goals of their leaders

previous editions published 1998 2nd 1989 1st

this manual helps medium and large law firms increase

productivity by providing a model manual for law office policies and procedures the book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems the book contains numerous sample forms and documents as well as extensive bibliographies a cd containing the entire text of the manual is included allowing customization of the manual for particular user needs

this revised and updated edition provides you and your firm with the expert advice on what you need to consider when contemplating a merger

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

outlook is the most used application in microsoft office but are you using it to your greatest advantage the lawyer s guide to microsoft outlook 2007 is the only guide written specifically for lawyers to help you be more productive more efficient and more successful more than just email outlook is also a powerful task contact and scheduling manager that will improve your practice from helping you log and track phone calls meetings and correspondence to archiving closed case material in one easy to store location this book unlocks the secrets of underappreciated features that you will use every day written in plain language by a twenty year veteran of law office technology and aba member you ll find tips and tricks to effectively transfer information between all components of the software the eight new features in outlook 2007 that lawyers will love a tour of major product features and how lawyers can best use them mistakes lawyers should avoid when using outlook what to do when you re away from the office

the legal career guide is designed as a hands on manual to assist law students or young lawyers in making important decisions by helping them identify specific goals and evaluate opportunities as they arise reflect on changes in personal situations that affect their aspirations and assess new trends within the profession that will impact their chosen practice

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