Accounting


*Student's Guide to Accounting for Lawyers* / Daniel Lipsky and David Lipton. Discusses in depth the various parts of accounting, from the balance sheet and income statement to more advanced financial analysis. Provides two chapters on accounting for sole proprietorships and partnerships as well as accounting for non-profit organizations. Also provides simple questions with solutions. Main HF 5635 .L57 1998.

Billing


*Collecting Your Fee: Getting Paid from Intake to Invoice* / Edward Poll. Offers a number of suggestions on improving fee collection from clients. Very helpful worksheets and checklists provided as samples. Main KF 316 .P65 2003.


Case Management

*Computerized Case Management Systems* / Andrew Adkins. Takes a "big picture" approach to analyzing what is needed in case management systems, then reviews the products currently (1998) on the market. Also details how to implement a case management system in the firm. Some helpful worksheets and checklists included. Main KF 320 .A9 A35 1998.

*Lawyer's Quick Guide to Microsoft Word* / Alan Adler and David Greenwald. Helpful summary of some of the more advanced functions of a widely-used word processing program. There is very little "lawyer" information; this book could have easily been marketed to any other group. Main KF 320 .A9 G74 2000.

Other Topics

**ABA Guide to Lawyer Trust Accounts** / Jay Foonberg. Offers a thorough review of lawyer trust accounts, including generally accepted practices, as well as ways to avoid disputes over these accounts. Provides sample forms. Main KF 320 .A2 F66 1996.


**Lawyer's Guide to Marketing Your Practice** / James Durham and Deborah McMurray. An incredibly thorough guide to all aspects of marketing, from the very beginnings of strategic planning and identifying a market, to the tools that can be used to better promote the firm. Discusses a number of public relations ideas. (Updates prior edition, entitled *Complete Guide to Marketing Your Law Practice*, also available at ASL.) Main KF 316.5 .L39 2004.

**Legal Interviewing and Counseling in a Nutshell** / Thomas Shaffer and James Elkins. This short guide (part of West's popular Nutshell series) offers a number of very helpful tips on interviewing and working with clients. Reserve KF 311 .S5 1997.

**Letters for Lawyers: Essential Communications for Clients, Prospects, and Others** / Thomas Kane and Tammy Linn. Provides sample letters covering a number of topics, including employee issues (hiring, firing, promotions) and client communications (engagement, collections). Main KF 320 .L48 K36 1996.

**Practical Law Office Management** / Brent Roper. A fairly complete summary of the various aspects in law office management, from dealing with staff and clients, to keeping the office running smoothly. Although directed to a paralegal/legal assistant position, it is helpful reading for a newly-minted attorney. Main KF 318 .R67 2002.

**Running a Law Practice on a Shoestring** / Theda Snyder. Offers tips on how to save money in all areas of law practice (locating your office, furniture, telephone/Internet connections, supplies, etc.). The conversational style makes this a quick read, but these money-saving tips may be worth it. Main KF 318 .S69 1997.

Some journals that provide up-to-date information in this area include *The Practical Lawyer*, *The Practical Real Estate Lawyer*, and *Solo: Law Office Information for Solo & Small Firm Practitioners*. The most recent volumes (approximately the last year or two) are housed in Reserve; all other bound volumes are filed alphabetically in the compact (moveable) shelving.

One great Internet site is the American Bar Association's Section of Law Practice Management ([http://www.abanet.org/lpm/](http://www.abanet.org/lpm/)). It offers a bimonthly magazine as well as links to many helpful resources. Another resource is the Virginia Bar Association's Law Practice Management Division ([http://www.vba.org/division/lpm.htm](http://www.vba.org/division/lpm.htm)).