

LIST OF BOOKS AND JOURNALS  
IN SUFFOLK UNIVERSITY LAW LIBRARY ABOUT LAWYERING

This list is organized by various types of legal practice or other interest area; special thanks are due to my former secretary, Melissa Fletcher (Suffolk Law, 1998) for coming up with the topics and arranging the list. Ellen Delaney, Reference Librarian, updated the list in 2009. The list was compiled to aid faculty advisors and students in making choices about law classes. Students wishing to know more about different types of law practice should be aware of the materials available in our library that may help them. We hope this list proves useful to both students and their faculty advisors. The list, however, is only a starting point. The library is constantly adding new titles, and browsing the shelves around these listed titles may well turn up other books of interest. Good luck and best wishes!

Betsy McKenzie  
Library Director

ALTERNATIVES TO PRACTICE.....	3
ASSOCIATE EXPERIENCE.....	3
CAREER CHOICES.....	4
CLIENT DEVELOPMENT.....	6
CLIENT FEES AND BILLING.....	6
CLIENT RELATIONS.....	7
EDUCATIONAL DEBT & IMPACT ON CAREER DECISIONS.....	7
INTERVIEWING AND COMMUNICATING WITH CLIENTS.....	8
INTERVIEWING/HIRING FOR LEGAL POSITIONS.....	8
LAW OFFICE STAFFING AND MANAGEMENT.....	9
LAW PRACTICE GENERALLY.....	11
MARKETING A LAW PRACTICE.....	15
SOLO AND SMALL FIRM PRACTICE.....	17
STARTING A LAW PRACTICE.....	18

ADMIRALTY AND MARITIME LAW.....	19
APPELLATE ADVOCACY.....	19
CHILDREN AND THE LAW.....	20
DISPUTE RESOLUTION AND MEDIATION.....	21
ENVIRONMENTAL LAW.....	23
FAMILY LAW.....	24
HEALTH LAW.....	25
INTELLECTUAL PROPERTY LAW.....	27
INTERNATIONAL LAW.....	29
LITIGATING.....	29
MALPRACTICE ISSUES.....	39
OPPORTUNITIES AS GOVERNMENT ATTORNEY.....	39
PROFESSIONAL RESPONSIBILITY AND LAWYERING ETHICS.....	40
PUBLIC INTEREST LAW.....	43
REPRESENTATION OF CLIENTS CHARGED WITH CRIMINAL OFFENSES.....	44
SPORTS AND ENTERTAINMENT LAW.....	45
TAXATION AND ACCOUNTING.....	46
TELECOMMUNICATIONS AND INTERNET LAW.....	46
WOMEN AND LAW.....	47
WORKING AS IN-HOUSE COUNSEL.....	49
MISCELLANEOUS.....	50

## Alternatives to Practice

CALL # KF299 .W6 T68 2008  
AUTHOR Tower-Pierce, Julie  
TITLE **Staying at home, staying in the law: a guide to remaining active in the legal profession while pursuing your dreams / Julie Tower-Pierce**  
PUB INFO Chicago, Ill.: American Bar Association, c2008.

CALL # KF297 .E33 2008  
AUTHOR Eades, Ronald W.  
TITLE **How to be a professor guide: from getting that first job to retirement / Ronald W. Eades**  
PUB INFO Lake Mary, FL: Vandeplas Pub., 2008.

CALL # HV8144 .F43 D68 2005. CAREER DEVELOPMENT OFFICE.  
AUTHOR Douglas, John E.  
TITLE **Guide to Careers in the FBI.**  
PUB INFO New York: Simon & Schuster, c2005.

CALL # KF297 .A875 2004. LAW LIBRARY & CAREER DEVELOPMENT OFFICE.  
AUTHOR Arron, Deborah L., 1950-  
TITLE **What can you do with a law degree? : a lawyer's guide to career alternatives inside, outside & around the law / Deborah Arron.**  
PUB INFO Seattle, Wash. : DecisionBooks, c2004.

CALL # KF297 .A87 2004.LAW LIBRARY AND CAREER DEVELOPMENT OFFICE  
AUTHOR Arron, Deborah L., 1950-  
TITLE **Running from the law : why good lawyers are getting out of the legal profession / Deborah Arron.**  
PUB INFO Seattle, Wash. : DecisionBooks, c2004.

CALL # KF297 .M862 2003. LAW LIBRARY AND CAREER DEVELOPMENT OFFICE  
AUTHOR Munneke, Gary A.  
TITLE **Nonlegal careers for lawyers / Gary A. Munneke, William D. Henslee ; with resources compiled by Ellen S. Wayne.**  
PUB INFO Chicago, Ill. : ABA Law Practice Management Section : American Bar Association, Law Student Division, c2003.

CALL # HV8143 .H87 1997. CAREER DEVELOPMENT LIBRARY.  
AUTHOR Hutton, Donald B.  
TITLE **Guide to Law Enforcement Careers**  
PUB INFO Hauppauge, New York: Barron's Educational, 1997.

## The Associate Experience

CALL # KF300 .O56 2008  
AUTHOR O'Neill, Suzanne B.; Sparkman, Catherine Gerhauser  
TITLE **From law school to law practice: the new associate's guide/ Suzanne B. O'Neill, Catherine Gerhauser Sparkman**

PUB INFO Philadelphia, PA: ALI-ABA, c2008.  
CALL # KF297 .A54 2005.  
AUTHOR Anderson, Austin G., 1931-  
TITLE **The effective associate training and development program** / by Austin G. Anderson and Sandra J. Boyer.  
PUB INFO Chicago, Ill. : American Bar Association, 2005.

CALL # KF300.Z9 A77 1999.  
TITLE **Associate jump start : learn the habits of highly effective associates** / Daryl J. Lapp, chair  
PUB INFO Boston, MA : MCLE, c1999.

### Career Choices

CALL # KF297 .H4 2008  
AUTHOR Hermann, Richard L.  
TITLE **Preparing for a job search & career transition [sound recording]** / by Richard L. Hermann  
PUB INFO Eagan, MN: Thomson/West, c2008.

CALL # KF297 .M65 2008  
AUTHOR Munneke, Gary A; Wayne, Ellen  
TITLE **The legal career guide** / Gary A. Munneke and Ellen Wayne  
PUB INFO Chicago, Ill.: ABA Law Practice Management Section, Student Division, c2008.

CALL # KF297 .F87 2008  
AUTHOR Furi-Perry, Ursula  
TITLE **Fifty unique legal paths: how to find the right job** / Ursula Furi-Perry  
PUB INFO Chicago: American Bar Association, c2008.

CALL # KF300 .z9 M45 2007  
AUTHOR Melcher, Michael F.  
TITLE **The creative lawyer: a practical guide to authentic professional satisfaction** / by Michael F. Melcher  
PUB INFO Chicago, IL: American Bar Association, c2007.

CALL # KF297 .E245 2007  
AUTHOR Echaore-McDavid, Susan  
TITLE **Career opportunities in law and the legal industry** / by Susan Echaore-McDavid  
PUB INFO New York: Ferguson, c2007.

CALL # KF297.Z9 M665 2003  
AUTHOR Morris, Kathy, 1950-  
TITLE **Ask the career counselors : answers for lawyers on their lives and life's work** / by Kathy Morris and Jill Eckert ; presented by the American Bar Association Career Resource Center.  
PUB INFO [Chicago, Ill.] : American Bar Association, c2003.

CALL # KF8771 .S85 2002.

AUTHOR Strauss, Debra M.  
 TITLE **Behind the bench : the guide to judicial clerkships** / Debra M. Strauss.  
 PUB INFO Chicago, Ill. : BarBri Group, c2002.

CALL # KF297.Z9 M672 2001.  
 AUTHOR Morris, Kathy, 1950-  
 TITLE **Direct examination : a workbook for lawyer career satisfaction** / by Kathy Morris and Jill Eckert.  
 PUB INFO [Chicago, Ill.] : American Bar Association, c2001.

CALL# KF297.P56 1999  
 AUTHOR Plonsky, Kathryn A.  
 TITLE **Balancing law and parenthood: part-time careers in the law**/ by Kathryn A. Plonsky.  
 PUB INFO West Hartford, CT: The Graduate Group, 1999.

CALL # KF297.W338 1999.  
 AUTHOR Walton, Kimm Alayne  
 TITLE **America's greatest places to work with a law degree: and how to make the most of any job, no matter where it is!**/ by Kimm Alayne Walton  
 PUB INFO Chicago, IL: Harcourt Brace Legal & Professional Publications, c 1999

CALL # RA785.K38 2006. LAW LIBRARY & CAREER DEVELOPMENT OFFICE  
 AUTHOR Kaufman, George W., 1938  
 TITLE **The lawyer's guide to balancing life and work : taking the stress out of success**  
 PUB INFO Chicago, Ill. : Law Practice Management Section, American Bar Association, c 2006.

CALL # HF5382.5.U5 O248 1999.  
 AUTHOR O'Brien, Jack, 1936-  
 TITLE **Next step--the real world : aggressive tactics to get your professional life off to a fast start** / by Jack O'Brien.  
 PUB INFO Washington, D.C. : Kiplinger Books, c1999.

CALL # KF300.P37 1999.  
 TITLE **The part-time paradox: time norms, professional lives, family, and gender** / Cynthia Fuchs Epstein ... [et al.]  
 PUB INFO New York: Routledge, 1999.

CALL # KF297 .C463 1999. LAW LIBRARY & CAREER DEVELOPMENT OFFICE  
 TITLE **Changing jobs: a handbook for lawyers in the new millennium**, Heidi L. McNeil, ed.  
 PUB INFO American Bar Association, Young Lawyers Division and Section of Law Practice Management, 1999.

## Client Development

CALL # KF316.5 .F58 2007  
AUTHOR Flannery, William J. Jr.  
TITLE **The lawyer's field guide to effective business development** / by William J. Flannery, Jr.  
PUB INFO Chicago, IL: ABA Law Practice Management Section, c2007.

CALL # KF311 .E63 2002.  
AUTHOR Ewalt, Henry W.  
TITLE **Through the client's eyes : new approaches to get clients to hire you again and again** / Henry W. Ewalt.  
PUB INFO Chicago, Ill. : American Bar Association, Section of Law Practice Management, 2002.

## Client Fees and Billing

CALL # KF310.C6 K75 2004  
AUTHOR Kritzer, Herbert M., 1947-  
TITLE **Risks, reputations, and rewards: contingency fee legal practice in the United States**/ Herbert M. Kritzer.  
PUB INFO Stanford, Calif.: Stanford Law and Politics/Stanford University Press, 2004.

CALL # KFM2477.5.F4 F44 2003  
TITLE **Fees & client funds** / Massachusetts Bar Association.  
PUB INFO Boston, Mass. : Massachusetts Bar Association, Legal Fee Arbitration Board, 2003.

CALL # KF316 .M67 2003  
AUTHOR Morgan, J. Harris.  
TITLE **How to draft bills clients rush to pay** / J. Harris Morgan, Jay G. Foonberg.  
PUB INFO Chicago, Ill. : ABA Law Practice Management Section, c2003.

CALL # KF316 .P65 2003  
AUTHOR Poll, Edward.  
TITLE **Collecting your fee : getting paid from intake to invoice** / Edward Poll.  
PUB INFO Chicago, Ill. : Law Practice Management Section, American Bar Association, 2003.

CALL # KF316 .T66 2003.  
AUTHOR Toothman, John W.  
TITLE **Legal fees : law and management** / John W. Toothman, William G. Ross.  
PUB INFO Durham, N.C. : Carolina Academic Press, c2003.

## Client Relations

- CALL # PS3561 .R43 2008  
TITLE **Confidential communications** / by J.R. Reardon  
AUTHOR Reardon, J.R.  
PUB INFO Philadelphia, PA: Xlibris, c2008.
- CALL # KF311 .E92 2008  
AUTHOR Ewait, Henry W.; Ewait, Andrew W.  
TITLE **Through the client's eyes: new approaches to get clients to hire you again and again** / by Henry Ewait and Andrew W. Ewait  
PUB INFO Chicago, Ill.: ABA Law Practice Management Section, c2008.
- CALL # KF320.A9 S55 2003.  
AUTHOR Simpson, Douglas.  
TITLE **The lawyer's guide to extranets : breaking down walls, building client connections** / Douglas Simpson, Mark Tamminga.  
PUB INFO Chicago, Ill. : American Bar Association, Law Practice Management Section, c2003.
- CALL # KF311 .D63 1999.  
TITLE **Documenting the attorney-client relationship : law firm policies on engagement, termination, and declination** / Committee on Law Firms.  
PUB INFO Chicago, Ill. : Section of Business Law, American Bar Association, c 1999.

## Educational Debt & Its Impact on Career Decisions

- CALL # KF281 .J37 2006. CAREER DEVELOPMENT OFFICE  
AUTHOR JARVIS, HEATHER WELLS  
TITLE **Financing the future: responses to the rising debt of law students.**  
PUB INFO Washington, D.C.: Equal Justice Works, c2006.
- CALL # KF4235 .L66 2006.  
AUTHOR Loonin, Deanne.  
TITLE **Student loan law : collections, intercepts, deferments, discharges, repayment plans, and trade school abuses** / by Deanne Loonin ; contributing author, John Rao.  
PUB INFO Boston, MA : National Consumer Law Center, c2006.
- CALL # KF299.P8 S73 2003  
TITLE **State LRAP toolkit : a resource guide for creating state loan repayment assistance programs for public service lawyers** / the American Bar Association Commission on Loan Repayment Forgiveness.  
PUB INFO Chicago, IL : American Bar Association, c2003.

## Interviewing and Communicating with Clients

CALL # KF311 .S5 2005.  
AUTHOR Shaffer, Thomas L., 1934-  
TITLE **Legal interviewing and counseling in a nutshell** / by Thomas L. Shaffer and James R. Elkins.  
PUB INFO St. Paul, Minn : Thomson/West, c2005.

CALL # KF300 .E84 2007  
AUTHOR Krieger, Stefan H., 1946-  
TITLE **Essential lawyering skills : interviewing, counseling, negotiation, and persuasive fact analysis** / Stefan H. Krieger, Richard K. Neumann, Jr.  
PUB INFO New York : Aspen Publishers, c2007.

CALL # KF311.J66 2000  
AUTHOR Jones, Ronald J.  
TITLE **How to counsel corporate clients: ten reasons business people don't take legal advice (and what you can do about it)**  
PUB INFO Philadelphia, PA: American Law Institute-American Bar Association Committee on Professional Education, c2000.

CALL# KF311.C63 2006  
AUTHOR Cochran, Robert F., 1951  
TITLE **The counselor-at-law: a collaborative approach to client interviewing and counseling**/Robert F. Cochran, John M.A. DiPippa, Martha M. Peters  
PUB INFO Charlottesville, VA: Lexis Publishing: New York: Matthew Bender, c2006.

CALL # KF300.E84 2003.  
TITLE **Essential lawyering skills : interviewing, counseling, negotiation, and persuasive fact analysis** / Stefan H. Krieger ... [et al.]  
PUB INFO Gaithersburg : Aspen Law & Business, 2003.

CALL # KF390.A4 B37 2005.  
AUTHOR Barnes, Alison Patrucco.  
TITLE **Counseling older clients** / Alison Barnes, Lawrence A. Frolik, Robert Whitman.  
PUB INFO Philadelphia, PA : American Law Institute-American Bar Association Committee on Continuing Professional Education, 1997.

CALL # KF311 .Z9 K35 2004.  
AUTHOR Kane, Thomas E.  
TITLE **Letters for lawyers : essential communications for clients, prospects, and others** / Thomas E. Kane, Tammy A. Linn.  
PUB INFO Chicago, Ill. : General Practice Section, American Bar Association, c 2004.

## Interviewing/Hiring for Legal Positions

CALL # KF297 .H47 2008  
AUTHOR Hermann, Richard L.

TITLE **Legal job interviewing & effective networking [sound recording] /**  
by Richard L. Hermann

PUB INFO Eagan, MN: Thomson/West, c2008.

CALL # KF297 .Z9 R47 2008

AUTHOR Editors of McGraw-Hill

TITLE **Resumes for law careers /** the editors of McGraw-Hill

PUB INFO New York: McGraw-Hill, c2008.

CALL # KF311 .C63 2006

AUTHOR Cochran, Robert F., 1951-

TITLE **The counselor-at-law : a collaborative approach to client interviewing and counseling /** by Robert F. Cochran, Jr., John M.A. Dipippa, Martha M. Peters.

PUB INFO Newark, NJ : LexisNexis/Matthew Bender, 2006.

CALL # KF297.Z9 R47 2002

TITLE **Resumes for law careers /** the editors of VGM Career Books.

PUB INFO Chicago : VGM Career Books, c2002.

CALL# KF190.I57 2000. LAW LIBRARY & CAREER DEVELOPMENT OFFICE

TITLE **The insider's guide to law firms/**edited by Francis Walsh and M.B. Van Straten.

PUB INFO Boulder, Co.: Mobius Press, c2000.

### **Law Office Staffing and Management**

CALL # KF318 .N57 2007.

AUTHOR Nischwitz, Jeffrey L.

TITLE **Think again! : innovative approaches to the business of law /** by Jeffrey L. Nischwitz.

PUB INFO Chicago, Ill. : American Bar Association, Law Practice Management Section, 2007.

CALL # HF5686.L35 D53 2006.

AUTHOR Dickie, Robert B.

TITLE **Financial statement analysis and business valuation for the practical lawyer /** Robert B. Dickie.

PUB INFO Chicago, IL : ABA Section of Business Law, American Bar Association, c2006.

CALL # KF320 .R42 C86 2006.

AUTHOR Cunningham, George C.

TITLE **The lawyer's guide to records management and retention /** by George C. Cunningham, John C. Montaña.

PUB INFO [Chicago] : Law Practice Management, American Bar Association, c2006.

CALL # KF318 .G74 2005.

AUTHOR Greene, Arthur G., 1941-

TITLE **The lawyer's guide to increasing revenue : unlocking the profit potential in your firm /** Arthur G. Greene.

PUB INFO Chicago, IL : Law Practice Management Section, American Bar Association, c2005.

CALL # KF318.Z9 G745 2004.  
AUTHOR Grella, Thomas C.  
TITLE **The lawyer's guide to strategic planning : defining, setting, and achieving your firm's goals** / Thomas C. Grella, Michael L. Hudkins.  
PUB INFO Chicago, IL : ABA Law Practice Management Section, c2004.

CALL # KF320.A2 I35 2003  
AUTHOR Iezzi, John G.  
TITLE **Results-oriented financial management : a step-by-step guide to law firm profitability** / John G. Iezzi.  
PUB INFO [Chicago, Ill.] : ABA Law Practice Management Section, c2003.

CALL # PS3561.A477 H362 2003  
AUTHOR Kanter, Arnold B., 1942-  
TITLE **The handbook of law firm mismanagement : for the twenty-first century** / by Arnold B. Kanter ; illustrated by Paul Hoffman.  
PUB INFO North Haven, CT : Catbird Press, 2003, c2004.

CALL # KF1220.M2 A184  
TITLE **Selecting legal malpractice insurance** / ABA Standing Committee on Lawyers' Professional Liability.  
PUB INFO Chicago, IL : American Bar Association, c1998-

CALL # KF316 .W52 2002  
TITLE **Winning alternatives to the billable hour : strategies that work** / James A. Calloway, Mark A. Robertson, editors ; foreword Robert E. Hirshon.  
PUB INFO Chicago, Ill. : American Bar Association, Law Practice Management Section, c2002.

CALL # KF318.A78 2004  
TITLE **Anatomy of a law firm merger: how to make-or break-the deal**/Hildebrandt International  
PUB INFO Chicago, Ill.: Law Practice Management Section, American Bar Association, c2004

CALL # KF318.V64 2000  
AUTHOR Vogt, M. Diane, 1952-  
TITLE **Keeping good lawyers: best practices to create career satisfaction** Diane Vogt, Lori-Ann Rickard  
PUB INFO Chicago, Ill.: Law Practice Management Section, American Bar Association, c2000

CALL # KF300.Z9 E444 2005  
AUTHOR Anderson, Austin G.  
TITLE **The effective associate training program: improving firm performance, profitability and prospective partners: a manual for law firms**/ by Austin G. Anderson and Arthur G. Greene  
PUB INFO Chicago, Ill.: American Bar Association, 2005.

CALL # KF310.O34 W74 2005.  
AUTHOR Wren, Harold G., 1921-  
TITLE **The Of Counsel Agreement : a guide for law firm and practitioner.** 2<sup>ND</sup> ed. / Harold G. Wren, Beverly J. Glascock.  
PUB INFO Chicago : Senior Lawyers Division, American Bar Association, C2005.

CALL # KF310.A8 J6 1999.  
AUTHOR Jones, Nancy Byerly.  
TITLE **Easy self-audits for the busy law office** / Nancy Byerly Jones.  
PUB INFO Chicago, Ill. : Law Practice Management Section, American Bar Association, c1999.

CALL # KF318 .L65 2004  
AUTHOR Wert, Robert C.  
TITLE **Law office policy & procedures manual**  
PUB INFO American Bar Association, Section of Law Practice Management, 2004.

CALL # KF8797 .A91 2001  
TITLE **Anderson's manual for notaries public: a complete guide for notaries public and commissioners of deeds, with glossary, charts, and index**  
PUB INFO Anderson Pub. Co., 2001.

### **Law Practice Generally**

CALL # KF318 .G742 2009.  
AUTHOR Greene, Arthur G.  
TITLE **The lawyer's guide to governing your firm** / Arthur G. Greene  
PUB INFO Chicago: ABA, Law Practice Management Section, c2009.

CALL # HF5686 .L335 t73 2009  
AUTHOR Tredennick, John C.  
TITLE **The lawyer's guide to Microsoft Excel 2007** / by John C. Tredennick  
PUB INFO Chicago, Ill.: ABA Law Practice Management Section., c2009.

CALL # KF320 .A9 M54 2008  
AUTHOR Kennedy, Dennis m; Mighell, Thomas L.  
TITLE **The lawyer's guide to collaboration tools and technologies** / by Dennis M. Kennedy and Thomas L. Mighell  
PUB INFO Chicago, Ill.: Law Practice Management Section, American Bar Association, c2008.

CALL # KF297 .A76 2008  
TITLE **The 101 practice series: breaking down the basics** / American Bar Association Young Lawyers Division  
PUB INFO American Bar Association, c2008.

CALL 3 KF315 .L38 2008  
AUTHOR Butler, Sarina  
TITLE **The lawyer's guide to buying, selling, merging, and closing a law practice** / edited by Sarina Butler

PUB INFO Chicago, IL: American Bar Association, c2008

CALL # KF300 .K453 2007  
AUTHOR Kelly, Michael J.  
TITLE **Lives of lawyers revisited: transformation and resilience in the organizations of practice** / by Michael J. Kelly  
PUB INFO Ann Arbor: University of Michigan Press, c2007.

CALL # KF807 .S73 2007  
AUTHOR Stark, Tina L.  
TITLE **Drafting contracts: how and why lawyers do what they do** / by Tina L. Stark  
PUB INFO New York, NY: Aspen, c2007

CALL # KF250 .F53 2005.  
AUTHOR Fischer, Judith D.  
TITLE **Pleasing the court : writing ethical and effective briefs** / by Judith D. Fischer.  
PUB INFO Durham, N.C. : Carolina Academic Press, c2005.

CALL # KF373.A44 A3 2006.  
AUTHOR Allred, Gloria, 1941-  
TITLE **Fight back and win : my thirty year fight against injustice and how you can win your own battles** / by Gloria Allred with Deborah Caufield Rybak.  
PUB INFO New York : Regan Books, c2006.

CALL # KF300 .P64 2006  
AUTHOR Poll, Edward  
TITLE **More secrets of the business of law: ways to be more effective, efficient and profitable** / by Edward Poll  
PUB INFO Venice, A: LawBiz Management Co., c2006

CALL # KF8915.Z9 R58 2004.  
AUTHOR Ritter, G. Christopher.  
TITLE **Creating winning trial strategies and graphics** / by G. Christopher Ritter.  
PUB INFO Chicago, Ill. : TIPS, American Bar Association, c2004.

CALL # KF8915 .H38 2004  
AUTHOR Haydock, Roger S.  
TITLE **Trial : advocacy before judges, jurors, and arbitrators** / by Roger Haydock, John Sonsteng.  
PUB INFO St. Paul, Minn. : Thomson/West, c2004..

CALL # KF320.A9 B74 2005.  
AUTHOR Brenden, Ann E.  
TITLE **The lawyer's guide to creating persuasive computer presentations** / Ann E. Brenden, John D. Goodhue.  
PUB INFO Chicago, Ill. : Law Practice Management Section, American Bar Association, c2005.

CALL # KF320 .A9 A36 2009  
AUTHOR Adkins, Andrew Z.

TITLE **The lawyer's guide to practice management systems software /**  
 Andrew Z. Adkins, III  
 PUB INFO Chicago, Ill.: American Bar Association, c2009.

CALL # HF5657 .B72 2008  
 AUTHOR Bradford, C. Steven  
 TITLE **Basic accounting principles for lawyers /** C. Steven Bradford  
 PUB INFO Newark, N.J.: San Francisco, CA: Lexis Nexis, 2008.

CALL # KF242.A1 A45 2004.  
 AUTHOR Ambrogi, Robert J.  
 TITLE **The essential guide to the best (and worst) legal sites on the Web /**  
 Robert J. Ambrogi.  
 PUB INFO New York : ALM Pub., 2004.

CALL # KF283 .M398 2005.  
 AUTHOR McKinney, Ruth Ann, 1951-  
 TITLE **Reading like a lawyer : time-saving strategies for reading law like an expert /**  
 By Ruth Ann McKinney.  
 PUB INFO Durham, N.C. : Carolina Academic Press, c2005.

CALL # KF190 .C43.  
 TITLE **Chambers USA : America's leading business lawyers.**  
 PUB INFO London : Chambers & Partners, c2003-

CALL # KF190 .V37 2003  
 TITLE **Vault guide to the top 100 law firms /** Brook Moshan ... [et al.]  
 PUB INFO New York, N.Y. : Vault, c2003.

CALL # KF299.I5 E416 2003. LAW LIBRARY & CAREER DEVELOPMENT OFFICE  
 AUTHOR El Kouri, Zahie.  
 TITLE **Vault guide to corporate law careers /** Zahie El Kouri and the  
 staff of Vault.  
 PUB INFO New York : Vault Inc., c2003.

CALL # KF297.Z9 H67 2003  
 AUTHOR Horn, Carl, 1951-  
 TITLE **Lawyerlife : finding a life and a higher calling in the practice  
 of law /** Carl Horn III.  
 PUB INFO Chicago, Ill. : American Bar Association, c2003.

CALL # KF320.A9 E92 2003  
 AUTHOR Evans, Daniel B., 1952-  
 TITLE **Wills, trusts, and technology: an estate and trust lawyer's guide to  
 automation/** by Daniel B. Evans.  
 PUB INFO Chicago, Ill.: American Bar Association, c2003.

CALL # KF320.A9 D59 2004  
 AUTHOR Dixon, Margaret Spencer.

TITLE **The lawyer's guide to palm powered handhelds/** Margaret Spencer  
Dixon.

PUB INFO Chicago: ABA Law Practice Management Section, c2004.

CALL # KF8915.Z9 D45 2002

AUTHOR Dempsey, David J.

TITLE **Legally speaking: 40 powerful presentation principles lawyers  
need to know/** David J. Dempsey.

PUB INFO Atlanta, GA: Miranda Pub., LLC, c2002.

CALL # KF302 .A925 2002

AUTHOR American Bar Association. Commission on Multijurisdictional  
Practice.

TITLE **Client representation in the 21st century : report of the  
Commission on Multijurisdictional Practice.**

PUB INFO Chicago : Center for Professional Responsibility, American Bar  
Association, c2002.

CALL3 KF297 .A758 2000. LAW LIBRARY & CAREER DEVELOPMENT OFFICE

AUTHOR Abrams, Lisa L.

TITLE **The official guide to legal specialties/**Lisa L. Abrams

PUB INFO Chicago, Il.: Harcourt Legal and Professional Publications, c.2000.

CALL# KF273.H4 2003.

AUTHOR Hegland, Kenney F., 1940-

TITLE **Introduction to the study and practice of law in a nutshell/** by Kenney Hegland.

PUB INFO St. Paul, Minn.: West Group, 2003.

CALL # KF384.A85 1999.

AUTHOR Anderson, John C. (John Charles)

TITLE **Why lawyers derail justice : probing the roots of legal injustices.**

PUB INFO University Park, Pa.: Pennsylvania State University Press, 1999.

CALL # K116 .K44 1999.

AUTHOR Keeva, Steven.

TITLE **Transforming practices : Finding joy and satisfaction in the  
legal life.**

PUB INFO Chicago, Ill. : Contemporary Books, 1999.

CALL # CAREER SERVICES LIBRARY

AUTHOR Smith, Janet.

TITLE **Beyond L.A. Law: break the traditional lawyer mold /** compiled by  
Janet Smith for the National Association for Law Placement.

PUB INFO Chicago, Ill.: Harcourt Brace Legal & Professional Pub., Inc., 1998.

CALL # KF297 .B46 2001

AUTHOR Bennett, Walter, 1943-

TITLE **The lawyer's myth : reviving ideals in the legal profession /**  
Walter Bennett.

PUB INFO Chicago : The University of Chicago Press, c2001.

CALL # KF310.A43 M34 2002.  
AUTHOR McGarry, Stephen J.  
TITLE **Multidisciplinary practices and partnerships : lawyers, consultants, and clients** / by Stephen J. McGarry.  
PUB INFO New York : Law Journal Press, 2002.

CALL # KF300 .M84 2001.  
TITLE **Multidisciplinary practice : staying competitive and adapting to change** / Gary A. Munneke, Ann L. MacNaughton, editors.  
PUB INFO Chicago, Ill. : Law Practice Management Section, American Bar Association, c2001.

CALL # KF245 .B68 2001.  
AUTHOR Bouchoux, Deborah E., 1950-  
TITLE **Cite-Checker : a hands-on guide to learning citation form** / Deborah E. Bouchoux.  
PUB INFO Albany, NY : West/Thomson Learning, c2001.

CALL # KF300 .P72 2000.  
TITLE **Achieving excellence in the practice of law : the lawyer's guide with practice checklists.**  
PUB INFO Philadelphia, PA : American Law Institute-American Bar Association Committee on Continuing Professional Education, 2000.

CALL # KF320.A9 M45 2002.  
AUTHOR Miller, Bruce W.  
TITLE **HotDocs in one hour for lawyers** / Bruce W. Miller.  
PUB INFO Chicago, Ill. : American Bar Association, Law Practice Management Section, c2002.

CALL # KF300 .R48 2001.  
AUTHOR Rhode, Deborah L.  
TITLE **Balanced lives : changing the culture of legal practice** / prepared for the Commission by Deborah L. Rhode.  
PUB INFO Chicago, IL : American Bar Association, Commission on Women in the Profession, 2001.

### **Marketing a Law Practice**

CALL # KF316.5 .S57 2007  
AUTHOR Siskin, Gregory H.; McMurray, Deborah; Klau, Rick  
TITLE **The lawyer's guide to marketing on the Internet** / by Gregory H. Siskin, Deborah McMurray and Rick Klau  
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