

The Solicitors' Guide to Good Management

practical checklists for the
management of law firms

by
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&
Bill Blackburn



THE LAW SOCIETY

Solicitors Guide To Good Management Practical Checklists For The Management Of Law Firms

Kevin Kerrigan, Victoria Murray



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The Solicitors' Guide to Good Management Trevor Boutall,Bill Blackburn,1996 *A Student Guide to Clinical Legal Education and Pro Bono* Kevin Kerrigan,Victoria Murray,2011-03-21 Clinical legal education the participation by law students in the giving of legal advice and representation to actual clients is playing an increasingly important role within UK law schools Pro bono the provision of free legal advice or representation for those who may otherwise have no access to justice is a vital part of the legal profession s commitment to the rule of law This book is written by members of staff at Northumbria University s ground breaking legal clinic the Student Law Office The authors all of whom are qualified solicitors have applied their long experience of clinical legal education into providing an authoritative and practical guide to all aspects of the subject from valuable advice on establishing a law clinic and the professional and ethical issues involved to practical skills such as interviewing drafting and advocacy Accompanying online resources for this title can be found at bloomsburyonlineresources.com a student guide to clinical legal education and pro bono These resources are designed to support teaching and learning when using this textbook and are available at no extra cost

The Lawyer's Guide to Practice Management Systems Software Andrew Zenas Adkins,2009 What can practice management systems software do for a law practice With the right system in place a law firms and staff will have the ability to automatically route items tasks documents and events to certain people based on their role in the case or matter as well as manage deadlines improve responsiveness to clients reduce malpractice insurance rates and boost overall productivity The challenge is to find a program that best serves the needs of the firm

The Lawyer's Guide to Records Management and Retention George C. Cunningham,John C. Montaña,2006 This book will help any law firm create and maintain an effective and well organized records management program including administration and storage of client files and administrative records in all types of media Firms will learn to implement an efficient information document and file retrieval system thus reducing costs avoiding ethics violations and ensuring client satisfaction In addition the book covers legal and ethics compliance when it comes to management and retention of both paper and electronic files

The CLE Journal ,1998 *The Busy Lawyer's Guide to Success* Reid F. Trautz,2009 Busy lawyers do not have dozens of extra hours to conduct research looking for new tips and ideas to streamline and enhance their practice of law They need just in time learning to acquire the knowledge necessary to build their practices This convenient pocket guide is the best ever collection of practical tips ideas and techniques to help you survive thrive and find success in the practice of law

Socio-Economic Intervention in Organizations Anthony F. Buono,Henri Savall,2007-04-01 The volume begins with a chapter by Henri Savall founder and director of the ISEOR Institute and creator of the SEAM methodology that presents an overview of the development of the socio economic approach to management and its guiding frameworks and methodology The chapter s detailed explanation of the underlying thinking tools and techniques of socio economic management serves as the primer for the remainder of the volume The book is then

divided into three sections The first part presents illustrations of SEAM interventions in different types of organizations including industrial and service companies and not for profit organizations including cultural institutions and sports clubs The next section looks at cross cultural applications and assessments of SEAM experiments in Africa Asia Mexico and the United States with a concluding chapter on intervening in multinational corporations in general The volume concludes with a section that examines different issues and challenges in SEAM intervention ranging from the impact on and role of middle managers in the SEAM process intervening in small organizations SEAM s facilitative role in operationalizing and institutionalizing information technology conceptualizing and implementing organizational change facilitating merger and acquisition integration and the application of socio economic management in sales and marketing The book also contains a combined glossary and chapter index that provides a definition of key terms and concepts in the SEAM methodology and where they appear in the volume These key terms are highlighted in bold italics throughout the volume illustrating their application in different contexts

Finding Legal Information David Pester, 2003-09-30 Given the vast amount of legal information available it is sometimes very difficult and certainly very time consuming to know where to start looking for the specific information you require This book covering the most up to date information sources printed and electronic helps guide the reader towards the information they need It is an accessible and easy to use directory of legal information sources for librarians lawyers students and anyone needing legal information The book covers mainly British and European Union law and includes general material and the main subject areas including online and internet sources It also lists reference material such as legal dictionaries and directories The book is essentially a directory of information sources with publishing details including ISBN and short comments where useful Electronic sources are mentioned where relevant with details of scope and any limitations of coverage Comprehensive and up to date covering electronic sources and important legal developments including civil procedure and human rights Covers the massive expansion of information on the web and online services Based on the author s considerable experience thus he has gained a detailed and wide ranging understanding and appreciation of users needs and areas of interest

The Lawyer's Guide to Strategic Planning Thomas C. Grella, Michael L. Hudkins, 2004 Strategic planning is an integral component to the success of any business organization including law firms and law related entities This practice building resource can be your guide to planning dynamic strategic plans and implementing them at your firm You ll learn about the strategic planning process and how to establish goals in key planning areas such as law firm governance competition opening a new office financial management technology marketing and competitive intelligence client development and retention and more Also the accompanying CD ROM contains a wealth of policies statements and questionnaires If you re serious about improving the way your firm works increasing productivity making better decisions and setting your firm on the right course this book is the resource you need

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application on any computer system and share it with anyone around the world Whether transactional or litigation oriented this book will help any law practice run smarter by showing how lawyers can use the latest version of Acrobat to work with digital documents **The Law Firm Associate's Guide to Personal Marketing and Selling Skills** Catherine Alman MacDonagh, Beth Marie Cuzzone, 2007 This first volume in the Law Firm Associates Development Series focuses on personal marketing and sales skills and will cover these topics building a practice how to create a personal marketing plan how to find people within a target market how to prepare for a prospective client meeting strategies when meeting with clients how to ask for business how to use the end of a matter as a marketing opportunity how to retain clients and how to effectively network inside and outside the firm Both authors currently work as Directors of Business Development in law firms where their responsibilities include extensive in house coaching and training of attorneys at all levels In this guidebook they share their best advice and instruction compiled from their own experience as well as from that of many industry thought leaders

The Essential Formbook Gary A. Munneke, Anthony E. Davis, **The Law Firm Associate's Guide to Connecting with Your Colleagues** Barbara Black Miller, Martin Camp, 2009 This is the training manual that accompanies the book for young associates to help them learn how to work effectively with their colleagues Training Manual explains how to use the book answers questions and guides the mentor on how to work with the associates *The Lawyer's Guide to Fact Finding on the Internet* Carole A. Levitt, Mark E. Rosch, 2006 Written for legal professionals this comprehensive desk reference lists categorizes and describes hundreds of free and fee based Internet sites You ll find it useful for investigations depositions and trial presentations as well as company and medical research gathering competitive intelligence finding expert witnesses and fact checking of all kinds **Compensation Plans for Law Firms** James D. Cotterman, 2004 This book features valuable data from leading legal consulting firm Altman Weil s surveys on law firm performance You can develop a compensation plan that conveys fairness simplicity and flexibility striking perfect balance within your firm The Lawyer's Guide to Microsoft Excel 2007 John C. Tredennick, 2009 Designed as a hands on manual for beginners as well as longtime spreadsheet users the reader will learn how to build spreadsheets from scratch use them to analyze issues and to create graphics presentation Key lessons include Spreadsheets 101 how to get started for beginners Advanced Spreadsheets how to use formulas to calculate values for settlement offers and damages business deals Simple Graphics and Charts how to make sophisticated charts for the court or to impress your clients and sorting and filtering data and more **The Lawyer's Guide to Collaboration Tools and Technologies** Dennis M. Kennedy, Tom Mighell, 2008 This first of its kind legal guide showcases how to use the latest Web based and software technologies such as Web 2 0 Google tools Microsoft Office and Acrobat to work collaboratively and more efficiently on projects with colleagues clients co counsel and even opposing counsel The book provides a wealth of information useful to lawyers who are just beginning to try collaboration tools as well as tips and techniques for those lawyers with intermediate and advanced collaboration experience The Lawyer's Guide to Buying,

Selling, Merging, and Closing a Law Practice Sarina Butler, 2008 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 *The Complete Guide to Designing Your Law Office* Suzette S. Schultz, Jon S. Schultz, 2005 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 **Nonlegal Careers for Lawyers** Gary A. Munneke, William D. Henslee, Ellen S. Wayne, 2006 Great opportunities exist for law students and practicing lawyers outside the traditional practice of law This important resource shows you when and how to choose a nonlegal career the specialized skills legal training provides how to plan and conduct a job search and provides details on careers in business and industry government and public service associations and institutions and entrepreneurial ventures A resource section provides surveys and listings of nonlegal careers in several categories and a listing of publishers and suggested readings on nonlegal careers

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