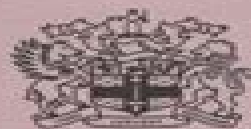


The Solicitors' Guide to Good Management

practical checklists for the
management of law firms

by
Trevor Boutall
&
Bill Blackburn



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**George C. Cunningham, John C.
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where they appear in the volume These key terms are highlighted in bold italics throughout the volume illustrating their application in different contexts 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 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 *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 Adobe Acrobat David L. Masters, 2008 Adobe PDF lets legal professionals capture and view information from any 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 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

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