

GENERAL

Aaron, Jerome et al, <i>Lawyers in Transition Conference</i>	5 th Floor State	KFM 2477 .L39 2007
Adkins, John F. et al., <i>Massachusetts Basic Practice Manual</i>	5 th Floor MCLE	KFM 2477 .M37 2000
Batman, Jean L. et al, <i>Of Counsel: A Guide for Law Firms and Practitioners</i>	4 th Floor Reading Room	KF 300 .W74 2013
Bolan, James S. & Sarah A. Chambers, <i>Staying Professional in the Practice</i>	5 th Floor States	KFM 2476.5 .A5 S73 2007
Cain, George H, <i>Law Partnership, Its Rights and Responsibilities</i>	1 st Floor Non-Core	KF 300 .C24 1999
Cain, George H, <i>Law Partnership Revisited</i>	4 th Floor Reading Room	KF 300 .C242 2002
Corwin, Leslie, <i>Law Firm Partnership Agreements</i>	4 th Floor Reading Room	KF 318 .C66 1998
Cruickshank, David, <i>Success Strategies for New Partners 2009: Making Sense of Making Partner</i>	4 th Floor Reading Room	KF 318 .A2 S83 2009
Edwards, Linda L., <i>Law Office Skills</i>	4 th Floor reading Room	KF 318 .Z9 E29 2003
Elefant, Carolyn, <i>Solo by Choice: How to Be the Lawyer You Always Wanted to Be</i>	4 th Floor Reading Room	KF 300 .Z9 E44 2008
Elowitt, Andrew, <i>The Lawyers Guide to Professional Coaching</i>	4 th Floor Reading Room	KF 276.5 .E45 2012
Ewalt, Henry W. & Andrew W., <i>Through The Clients Eyes, New Approaches to Get Clients to Hire You Again and Again</i>	4 th Floor Reading Room	KF 316.5 E92 2008
Frasco, X. M. & H. Lee Hetherington, <i>The Lawyer's Guide to Negotiation</i>	4 th Floor Reading Room	KF 306 .F7 2009
Furi-Perry Ursula, <i>The 2013 Legal Assistant's Complete Desk Reference</i> , ABA	4 th Floor Reading Room	KF 320 .L4 L449 2013
Gibson, K. William, <i>Flying Solo: A Survival Guide for the Solo and Small Firm Lawyer</i>	4 th Floor Reading Room	KF300 .F58 2005
Ginsburg, Roy S. et al, <i>Understanding and Using Networks for Law Practice Development</i>	4 th Floor Reading Room	KF1361 .U53 2011
Graham, Chris Scott, <i>The Way of the Lawyer</i>	4 th Floor Reading Room	KF 8900 .G732 2010
Green, Arthur, G. And Therese A. Cannon, <i>Paralegals, Profitability and the Future of Your Law Practice</i>	4 th Floor Reading Room	KF 320 .L4 G74 2003
Herrmann, Mark, <i>The Curmudgeon's Guide to Practicing Law</i>	4 th Floor Reading Room	KF 300 .H47 2006
Hermann, Richard L., <i>Managing Your Legal Career: Best Practices for Creating the Career You Want</i> , ABA	4 th Floor Reading Room	KF 297 .H45 2010
Kavanaugh, Kay & Paula Nailon, <i>Excellence in the Workplace: Legal and Life Skills in a Nutshell</i>	4 th Floor Reading Room	KF 297 .Z9 K38 2007
Keller, David King, <i>The Associate as Rainmaker</i> , ABA	4 th Floor Reading Room	KF 316.5 .K45 2011
Kimbro, Stephanie L., <i>Limited Scope Legal Services: Unbundling and the Self-Help Client</i>	4 th Floor Reading Room	KF 300 .K59 2012
Kowalski, Mitchell, <i>Avoiding Extinction: Reimagining Legal Services for the 21st Century.</i>	4 th Floor Reading Room	KF 315 .K69 2012
Kramon, James M., <i>The Art of Practicing Law: Talking to Colleagues and Others</i>	4 th Floor Reading Room	KF 300 .K73 2012
Manch, Susan G. with Michelle C. Nash, <i>Learning From Law Firm Leaders</i>	4 th Floor Reading Room	KF318 .M28 2012
McLaren, Cami & Stephanie Finelli, <i>Coaching for Attorneys</i>	4 th Floor Reading Room	KF 298 .M35 2014
Munneke, Gary A. & Anthony E. Davis, <i>The Essential Formbook: Comprehensive Management Tools for Lawyers</i>	4 th Floor Reading Room	KF 300 .A65 M86 2000
Nelson, Sharon D. et al, <i>Information Security for Lawyers and Law Firms</i>	4 th Floor Reading Room	KF 320 . A9 2006
Nischwitz, Jeffrey L., <i>Think Again! Innovative Approaches to the Business of Law</i>	4 th Floor Reading Room	KF 318 . N57 2007

Powers, Mark & Shawn McNalis, <i>How Good Attorneys Become Great Rainmakers: a Breakthrough Marketing Referral Process</i>	4 th Floor Reading Room	KF 315 .N45 2009
Risken, Gerald A., <i>The Successful Lawyer: Powerful Strategies for Transforming Your Practice</i>	4 th Floor Reading Room	KF 300 .Z9 S83 2005
Rubinstein, Herb, <i>Leadership for Lawyers</i>	4 th Floor Reading Room	KF 275 .A82 2008
Schultz, Suzette S. & John S., <i>The Complete Guide to Designing Your Law Office</i>	4 th Floor Reading Room	KF318 .S34 2005
Shannon, Marcia Pennington, <i>The Lawyer's Career Management Handbook: Your Bridge to A Satisfying Career</i>	4 th Floor Reading Room	KF 297 .L39 2010
Simmons, Jeffrey R., <i>Flying Solo: a Survival Guide for the Solo Lawyer</i>	4 th Floor Reading Room	KF 300 .F58 2001
Sneider, Susan R., <i>A Lawyer's Guide to Networking</i>	4 th Floor Reading Room	KF316.5 .S64 2006
Waicukauski, Ronald, et al., <i>The 12 Secrets of Persuasive Argument</i>	4 th Floor Reading Room	KF 300. W35 2009

GETTING STARTED

Advanced Legal Studies, <i>Jumpstarting Your Practice</i>	5 th Floor States	KFM 2477 .J86 2012
Boston Bar Association, <i>Start You Up: How to Establish Your New Law Practice</i>	4 th Floor Reading Room	KF 300 .S725 2011
Breakstone, Mark L. et al., <i>How to Start and Run a Successful Small Firm Practice</i>	4 th Floor Reading Room	KF 318 .Z9 H68 2007
Costantino, Paul E., et al, <i>Hanging Your Shingle</i>	5 th Floor MCLE	KFM 2447 .H26
Downey, Michael, <i>Introduction to Law Firm Practice</i>	4 th Floor Reading Room	KF 300 .D69 2010
Duffey, William S. et al., <i>A Life in the Law: Advice for Young Lawyers</i>	4 th Floor Reading Room	KF 372 .L54 2009
Foonberg, Jay, <i>How to Start and Build a Law Practice</i>	4 th Floor Reading Room	KF 300 .F66 1999
Furi-Perry Ursula, <i>Fifty Unique Legal Paths: How to Find the Right Job</i>	4 th Floor Reading Room	KF 297 .F87 2008
Miller, Nelson P., <i>Building Your Practice with Pro Bono for Lawyers</i>	4 th Floor Reading Room	KF 336 .M55 2012
Munneke, Gary A. & Ellen Wayne, <i>The Legal Career Guide, From Law Student to Lawyer</i>	4 th Floor Reading Room	KF 297 .M86 2008

MANAGEMENT

Barnard, David M., PLI, <i>Law Firm Leadership & Management Institute 2010</i>	4 th Floor Reading Room	KF 318 .A2 P55 2010
Commission on Women in the Profession, <i>Fair Measure: Toward Effective Attorney Evaluations</i>	4 th Floor Reading Room	KF 299 .W6 2008
Greene, Arthur G., <i>The Lawyer's Guide to Governing Your Firm</i>	4 th Floor Reading Room	KF 318 .G742 2009
Grella, Thomas C. & Michael L. Hudkins, <i>The Lawyers's Guide to Strategic Planning: Defining, Setting and Achieving Your Firm's Goals</i>	4 th Floor Reading Room	KF 318 .G735 2004
Haserot, Phyllis Weiss, <i>The Rainmaking Machine: Marketing, Planning, Strategies and Management for Law Firms</i>	4 th Floor Reading Room	KF 316.5 .H37
Henry, Deborah Epstein, <i>Law and Reorder: Legal Industry Solutions for Restructure, Retention, Promotion and Work/Life Balance</i>	4 th Floor Reading Room	KF 315 .H46 2010
Herrera, Luz, <i>Reinventing the Practice of Law: Emerging Models to Enhance Affordable Legal Services</i>	4 th Floor Reading Room	KF336 .R45 2014
Jarret-Kerr, Nick, <i>Tackling Partner Underperformance in Law Firms</i>	4 th Floor Reading Room	K 129 .J37 2011
Lambreth, Susan Rairdon, et al., <i>Project Management for Lawyers 2013</i>	4 th Floor Reading Room	KF 318 .A2 P76 2013
Lambreth, Susan Rairdon, et. al., <i>The Power of Legal Project Management</i>	4 th Floor Reading Room	KF318 .L255 2014
Mottershead, Terri, <i>The Art and Science of Strategic Talent Management in Law Firms</i>	4 th Floor Reading Room	KF 300 .A78 2010

Munneke, Gary A., <i>Law Practice Management in a Nutshell</i>	4 th Floor Reading Room	KF 318 .M682 2003
Rose, Jennifer J., <i>Effectively Staffing Your Firm</i>	4 th Floor Reading Room	KF 318 .E34 2009
Wert, Robert C. and Howard I. Hatoff, Editors, <i>Law Office Policy & Procedures Manual</i>	4 th Floor Reading Room	KF 318 .L382 2004
Woldow, Pamela, <i>Legal Project Management in One Hour for Lawyers</i> , ABA	4 th Floor Reading Room	KF 318 .W65 2013

FINANCIAL GUIDES

Castleman, Howard et al, <i>Effective Litigation Budgeting</i>	1 st Floor Non-Core	KF316 .Z9 L53 2003
Cohen, Loyd D., <i>Being Prepared: A Lawyer's Guide for Dealing with Disability or Unexpected Events</i>	4 th Floor Reading Room	KF 300 .C54 2008
Cotterman, James D., <i>Compensation Plans for Lawyers</i>	4 th Floor Reading Room	KF 316 .C65 2010
Foonberg, Jay G., <i>ABA Guide to Lawyer Trust Accounts</i>	1 st Floor Non-Core	KF 314 .T7 F66 1996
Massachusetts Bar Association Legal Fee Arbitration Board, <i>Fees & Client Funds</i>	5 th Floor States	KFM 2477 .F4 M37 2003
Guinn, Ann M., <i>Minding Your Own Business: The Solo and Small Firm Lawyer's Guide to a Profitable Practice</i>	4 th Floor Reading Room	KF 318 .G85 2010
Poll, Edward, <i>Attorney and Law Firm Guide to The Business of Law, Planning and Operating for Survival and Growth</i>	4 th Floor Reading Room	KF 315 .Z9 P64 2002
Quinn, John P. et al., <i>Law Firm Accounting and Financial Management</i>	4 th Floor Reading Room	KF 320 .A2 Q55 2012
Robertson, Mark & James Calloway, <i>Winning Alternatives to the Billable Hour, Strategies that Work</i>	4 th Floor Reading Room	KF 316 .W56 2008
Snyder, Theda C., <i>Running A Law Practice on Shoestring</i>	4 th Floor Reading Room	KF 318 .S58 1997

ETHICS & LIABILITY

Baldwin, Merri A. et al, <i>The Law of Lawyers' Liability</i>	4 th Floor Reading Room	KF313 .L372 2012
Fox, Lawrence J. & Susan R. Martyn, <i>Red Flags: A Lawyer's Handbook on Legal Ethics</i>	4 th Floor Reading Room	KF 306 .F69 2010
Fox, Lawrence J. & Susan R. Martyn, <i>Multiple Clients, Multiple Headaches: Identifying and Resolving Ethical Red Flags</i>	4 th Floor Reading Room	KF 311 .A75 M85 2010
Hillman, Robert W., <i>Hillman on Lawyer Mobility: the Law and Ethics of Partner Withdrawals and Law Firm Breakups</i>	4 th Floor Reading Room	KF 300 .H54 1998
Krauss, Geri S., <i>Partner Departures and Lateral Moves: A Legal and Ethical Guide</i>	4 th Floor Reading Room	KF 306 .K73 2009
Stein, Jacob & Andrew M. Beato, <i>The Law of Law Firms</i>	4 th Floor Reading Room	KF 300 .A75 S84 2008
Steinberg, Marc, <i>Attorney Liability After Sarbanes-Oxley</i>	4 th Floor Reading Room	KF 313 .S788 2005

MARKETING

Elefant Carolyn, and Nicole Black, <i>Social Media for Lawyers: The Next Frontier</i>		KF 320 .A9 E44 2010
Foonberg, Jay G., <i>How to Get and Keep Good Clients</i>		KF 316.5 .F66 1990
Goshtasbi, Katy, <i>Personal Branding in One Hour for Lawyers</i>		KF 316.5 .G67 2013
Haserot, Phyllis, <i>The Rainmaking Machine: Marketing, Planning, Strategies and Management for Law Firms</i>		KF 316.5 .H37
Hornsby, William E., <i>Marketing and Legal Ethics: the Boundaries of Promoting Legal Services</i>		KF 310 .A3 H37 2000
Institute on Marketing and Administration, <i>Law Firm Marketing and Client Development Best Practices</i>		KF 316.5 .L39 2008
Kennedy, Dennis & Allison C. Shields, <i>LinkedIn in One Hour for Lawyers</i> , ABA		KF 320 .A9 K462 2013
Kohn, Robert N., ABA, <i>Selling in Your Comfort Zone</i>		HF 5438.25 K64 2009
Lantz, Jeff, <i>Internet Branding for Lawyers: Building the Client-Centered Website</i>		KF 320 .A9 L365 2012
Schmidt, Sally J., <i>Marketing the Law Firm: Business Development Techniques</i>		KF316.5 S355 1991
Shaer, Steven J., <i>The Lawyer's Guide to Building Your Practice with Referrals</i>		KF 316.5 .S53 2012
Siskind, Gregory H. et al, <i>The Lawyer's Guide to Marketing on the Internet</i>		KF 316.5 .S57 2007

SPECIFIC PRACTICE AREAS

Barnes, Alison, et al., <i>Counseling Older Clients</i>	4 th Floor Reading Room	KF 337.5 .A33 B273 2005
Bean Lauren, Editor, <i>Careers in National Security Law</i>	4 th Floor Reading Room	KF 297 .C38 2008

Brotman, Ellen, Ed., <i>Careers in Criminal Law</i>	4 th Floor Reading Room	KF299 .C7 C37 2010
Burda, Joan M., Gay, <i>Lesbian and Transgender Clients: A Lawyer's Guide</i>	4 th Floor Reading Room	KF 337.5 .G38 B87 2008
Chinn, Mark A., <i>How to Build and Manage a Family Law Practice</i>	4 th Floor Reading Room	KF 300 .C455 2006
Chinn, Mark A., <i>Forms, Checklists and Procedures for the Family Lawyer</i>	4 th Floor Reading Room	KF 533.5 .C478 2010
Evans Daniel B., <i>How to Build and Manage an Estates Practice</i>	4 th Floor Reading Room	KF 318 .E93 2008
Eisenstein, Yolanda, <i>Careers in Animal Law: Welfare, Protection and Advocacy</i>	4 th Floor Reading Room	KF 299 .A55 E36 2011
Gamino, John, et al, <i>Careers in Tax Law</i>	4 th Floor Reading Room	KF 299 .T3 C37 2009
Gibson, K. William, <i>How to Build and Manage a Personal Injury Practice</i>	4 th Floor Reading Room	KF 318 .G53 2012
Greenberg, Gary, <i>How to Build and Manage an Entertainment Law Practice</i>	4 th Floor Reading Room	KF 299 .E57 G73 2001
Kucinski, Melissa A. & Daniel J. Berlin, <i>Becoming the Tech Savvy Family Lawyer</i>	4 th Floor Reading Room	KF 320 .A9 K83 2013
O'Reilly, James T., <i>Careers in Administrative Law & Regulatory Practice</i>	4 th Floor Reading Room	KF 299.A32 C37 2010
Section of Intellectual Property Law, <i>Careers in IP Law: Avenues and Opportunities</i>	4 th Floor Reading Room	KF 3165 .Z9 C37 2013
Sullivan, Mark E., <i>Client Letters for the Family Lawyer</i>	4 th Floor Reading Room	KF 320 .L48 S85 2013
Swartz, Salli Anne, <i>Careers in International Law</i>	4 th Floor Reading Room	KZ 1238 .U55 C37 2008

TECHNOLOGY

Adkins, Andrew Z., <i>The Lawyer's Guide to Practice Systems Software</i>	4 th Floor Reading Room	KF 320 .A9 A36 2009
Advanced Legal Studies Center, <i>Cloud Computing: The 21st Century Law Office</i>	4 th Floor Reading Room	KF 320 .A9 C46 2011
Allen, Jeffrey, & Ashley Hallene, <i>Technology Solutions for Today's Lawyer</i>	4 th Floor Reading Room	KF 320 .A9 A45 2013
Arkfeld, Michael R., <i>Information Technology Primer for Legal Professional</i>	4 th Floor Reading Room	KF 320 .A9 A74
Black, Nicole, <i>Cloud Computing for Lawyers</i>	1 st Floor Non-Core	KF 242 .A1 B575 2012
Brenden Anne E., <i>The Lawyer's Guide to Creating Persuasive Computer Presentations</i>	4 th Floor Reading Room	KF 320 . A9 B74 2005
Carter, Ruth, <i>The Legal Side of Blogging for Lawyers</i>	4 th Floor Reading Room	KF 320 .I57 C37 2014
Ellis, Jennifer, <i>WordPress in One Hour for Lawyers: How to Create a Website for Your Law Firm</i>	4 th Floor Reading Room	KF 320 .I57 E45 2014
Evans, Daniel B., <i>Wills, Trusts and Technology: An Estate and Trust Lawyers's Guide to Automation</i>	4 th Floor Reading Room	KF 320 .A9 E92 2004
Kennedy, Dennis, <i>The Lawyer's Guide to Collaboration Tools and Technologies</i>	4 th Floor Reading Room	KF 320 .A9 K46 2008
Kennedy, Dennis & Allison C. Shields, <i>LinkedIn in One Hour for Lawyers</i>	4 th Floor Reading Room	KF 320 .A9 K462 2012
Levitt, Carole, & Mark E. Rosch, <i>Google Gmail and Calendar in One Hour for Lawyers</i>	4 th Floor Reading Room	KF 320 .A9 L485 2013
Lauritson, Marc, <i>The Lawyer's Guide to Working Smarter with Knowledge Tools</i> KF320	4 th Floor Reading Room	A9 L38 2010
Mighell, Tom, <i>Android Apps for in One Hour for One Hour</i>	4 th Floor Reading Room	KF 322 .S84 2013
Mighell, Tom, <i>iPad in One Hour for Lawyers</i>	4 th Floor Reading Room	KF 320 .A9 M48 2012
Mighell, Tom, <i>iPad in One Hour for Litigators</i>	4 th Floor Reading Room	KF 320 .A9 2013
Mighell, Tom, <i>iPad Apps in One Hour for Lawyers</i>	4 th Floor Reading Room	KF 320.A9 M482 2012
Nelson, Sharon D. et al., <i>The 2014 Solo and Small Firm Legal</i>	4 th Floor Reading Room	KF 320 .A9 S65

Technology Guide

Nelson, Sharon D. et al., <i>Locked Down: Information Security for Lawyers</i>	4 th Floor Reading Room	KF 320 .A9 N45 2012
Schorr, Ben M., <i>The Lawyer's Guide to Microsoft Outlook 2013</i>	4 th Floor Reading Room	KF 320 .A9 S366 2013
Schorr, Ben M., <i>The Lawyer's Guide to Microsoft Word 2010</i>	4 th Floor Reading Room	KF 320 .A9 S3662 2012
Schorr, Ben M., <i>Microsoft OneNote in One Hour for Lawyers</i>	4 th Floor Reading Room	KF320 .A9 S368 2012
Schorr, Ben M., <i>OneNote in One Hour for Lawyers</i>	4 th Floor Reading Room	KF 320 .A9 S368 2012
Siegel, Daniel J., <i>Android Apps in One Hour for Lawyers</i>	4 th Floor Reading Room	KF320 .A9 S54 2013
Svenson Ernie, <i>Blogging in One Hour for Lawyers</i>	4 th Floor Reading Room	KF 320 .J57 S84
Weiman, Liz, M, <i>The Lawyer's Guide to Concordance</i>	4 th Floor Reading Room	KF 320 .A9 W44 2008
Yale, Benjamin F., <i>The Paperless Law Office</i>	4 th Floor Reading Room	KF 318 .Y35 2012

WOMEN & THE LAW

Brown, Anne Murphy, <i>Legally Mom: Real Women's Stories of Balancing Motherhood & Law Practice</i>	1 st Floor Non-Core	KF299 .W6 B76 2012
Epstein, Phyllis Horn, <i>Women-At Law: Lessons Learned Along the Pathways to Success</i>	4 th Floor Reading Room	KF 299 .W66 E67 2004
Frazier, C. Elisia, <i>Dear Sisters, Dear Daughters: Strategies for Success from Multicultural Women Attorneys</i>	4 th Floor Reading Room	KF 299 .M56 D42 2009
Holtz Sara, <i>Bringin' In the Rain: A Women Lawyer's Guide to Business Development</i>	4 th Floor Reading Room	KF 316.5 H65 2008
Parker, Monica, <i>What It Takes: How Women of Color Can Thrive Within the Practice of Law</i>	4 th Floor Reading Room	KF 299 .A35 P37 2010

MERGERS, SALE, & RETIREMENT

Berson, Susan A., <i>The Lawyer's Guide to Retirement Planning</i>	4 th Floor Reading Room	KF315 .B47 2010
Bridewell, David A. & Charles Nauts, <i>Lawyers' Guide to Retirement: Strategies for Attorneys and their Clients</i>	1 st Floor Non-Core	KF 315 .L39 1998
Butler, Serina A., <i>The Lawyer's Guide to Buying, Selling, Merging and Closing a Law Practice</i>	4 th Floor Reading Room	KF 315.L38 2008
Giuliani, Peter A., <i>Passing the Torch without Getting Burned: A Guide to Law Firm Retirement and Succession Planning</i>	4 th Floor Reading Room	KF315 .G58 2013
Hildebrandt International, <i>Anatomy of a Law Firm Merger: How to Make or Break the Deal</i>	4 th Floor Reading Room	KF 300 .M35 2000

PERIODICALS

GP Solo (formerly GP Solo & Small Firm), 1998 – PER G
Law Practice (formerly Legal Economics), 1990- PER L
Of Counsel, 1984- PER O