

**Wiener-Rogers Law Library, University of Nevada, Las Vegas Boyd
School of Law**

Resource Guide: *A Primer to Starting Your Own Practice*

Background Materials
Developing a Business Plan
Necessities for Getting Started
Technology
Legal Library and Research Tools
Bookkeeping, Recordkeeping and Billing
Marketing and Business Development
Smart Business Practices
Managing Your Malpractice Exposure

Background

Jay G. Foonberg, *How to Start and Build a Law Practice* (ABA, 2004). Law Library Call No.: KF300.F66 2004 (Treatises Collection).

Harry F. Weyher, *Hanging Out a Shingle: An insider's Guide to Starting Your Own Law Firm* (iUniverse.com, 2000). Law Library Call No.: KF318.Z9 W49 2000 (Treatises Collection).

Carroll Seron, *The Business of Practicing Law: The Works Lives of Solo and Small-firm Attorneys* (Temple University Press, 1996). Law Library Call No.: KF318.S47 1996 (Treatises Collection).

Erich Birch, *Mapping Out the Rest of Your Career: Hanging Out Your Shingle*, 69 TEXAS BAR JOURNAL 152 (2006).

Ellen Freedman, *Taking the Step: What you Need to Know About Starting Your Own Law Practice*, 27 PENNSYLVANIA LAWYER 20 (2005).

American Bar Association, Start and Run a Law Firm:
<http://www.abanet.org/genpractice/resources/startafirm.html>

American Bar Association, General Practice, Solo and Small Firm Division:
<http://new.abanet.org/divisions/genpractice/Pages/default.aspx>

American Bar Association, Law Practice Management Section:
<http://www.abanet.org/lpm/home.shtml>

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http://www.abajournal.com/magazine/so_you_want_to_go_solo_you_sure/

John Valery White, *Dean's Column: Solo Practice* (Nevada Lawyer Magazine, February 2008):
<http://www.nvbar.org/Publications/NevadaLawyer/2008/February/dean.htm>

Developing a Business Plan

Scott B. Ehrlich, *Business Planning* (LexisNexis, 2009). Law Library Call No.: KF1355.E367 2009 (Treatises Collection).

Jay G. Foonberg, *How to Start and Build a Law Practice* (ABA, 2004). Law Library Call No.: KF300.F66 2004 (Treatises Collection).

Andrew Elowitz, *Spotlight on Solo and Small Firm Practice: A New Approach to Solo & Small Firm Business Plans*, 50 ORANGE COUNTY LAWYER 12 (2008).

Llyod E. Shefsky, *You've Started a Law Firm: The Business Plan, Part B; A Physical To-Do List*, ILLINOIS LEGAL TIMES (May, 1995).

Necessities for Getting Started

Fred Steingold, *Legal Forms for Starting and Running a Small Business* (Nolo, 2008). Law Library Call No.: KF1659.A65 S74 2008 (Self Help Collection).

Anthony Mancuso, *LLC or Corporation?: How to Choose the Right Form for Your Business* (Nolo, 2005). Law Library Call No.: KF1380.Z9 M362 2005 (Self Help Collection).

Daniel I. Small and Robin Page West, *Letters for Litigators: Essential Communications for Opposing Counsel, Witnesses, Clients and Others* (ABA, 2004). Law Library Call No.: KF170.S53 2004 (Treatises Collection).

Eric Cooper, *The Solo Practice of Law: From Business Basics to Tomorrow's Technology, An Annotated Bibliography of Resources*, 89 LAW LIBRARY JOURNAL 379 (1997).

Nevada Secretary of State, Business Licenses:
<http://sos.state.nv.us/licensing/securities/statebusinesslicense.asp>

Clark County, Business Licenses:
http://www.accessclarkcounty.com/depts/business_license/Pages/index.aspx

Technology

Sharon D. Nelosn, *The 2009 Solo and Small Firm Legal Technology Guide: Critical Decisions Made Simple* (ABA, 2009). Law Library Call No.: KF320.A9 N45 2009 (Treatises Collection).

Andrew Z. Adkins, *The Lawyer's Guide to Practice Management Systems Software* (ABA, 2009). Law Library Call No.: KF320.A9 A 36 2009 (Treatises Collection).

Jerry Lawson, *The Complete Internet Handbook for Lawyers* (ABA, 1999). Law Library Call No.: KF242.A1 L39 1999 (Treatises Collection).

Andrew Z. Adkins, *Computerized Case management Systems: Choosing and Implementing the Right Software for You* (ABA, 1998). Law Library Call No.: KF320.A9 A36 1998 (Treatises Collection).

Paul S. Jacobsen (ed.), *Net Law: How Lawyers Use the Internet* (O'Reilly & Associates, 1997). Law Library Call No.: KF242.A1 N47 1997 (Treatises Collection).

Susan Cochard, *Computer-assisted Legal Research: A Guide to Successful Online Searching* (ABA, 1997). Law Library Call No.: KF242.A1 C63 1997 (Treatises Collection).

James H. Evans, *Law on the Net* (Nolo Press, 1995). Law Library Call No.: KF242.A1 E94 1995 (Treatises Collection).

Michael E. Heintz, *The Digital Divide and Courtroom Technology: Can David Keep Up With Goliath*, 54 FEDERAL COMMUNICATIONS LAW JOURNAL 567 (2002).

Michael Whiteman, *The Impact of the Internet and Other Electronic Sources on an Attorney's Duty of Competence Under the Rules of Professional Conduct*, 11 ALABAMA LAW JOURNAL OF SCIENCE AND TECHNOLOGY 89 (2000).

Legal Library and Research Tools

Wiener-Rogers Law Library: <http://www.law.unlv.edu/library/library.html>

Nevada Legislature, Research Library: <http://www.leg.state.nv.us/lcb/research/library/>

Supreme Court of Nevada Law Library: <http://lawlibrary.nvsupremecourt.us/>

Stephen Elias and Susan Levinkind, *Legal Research Online and in the Library* (Nolo Press 1998). Law Library Call No.: KF242.A1 E43 1998 (Treatises Collection).

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G. LeGrand Fletcher, *Nevada Practice Materials: A Selective Annotated Bibliography*, 91 LAW LIBRARY JOURNAL 313 (1999).

Bookkeeping, Recordkeeping and Billing

Mark A. Robertson, *Winning Alternatives to the Billable Hour: Strategies that Work* (ABA, 2008). Law Library Call No.: KF316.R53 2008 (Treatises Collection).

Edward Poll, *Collecting Your Fee: Getting Paid from Intake to Invoice* (ABA, 2003). Law Library Call No.: KF316.P65 2003 (Treatises Collection).

William G. Ross, *The Honest Hour: The Ethics of Time-Based Billing by Attorneys* (Carolina Academic Press, 1996). Law Library Call No.: KF316.R67 1996 (Treatises Collection).

Beyond the Billable Hour: An Anthology of Alternative Billing Methods (ABA, 1989). Law Library Call No.: KF318.A2 R44 1989 (Treatises Collection).

Harry A. Payton, *Task Based Billing: Overcoming Fear*, 72 FLORIDA BAR JOURNAL 14 (1998) .

Edward Poll, *Keeping the Pockets Full: The Fine Art of Cash Flow*, 17 LAW PRACTICE MANAGEMENT 36 (1991).

Marketing and Business Development

Catherine Alman MacDonagh and Beth Marie Cuzzone, *The Law Firm Associate's Guide to Personal Marketing and Selling Skills* (ABA, 2007). Law Library Call No.: KF316.5 .A46 2007 (Treatises Collection).

Mark A. Chinn, *How to Build and Manage a Family Law Practice* (ABA, 2006). Law Library Call No.: KF300.C455 2006 (Treatises Collection).

Jennifer J. Rose (ed.), *How to Capture and Keep Clients: Marketing Strategies for Lawyers* (ABA, 2005). Law Library Call No.: KF316.5 .R67 2005 (Treatises Collection).

Hollis Hatfield Weishar and Joyce K. Smiley (eds.), *Marketing Success Stories* (ABA, 2004). Law Library Call No.: KF316.5 .M38 2004 (Treatises Collection).

Edward Poll, *Attorney and Law Firm Guide to the Business of Law: Planning and Operating for Survival and Growth* (ABA, 2002). Law Library Call No.: KF315.Z9 P64 2002 (Treatises Collection).

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Charles F. Huxsaw, *Special Feature: Survey Shows How to Make Advertising Pay Off for Lawyers*, 24 MONTANA LAWYER 1 (1999).

Smart Business Practices

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Arthur G. Greene, *The Lawyer's Guide to Governing Your Firm* (ABA, 2009). Law Library Call No.: KF318.G742 2009 (Treatises Collection).

Wendi A. Rogers, *How Paralegals Can Enhance the Competitive Edge of the Small Firm*, 72 TEXAS BAR JOURNAL 404 (2009).

Ward Bower, *Keys to Success in a Small Law Practice*, 64 TEXAS BAR JOURNAL 888 (2001).

Managing Your Malpractice Exposure

Profile of Legal Malpractice Claims: 2004-2007 (ABA, 2008). Law Library Call No.: KF313.Z9 P763 2008 (Treatises Collection).

Selecting Legal Malpractice Insurance (ABA, 2005), Law Library Call No.: KF313.S45 2005 (Treatises Collection).

The Lawyer's Desk Guide to Preventing Legal Malpractice (ABA, 1999). Law Library Call No.: KF313.L393 1999 (Treatises Collection).

Manuel R. Ramos, *Legal Malpractice: Reforming Lawyers and Law Professors*, 70 TULANE LAW REVIEW 2583 (1996).

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