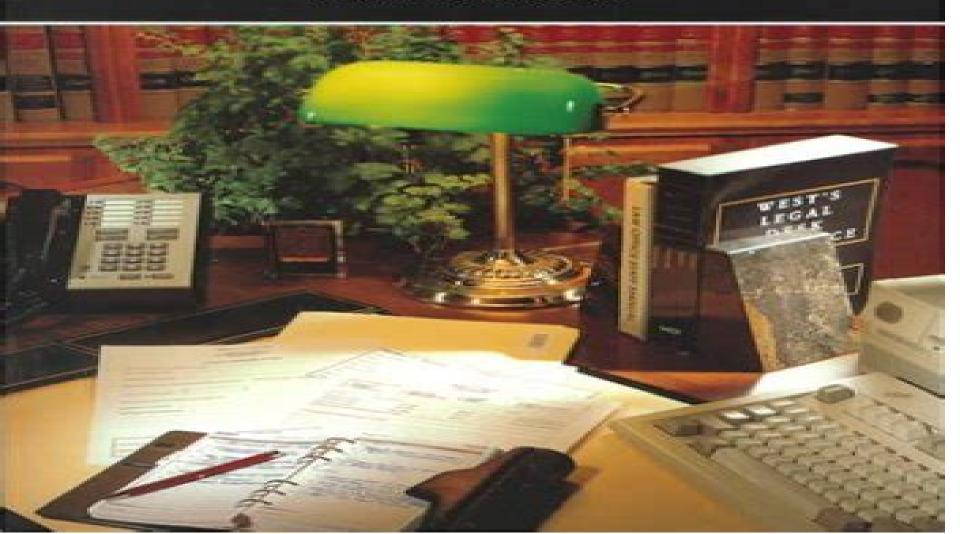
# Practical Law Office Management

BRENT D. ROPER



# **Practical Law Office Management**

**JE Gale** 

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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 \*\*Law Practice\*\* Management for the Solo and Small Office Practitioner, 1990 ,1990 \*\*Practical Law Office Management (Book Only)\*\* Cynthia Traina Donnes,2016-01-01 Focusing on technological advances that are changing the practice of law this practical hands on text covers day to day law office management topics including client relations and communication skills legal fees timekeeping and billing client trust funds and law office accounting calendaring docket control and case management legal marketing and file and law library management The Fourth Edition is accompanied by Clio's Boutique Plan cloud based software with in depth tutorials which allows students to master skills in time and billing accounting case management and document management Other highlights of the new edition include new ethics related case reviews up to date forms charts and checklists that illustrate important concepts relating to paralegals in the law office and hands on exercises Important Notice Media content referenced within the product description or the product text may not be available in the ebook version

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