



Practical Law Office Management

By Brent Roper

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Practical Law Office Management, third edition focuses on law office management from a practical standpoint. Designed for the paralegal student interested in day-to-day law office management topics, this text focuses on 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. This revised edition offers an extended focus on technology, including a full demonstration of Thomson's ProLaw software and in-depth software tutorials. It includes up-to-date charts and graphs that present material in an easy-to-understand context. Each chapter now includes thought-provoking questions, and expanded and interesting case studies that deal with unique facts specific to practicing paralegals appear after most chapters. To expand the technology focus of the text, Excel exercises appear in the timekeeping and billing and trust account chapters. In addition, this revised text has a strong ethics focus throughout, with ethics-related cases included at the end of nearly every chapter.

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Text is concise and covers those areas I deem important and practical for everyday working in a law firm; the author provides excellent illustrations and descriptions which are then reinforced in clear, straight forward examples. - Gulfport Community College

The text was chosen for the Abacus and Timeslips CD...This is the only law practice management book available that has this type of supplement.

About the Author

Brent Roper has a J.D., and a M.B.A. from Washburn University in Topeka, Kansas. Over the past 15 years he has published a number of textbooks and articles on law office computing and law office management.

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