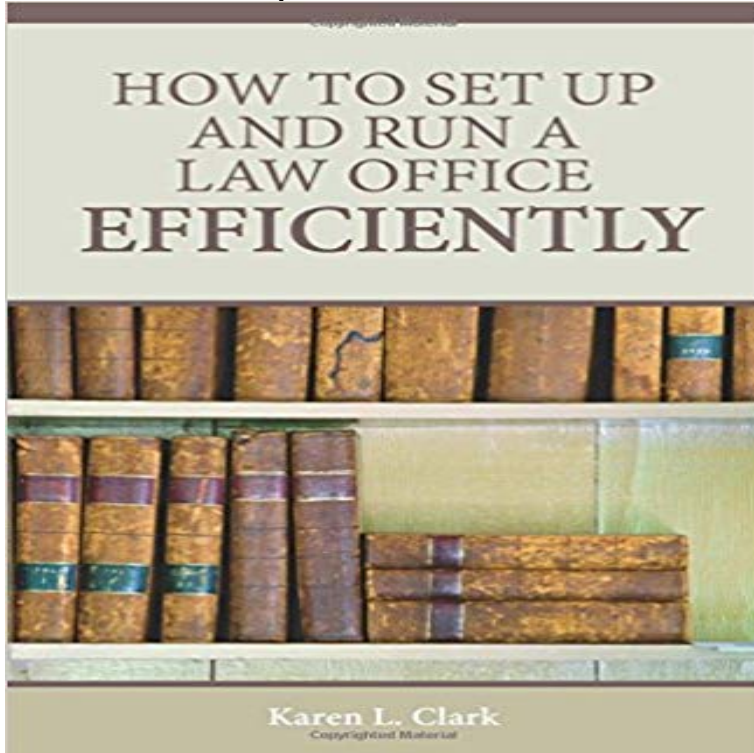


How to Set Up and Run a Law Office Efficiently



How to Set Up and Run a Law Office Efficiently is a thorough how-to manual ideal for law students, attorneys, legal secretaries, paralegals, and support staff. The author, who has over twenty-five years of experience as a legal secretary and law office manager, shares her extensive knowledge, experience, and skills in offering tips on everything from finding a law office location, forming a business, creating banking accounts, and setting up various software programs, to networking, setting up office procedures, and closing client files to minimize storage fees. The book's theme is organization and attention to detail. This is a must-have resource for anyone who works, or plans to become employed, in the legal industry.

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