



Practical Law Office Management

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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