

Review of Attorney and Law Firm Guide to The Business of Law -- Planning and Operating for Survival and Growth

Review published in the July, 2002 issue of *Update*, the magazine of the Los Angeles chapter of the Association of Legal Administrators.

This book covers the spectrum between broad generalizations and pin-pointed specifics. The author has developed a comprehensive resource, including a computer disk in the back of the book containing PDF files of forms and fill-in charts as appendices to the book itself, such as financial worksheets like cash flow projection forms and a monthly accounts receivable aging analysis, as well as comparisons for purchasing law library materials.

The book begins at, well, the beginning. Starting with the concept of the practice of law as a business, the author promotes the theme that in addition to providing professional services to its clients, a law firm must be run like a business. In the process of expanding on and explaining that concept, he touches on an exhaustive list of specifics including establishing goals, forming a business plan, choosing a financial advisor, marketing, equipment leases, client relationships, hiring practices and E&O insurance coverage, among many others.

What elevates this book above other similar works is the way the author builds each subject. He begins by laying a foundation, explaining why the topic at hand is vital to the business of a law firm. He then provides examples and anecdotes illustrating the significance of the topic to the business. Finally, he narrows the subject down to such details as recommended actions, checklists, specific examples, recommendations of software, service providers, internet resources, etc.

Overall, this book is highly recommended as beneficial to an associate just beginning to consider starting a solo practice, established law firms of any size or age, legal administrators and advisors to law firms in any capacity. Its short, to-the-point sections, clearly worded headings and conversational tone make it an enjoyable read and an easy to use resource, whether you're looking for a quick solution to a particular problem or an in-depth overview of the administration of a law firm.