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# Get Free The Five Minute Lawyers Guide To Federal Income Taxes

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## 8UGJHJ - PONCE SCHWARTZ

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Designed as a hands-on manual for beginners as well as longtime spreadsheet users, the reader will learn how to build spreadsheets from scratch, use them to analyze issues, and to create graphics presentation. Key lessons include Spreadsheets 101: how to get started for beginners; Advanced Spreadsheets: how to use formulas to calculate values for settlement offers, and damages, business deals; Simple Graphics and Charts: how to make sophisticated charts for the court or to impress your clients; and sorting and filtering data and more.

This ground-breaking guide introduces lawyers and other professionals to a powerful class of software that supports core aspects of legal work. The author discusses how technologies like practice systems, work product retrieval, document assembly, and interactive checklists help people work smarter. If you are looking to work more effectively, this book provides a clear roadmap, with many concrete examples and thought-provoking ideas.

Adobe PDF lets legal professionals capture and view information—from any application, on any computer system—and share it with anyone around the world. Whether transactional or litigation oriented, this book will help any law practice run smarter by showing how lawyers can use the latest version of Acrobat to work with digital documents.

This litigation pretrial practice guide to advanced deposition strategy explains how to prepare witnesses and deponents for their deposition. It is an excellent resource for trial lawyers whose goal is winning in depositions. There are few books on the market written by truly experienced trial lawyers. Jim Garrity has one of the heaviest (and provable) civil trial practices, in both federal and state courts. He has taken in excess of 20,000 depositions - the equivalent of 25 careers or more for the average trial lawyer. He has authored numerous publications in the area of trials, opening and closing arguments, trial procedure and depositions His books have become best-sellers in their categories many times. While some authors write books after reading rules, or case law, or after reading about the trials of others, Jim Garrity's are based on his own, ultra-high-volume practice. It's first-hand, in-the-trenches expertise shared for an incredibly low price. Many lawyers don't know how to prepare a witness for deposition. Many have not experienced all the tricks and traps of clever lawyers. This book explains what Garrity has seen in tens of thousands of depositions. No trick is left uncovered. There isn't another book on the market like it, nor another author.

This is an updated edition of a successful handbook already popular with barristers, solicitors and a number of judges as a readily-accessible source of quick reference on a wide range of medico-legal topics. Written by a legally-qualified Professor of Forensic Pathology and former Home Office pathologist, it utilises more than 40 years experience to offer a succinct summary of over 200 medico-legal topics. Though arranged in alphabetical order, this is not just a medical dictionary, as these contain much that is not relevant to legal practice and fail to provide a sufficiently expansive account of medico-legal matters. Instead, it is a carefully-selected compendium dealing with those subjects which are most commonly encountered in case-papers, conferences and the courts. It offers a concise overview of factors of importance in many medico-legal problems, from alcohol to head injury, from traffic deaths to child abuse, so that the medical evidence can be quickly evaluated and any deficiencies detected. It indicates the limits of reliability of various procedures and commonly-held medical opinions and points out those which are frequently over interpreted.; Liberally provided with clear line diagrams, including body-maps, it provides a graphic exposition of many anatomical and medical terms, free from professional jargon.

Plain-language answers from the president of Tele-Lawyer, a phone service for legal advice, provide crucial information about wills, inheritances, life insurance, probate law, living trusts, and other aspects of estate planning. Original.

"Are you ready to look beyond cost-cutting and toward new revenue opportunities? Learn how you can achieve growth using the resources you already have at your firm. Discover the factors that affect your law firm's revenue production, how to evaluate them, and how to take specific action

steps designed to increase your returns. You'll learn how to best improve performance and profitability in each of the key aspects of your law firm."--BOOK JACKET.

From Jim Garrity, the country's leading deposition expert, comes this excellent field guide on "designated representative depositions. They're often called corporate representative depositions, or simply "30(b)(6) depositions," referencing the governing federal rule. This book is adapted from Jim Garrity's complete master work on depositions, 10,000 Depositions Later: The Premier Litigation Guide for Superior Deposition Practice. Whether you're an expert needing a refresher, or are brand-new to the topic, or even just want a manual to have handy at depositions, you'll find huge value in this guide. Garrity has appeared as lead counsel in more than 2,000 federal and state cases. He's been up against the best litigators at hundreds of law firms, from the nation's largest to sole practitioners. There is literally no tactic, trick, variation or strategy he hasn't seen (or used) hundreds of times.

This eminently practical volume demystifies legal writing, outlines the causes and consequences of bad writing, and prescribes straightforward, easy-to-apply remedies that will make your writing readable. Complete with usage notes that address lawyers' most common errors, this well-organized book is both an invaluable tool for practicing lawyers and a sensible grounding for law students. This much-revised second edition contains a set of editing exercises (and a suggested revision key with explanations) to test your skill. This book is a definitive guide to becoming a better writer—and a better lawyer.

Busy lawyers do not have dozens of extra hours to conduct research looking for new tips and ideas to streamline and enhance their practice of law. They need just-in-time learning to acquire the knowledge necessary to build their practices. This convenient pocket guide is the best ever collection of practical tips, ideas, and techniques to help you survive, thrive, and find success in the practice of law.

A well-developed, successfully executed marketing plan will attract new clients, increase referrals, and strengthen client loyalty. This resource will help you master the creative marketing solutions you need.

Revised edition of : Negotiation strategy for lawyers by Xavier M. Frascogna, Jr. and H. Lee Hetherington.

With more and more people declaring bankruptcy and total debt in this country rising, the time is perfect for a book like The Complete Guide to Credit Repair. Not only will this book show people how to repair bad credit to stay out of bankruptcy, it will show them how to avoid bad credit in the future and what they can do to strengthen their situation. Credit bureau information and other vital resources have all changed within the last few years. The Complete Guide to Credit Repair - written in a simple, straightforward tone - is packed with up-to-date information on a topic that millions of people face everyday.

Gathers the most often asked questions about federal income taxes and answers them in non-technical language, covering such subjects as alimony, tax shelters, failure to file a return, IRS auditing, mortgage payments, gifts, back taxes, and much more. Original.

"This text is intended to provide a helpful introduction to the basics of what is today known as elder law"--

This collection of the most frequently asked questions about divorce gives you thousands of dollars worth of legal advice. It also tells you where to find out more without unnecessary fees and high costs. From the Five-Minute Lawyer series.

Persons with disabilities and their family members and caregivers face numerous challenges every day. But beyond those day-to-day issues, they often need assistance navigating bureaucracies and in developing plans for long-term care and financial security. This book, written by a special needs attorney, supplies essential information and valuable guidance to the issues involved in representing these clients. The book begins with advice on understanding and representing special needs

clients and their families, including key questions to ask to tailor an appropriate plan. Subsequent chapters address other aspects of representing special needs clients, including: - Public benefits, including SSI, Medicare, and Medicaid- Special needs education issues- Special needs trusts- Financial issues- Ethical and practice risks- How to build a special needs legal practice

In this survival guide for the new attorney, in-depth advice on law office life, includes how to work with senior attorneys, legal research, memos, drafting, mistakes, grammar, email, workload, timesheets, reviews, teamwork, department, attitude, perspective, working with clients (and dissatisfied clients), working with office staff, using office tools, and, well, not just surviving but thriving in a new career. This book is written for all law graduates, for any law office: a firmâ"large, medium, or smallâ"agency, corporation, or the military.

With a focus on the similarities between real-world depositions, Preparing Witnesses, Third Edition, provides strategies to make a witness comfortable and effective in the courtroom. Preparing Witnesses, Third Edition, will aid in refining skills for delivering witness testimony with an impact.

Written specifically for lawyers to help them be more productive, a guide to Microsoft Office shows how to utilize the many aspects of this powerful software, from helping users log and track phone calls, meetings, and correspondence to archiving closed case material in one easy-to-store location. Original.

Rassp, The Lawyer's Guide to the AMA Guides and California Workers' Compensation: The new 2013 Edition analyzes the impact of the SB 863 reforms on permanent disability benefits and what constitutes a catastrophic injury for a psychiatric disorder. Also includes an SB 863 Checklist & Reference Guide.

Senate Bill 863 (SB 863) and Senate Bill 899 (SB 899) have taken the California workers' compensation industry by storm, revolutionizing the way permanent disability is determined along with changes in apportionment of disability. Now that the AMA Guides to the Evaluation of Permanent Impairment is the gold standard as the first step to determine permanent disability in California, the claims, legal, and judicial participants in the workers' compensation system need their own guidance on the use of the AMA Guides in these cases. The Lawyer's Guide to the AMA Guides and California Workers' Compensation, by Robert G. Rassp, is the only practical guide to help you calculate and understand permanent disability ratings under SB 899 and the AMA Guides Workers' compensation claims involving the AMA Guides will emerge that hinge on the proper use, misuse, or under-use of the Guides and on the causation of permanent disability under the apportionment statutes and developing case law. The Lawyer's Guide to the AMA Guides and California Workers' Compensation will assist you in the proper use of the AMA Guides and thus enable you to determine whether a medical report constitutes substantial evidence. In addition, there are some observations about the AMA Guides that are intended to assist you in learning and understanding them and to help you formulate questions to doctors about them. The Lawyer's Guide to the AMA Guides and California Workers' Compensation is organized as follows: • Chapter 1 contains definitions of common terms and a list of acronyms along with explanatory material, as well as a list of common medical conditions by AMA Guides chapter. • Chapter 2 covers the effects of SB 899 and SB 863 reform legislation and the application of the AMA Guides to California workers' compensation cases. This chapter teaches you how to do a rating string under the 2005 PDRS and 2013 PDRS. • Chapter 3 is a chapter-by-chapter analysis of the AMA Guides and includes detailed references to the tables and figures in the Guides, a listing of FEC adjustments for each chapter of the Guides, and instructions for how to reach a pie chart for upper extremity impairments. • Chapter 4 contains examples of AMA compliant and non-AMA compliant medical reports. • Chapter 5 contains analysis and discussion of developing the record to establish accurate ratings under the AMA Guides. • Chapter 6 contains the SB 863 Checklist & Reference Guide, along with examples of how to determine permanent disability ratings using the AMA Guides and the 2005 and 2013 Permanent Disability Rating Schedules. • Chapter 7 contains summaries of cases and WCAB panel decisions relating to the AMA Guides, the 2005 PDRS, and apportionment, along with expert commentary. • Chapter 8 pro-

vides a framework for discovery in cases that involve the AMA Guides and covers medical-legal issues related to rebutting a strict impairment rating under the AMA Guides 5th edition. • Chapter 9 provides medical information every lawyer and judge should know about specific parts and regions of the body we commonly see in our cases. • Chapter 10 provides a detailed discussion of psychiatric injuries—how they are now diagnosed under the DSM-5, how and when they can be rated for permanent impairment, possible alternative rating methods not using the GAF scale, and apportionment issues. • Appendix A contains the 2005 PDRS, which is reprinted in full for your convenience. • Appendix C contains permanent disability money charts. • Detailed Index to help you quickly find what you need.

Senate Bill 863 (SB 863) and Senate Bill 899 (SB 899) have taken the California workers' compensation industry by storm, revolutionizing the way permanent disability is determined along with changes in apportionment of disability. Now that the 5th Edition of the AMA Guides to the Evaluation of Permanent Impairment is the gold standard as the first step to determine permanent disability in California, the claims, legal, and judicial participants in the workers' compensation system need their own guidance on the use of the AMA Guides in these cases. The Lawyer's Guide to the AMA Guides and California Workers' Compensation, by Robert G. Rassp, is the only practical guide to help you calculate and understand permanent disability ratings under SB 899 and the AMA Guides Workers' compensation claims involving the AMA Guides will emerge that hinge on the proper use, misuse, or under-use of the Guides and on the causation of permanent disability under the apportionment statutes and developing case law. The Lawyer's Guide to the AMA Guides and California Workers' Compensation will assist you in the proper use of the AMA Guides and thus enable you to determine whether a medical report constitutes substantial evidence. In addition, there are some observations about the AMA Guides that are intended to assist you in learning and understanding them and to help you formulate questions to doctors about them. The Lawyer's Guide to the AMA Guides and California Workers' Compensation is organized as follows: • Chapter 1 contains definitions of common terms and a list of acronyms along with explanatory material, as well as a list of common medical conditions by AMA Guides chapter. • Chapter 2 covers the effects of SB 899 and SB 863 reform legislation and the application of the AMA Guides to California workers' compensation cases. This chapter teaches you how to do a rating string under the 2005 PDRS and 2013 PDRS. • Chapter 3 is a chapter-by-chapter analysis of the AMA Guides and includes detailed references to the tables and figures in the Guides, a listing of FEC adjustments for each chapter of the Guides, and instructions for how to reach a pie chart for upper extremity impairments. • Chapter 4 contains examples of AMA compliant and non-AMA compliant medical reports. • Chapter 5 contains analysis and discussion of developing the record to establish accurate ratings under the AMA Guides. • Chapter 6 contains the SB 863 Checklist & Reference Guide, along with examples of how to determine permanent disability ratings using the AMA Guides and the 2005 and 2013 Permanent Disability Rating Schedules. • Chapter 7 contains summaries of cases and WCAB panel decisions relating to the AMA Guides, the 2005 PDRS, and apportionment, along with expert commentary. • Chapter 8 provides a framework for discovery in cases that involve the AMA Guides and covers medical-legal issues related to rebutting a strict impairment rating under the AMA Guides 5th edition. • Chapter 9 provides medical information every lawyer and judge should know about specific parts and regions of the body we commonly see in our cases. • Chapter 10 provides a detailed discussion of psychiatric injuries—how they are now diagnosed under the DSM-5, how and when they can be rated for permanent impairment, possible alternative rating methods not using the GAF scale, and apportionment issues. • Appendix A contains the 2005 PDRS, which is reprinted in full for your convenience. • Appendix C contains permanent disability money charts. • Detailed Index to help you quickly find what you need.

As more people turn to assisted reproduction, the legal issues surrounding it have become increasingly complex. Beyond representing patients or clinics, numerous legal problems are arising from the technology's application. Disputes in divorce are the most common, but this technology impacts the law in other areas, including personal injury, insurance, criminal law, and estate planning. Drawing from multiple legal sources, this book presents complex information in a direct, balanced and fair manner. It includes glossary, sample forms and checklists, and bibliography.

Microsoft Word is one of the most used applications in the Microsoft Office suite. This handy reference includes clear explanations, legal-specific descriptions, and time-saving tips for getting the most out of Microsoft Word and customizing it for the needs of today's legal professional. Focusing on the tools and features that are essential for lawyers in their practice, this book explains the key components to help make lawyers more effective, more efficient, and more successful.

The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

Senate Bill 863 (SB 863) and Senate Bill 899 (SB 899) have taken the California workers' compensation industry by storm, revolutionizing the way permanent disability is determined along with changes in apportionment of disability. Now that the 5th Edition of the AMA Guides to the Evaluation of Permanent Impairment is the gold standard as the first step to determine permanent disability in California, the claims, legal, and judicial participants in the workers' compensation system need their own guidance on the use of the AMA Guides in these cases. The Lawyer's Guide to the AMA Guides and California Workers' Compensation, by Robert G. Rassp, is the only practical guide to help you calculate and understand permanent disability ratings under SB 899 and the AMA Guides. Workers' compensation claims involving the AMA Guides will emerge that hinge on the proper use, misuse, or under-use of the Guides and on the causation of permanent disability under the apportionment statutes and developing case law. The Lawyer's Guide to the AMA Guides and California Workers' Compensation will assist you in the proper use of the AMA Guides and thus enable you to determine whether a medical report constitutes substantial evidence. In addition, there are some observations about the AMA Guides that are intended to assist you in learning and understanding them and to help you formulate questions to doctors about them. The Lawyer's Guide to the AMA Guides and California Workers' Compensation is organized as follows: • Chapter 1 contains definitions of common terms and a list of acronyms along with explanatory material, as well as a list of common medical conditions by AMA Guides chapter. • Chapter 2 covers the effects of SB 899 and SB 863 reform legislation and the application of the AMA Guides to California workers' compensation cases. This chapter teaches you how to do a rating string under the 2005 PDRS and 2013 PDRS. • Chapter 3 is a chapter-by-chapter analysis of the AMA Guides. • Chapter 4 contains examples of AMA compliant and non-AMA compliant medical reports and a discussion about developing the record to establish accurate WPI ratings under the AMA Guides 5th Edition. • Chapter 5 provides a summary of how SB 863 affects your law practice, including changes in the law that affect permanent disability payments, supplemental job displacement benefits and the Return To Work fund. Some examples of how to rate specific types of injuries are included. • Chapter 6 contains summaries of cases and WCAB panel decisions relating to the AMA Guides, the 2005 PDRS, and apportionment, along with expert commentary. • Chapter 7 provides a framework for discovery in cases that involve the AMA Guides and covers medical-legal issues related to rebutting a strict impairment rating under the AMA Guides 5th edition. • Chapter 8 provides medical information every lawyer and judge should know about specific parts and regions of the body we commonly see in our cases. • Chapter 9 provides a detailed discussion of psychiatric injuries—how they are now diagnosed under the DSM-5, how and when they can be rated for permanent impairment, possible alternative rating methods not using the GAF scale, and apportionment issues. • Appendix A contains the 2005 PDRS, which is reprinted in full for your convenience. Note: Until the Administrative Director adopts an official 2013 PDRS, SB 863 mandates reference to the adjustments for occupation and age in the 2005 PDRS. • Appendix C updated "money charts" (permanent disability rates) for quick reference. We thank Jay Shergill, Esq. for allowing us to reprint his latest tables in our publication. • The Index is organized by topic and helps you quickly find what you need in this guidebook.

**A PRACTICAL TAKE ON PROTECTING YOUR CLIENTS' ASSETS** The only legal treatise on asset protection planning specific to California! An in-depth discussion of law, legal theory and the practicalities of implementing asset protection. The book is full of real-world client anecdotes and practical take-aways.

This is a fast-growing field of law, and today more and more lawyers are finding they have cases that deal with animal law. This one-stop resource contains every major aspect of private civil and criminal litigation of animal law disputes. The book also contains sample litigation documents, discovery materials, expert information and more. It's the one resource every lawyer who engages in animal law needs.

**Humor in the Salt Mines: A Master Lawyer's Guide to Associate Success** collects Asa Rountree's wel-

l-honed views on how to practice law. His advice is not just timeless and true, but funny and practical. It also hints at the great pleasure that can be had in aiming for excellence as a lawyer. Asa's memos shaped generations of lawyers who had the good fortune to work with him. This book collects these memos, making them available to a wider audience.

Senate Bill 863 (SB 863) and Senate Bill 899 (SB 899) have taken the California workers' compensation industry by storm, revolutionizing the way permanent disability is determined along with changes in apportionment of disability. Now that the 5th Edition of the AMA Guides to the Evaluation of Permanent Impairment is the gold standard as the first step to determine permanent disability in California, the claims, legal, and judicial participants in the workers' compensation system need their own guidance on the use of the AMA Guides in these cases. The Lawyer's Guide to the AMA Guides and California Workers' Compensation, 2013 Edition, by Robert G. Rassp, is the only practical guide to help you calculate and understand permanent disability ratings under SB 899 and the AMA Guides Workers' compensation claims involving the AMA Guides will emerge that hinge on the proper use, misuse, or under-use of the Guides and on the causation of permanent disability under the apportionment statutes and developing case law. The Lawyer's Guide to the AMA Guides and California Workers' Compensation will assist you in the proper use of the AMA Guides and thus enable you to determine whether a medical report constitutes substantial evidence. In addition, there are some observations about the AMA Guides that are intended to assist you in learning and understanding them and to help you formulate questions to doctors about them. The Lawyer's Guide to the AMA Guides and California Workers' Compensation is organized as follows: • Chapter 1 contains definitions of common terms and a list of acronyms along with explanatory material, as well as a list of common medical conditions by AMA Guides chapter. • Chapter 2 covers the effects of SB 899 and SB 863 reform legislation and the application of the AMA Guides to California workers' compensation cases. This chapter teaches you how to do a rating string under the 2005 PDRS and 2013 PDRS. • Chapter 3 is a chapter-by-chapter analysis of the AMA Guides and includes detailed references to the tables and figures in the Guides, a listing of FEC adjustments for each chapter of the Guides, and instructions for how to reach a pie chart for upper extremity impairments. • Chapter 4 contains examples of AMA compliant and non-AMA compliant medical reports. • Chapter 5 contains analysis and discussion of developing the record to establish accurate ratings under the AMA Guides. • Chapter 6 contains the SB 863 Checklist & Reference Guide, along with examples of how to determine permanent disability ratings using the AMA Guides and the 2005 and 2013 Permanent Disability Rating Schedules. • Chapter 7 contains summaries of cases and WCAB panel decisions relating to the AMA Guides, the 2005 PDRS, and apportionment, along with expert commentary. • Chapter 8 provides a framework for discovery in cases that involve the AMA Guides and covers medical-legal issues related to rebutting a strict impairment rating under the AMA Guides 5th edition. • Chapter 9 provides medical information every lawyer and judge should know about specific parts and regions of the body we commonly see in our cases. • Appendix A contains the 2005 PDRS, which is reprinted in full for your convenience. • Appendix C contains permanent disability money charts. • Detailed Index to help you quickly find what you need.

An experienced licensed attorney offers concise answers to the most frequently asked questions about bad credit, debt, and bankruptcy, from how to protect assets against creditors to how to fend off collection agents. Original.

Although Yellow Pages advertising should be a major profit-building business marketing strategy for many law firms, the harsh reality is that 99% of ads simply don't work. This book will provide you with the information you need to create effective, powerful Yellow Pages ads and drive your client development programs forward. You'll find information on identifying and focusing on your target market, as well as how to plan and design the perfect ad that not only reaches potential clients, but motivates them to call. Book jacket.

The Lawyer's Guide to Balancing Life and Work, Second Edition is about how the law fits inside you, not how you fit inside the law. Making space for creativity and passion within your current workplace and at home can yield enormous emotional rewards. In the end, this book will support you whether you stay in the law, shift your law practice, or move on to other work. This book is the tool you need to make healthy decisions and welcome the passion back into your life!

Caring for persons with chronic illnesses or disabilities is a rewarding endeavor, but it often places extreme demands on those providing care. Caregivers need both education and support to understand their caregiving roles and to cope with the difficult situations they face. All too often there is a chasm between professionals who are part of the formal caregiving system and family members,

friends, and neighbors who provide daily care. The Caring for You, Caring for Me education and support program is a valuable tool for use in providing caregivers with education and support. The program is designed to bring formal (professional) and informal (lay/family) caregivers together to gain a better understanding of each other's perspectives on what it means to be a caregiver, with the hope that in the process both will learn to do it better. The program is based on caregiving research and the expertise of frontline caregivers. The Leader's Guide contains everything needed to conduct a ten-hour education and support program for caregivers: informational content, layouts for overhead transparencies, and suggested group activities. The companion Participant's Manual supports the presentation, providing a workbook for class activities, a suggested reading list, and a compendium of national sources of help for caregivers. Caring for You, Caring for Me was developed by the Rosalynn Carter Institute under the guidance of the West Central Georgia Caregivers' Network (CARE-NET). The Rosalynn Carter Institute was established in 1987. Its mission is to understand the process of caregiving and discover new ways to benefit both formal and informal caregivers. The Institute supports the premise that caregivers and care receivers can be served most effectively through the collaborative efforts of formal and informal caregivers, academicians, public and private services, and organizations representing caregivers and recipients of care. A Perfect Resource for Both Mentees and Mentors You can call it "speed mentoring" or "60-minute"

mentoring. Just keep this in mind: Momentous things can happen in a moment and episodic mentoring sessions create such moments. In 60-Minute Mentoring for Lawyers and Law Students, a timely and readable guide, you will learn how to use 60-minute mentoring--with its focus on professionalism and life-long learning--to be a better lawyer and colleague. Small Commitments, Big Results Amy Timmer, Associate Dean of Students and Professionalism at WMU-Cooley Law School, and attorney Matthew Cristiano describe how lawyers, law firms, law students and bar associations can successfully use 60-minute mentoring in place of (or alongside) traditional matched-pair mentoring programs. Packed with sample questions, anecdotes and checklists, the book's four parts and 19 chapters explain everything mentors and mentees need to know about episodic mentoring, including: Questions young lawyers and law students should ask How to find, plan for and maximize mentoring sessions Mentee personality types What a 60-minute mentoring session looks like Episodic mentoring for bar association member development, new member orientation, and attorney development Partnering with law schools Why teaching professionalism matters In the past six years, more states have looked to mentoring to ease the introduction of new lawyers into the practice of law. At the same time, many affinity, local, and specialty bar associations have looked for ways to recruit and integrate new members into their existing membership using mentoring. The advantages are obvious: new attorneys need mentors not just to help them with legal issues, but to build

a referral network, to become engaged with the legal community, to experience the values and customs of the local bar, to be exposed to continuing legal education and pro bono opportunities ... and on and on. The book is divided into 19 chapters: Chapter 1: What Is Mentoring? Chapter 2: Types of Mentoring Chapter 3: Understanding Episodic Mentoring Chapter 4: Perspectives on Diversity in Episodic Mentoring Chapter 5: The Focus on Ethics and Professionalism: The Common Bond Chapter 6: Find, Plan for, and Maximize Mentoring Episodes Chapter 7: Mentee Personality Types Chapter 8: The Episodic Mentoring Session Chapter 9: Feedback from the Episodic Mentoring Study Chapter 10: When Mentoring Goes Bad Chapter 11: Keeping in Touch with Mentors Chapter 12: How to Become a Mentor Chapter 13: Mentor Personalities and Approaches Chapter 14: A Template for Professionalism Mentoring Chapter 15: What Mentees Bring to the Relationship Chapter 16: Episodic Mentoring for Membership Development Chapter 17: Episodic Mentoring for New Members Chapter 18: Episodic Mentoring for Attorney Development Chapter 19: Partnering with a Local Law School

Small steps can lead to big changes. For lawyers who want to improve their career, Building a Better Law Practice: Become a Better Lawyer in Five Minutes a Day is full of these small steps. A few minutes a day with this easy-to-read guide will help put you on the right path to growing your career