



HOW TO SET UP AND RUN A LAW OFFICE EFFICIENTLY

Karen L. Clark

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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 25 years of experience as a legal secretary and law office manager, shares her extensive knowledge, experience, and skills in offering tips on: Finding a law office location; Forming a business; Creating banking accounts; Setting up various software programs; 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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