



## *OPENING A SOLO LAW OFFICE*

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This research guide provides some helpful sources as you consider opening your own law office. Job postings and other specialized job search guides are also available from the Library homepage <http://www.law.du.edu/index.php/library>  
web research links <http://www.law.du.edu/library/content.cfm?pg=legaljobs>  
Subject Guides <http://www.law.du.edu/library/content.cfm?pg=sgemployment>

### **AMERICAN BAR ASSOCIATION (ABA):**

See the many resources available to members and nonmembers <http://www.abanet.org/>

- GPSolo Magazine. American Bar Association: General Practice, Solo & Small Firm Division, 2000-current. **Level 1 K7 .P128** and at: <http://www.abanet.org/genpractice/magazine/index.html>
- Law Practice: The Business of Practicing Law. Chicago, IL: American Bar Association, Law Practice Management Section, 2004-current. **Level 1 K12 .A67** and at: <http://www.abanet.org/lpm/magazine/home.shtml>

### **COLORADO BAR ASSOCIATION (CBA) and LOCAL BAR ASSOCIATIONS:**

See the many resources available to members and nonmembers <http://www.cobar.org/>  
Ask about student memberships or dues for new attorneys. A legal research database called Casemaker is available to CBA members only.

- The CBA has a Solo/Small Firm Practice Section to address those special needs, through publications, networking, topical and CLE programs. <http://www.cobar.org/group/index.cfm?EntityID=SO/SM>
- The CBA offers a variety of resources in the area of law practice management, including live programs, publications, and a hotline. <http://www.cobar.org/group/index.cfm?EntityID=dplpm>
- Colorado Lawyer is a monthly publication available free of charge online to CBA members, and is available in print at the Westminster Law Library. It includes a variety of topics of interest to practitioners. **Level 3 (1971-) KFC 1869.C62, Level 1 K3 .O39 (1971-), and Level 2 Microforms K3 .O39 (1971-)**

## **CONTINUING LEGAL EDUCATION (CLE):**

CLE programs specific to Colorado. The Westminster Law Library has many of the bound, written materials developed for these programs. They vary in coverage since the materials were written by the presenters. <http://www.cobar.org/cle/>

CLE is also the publisher of numerous books written by and relied upon by Colorado attorneys.

## **SOLO PRACTICE:**

- The 5<sup>th</sup> Annual Solo Small Firm Conference. Denver, CO: CLE in Colorado, 2003. **Level 3 KF 318.Z9 A568**
- Dimitriou, Demetrios. Law Office Procedures Manual for Solos and Small Firms 3<sup>rd</sup> ed. Chicago, IL: American Bar Association, Law Practice Management Section, 2005. **Level 3 KF 318.D55** plus CD-ROM
- Elefant, Carolyn. Solo by Choice: How to be the Lawyer You Always Wanted to Be. Seattle, WA: Decision Books, 2008. **Level 3 KF 300 .Z9 E44**
- Gibson, K. William, ed. Flying Solo: A Survival Guide for the Solo Lawyer and Small Firm. 4<sup>th</sup> ed. Chicago, IL: American Bar Association, Section of Law Practice Management, 2005. **Level 3 KF 300 .F58**
- Gibson, K. William, ed. How to Build and Manage a Personal Injury Practice. 2d ed. Chicago, IL: American Bar Association, 2006. **Level 3 KF 1257 .G53**  
Plus CD-ROM
- Hanging Your Shingle. Denver, CO: CLE in Colorado, 2007. **Level 3 KF 319 Z9 H36.**
- Hermann, R.L.. The Hidden Legal Job Market; Major Employer Complaints; Solo Practice Success. Eagan, MN: Thomson/West, 2008. **Level 2 Audio-Visual, 6 discs, KF 297.H476**
- Pfeifer, William L. How to Start a Successful Law Practice: the New Lawyer's Guide to Opening an Office as a Solo or Small Firm Attorney. Sheridan, WY: Pipers Willow, Inc., 2006. **Level 3 KF318.Z9 P47**
- Singer, Gerald M. How to Go Directly into Your Own Solo Law Practice and Succeed: into the New Millennium and Beyond. Danvers, MA: West Group, 2000, 2004 supplement. **Level 3 KF 300 .S56**

## **BUSINESS MANAGEMENT:**

- Altman, Mary Ann and Robert I. Weil. How to Manage Your Law Office. San Francisco, CA: Mathew Bender/LexisNexis, 2 vol., 2007. **Level 3 KF 318 .A758** (loose-leaf)
- Dimitriou, Demetrios. Law Office Procedures Manual for Solo and Small Law Firms. 3<sup>rd</sup> ed. Chicago, IL: American Bar Association, Section of Law Practice Management, 2005. **Level 3 KF 318 D55** and CD-ROM
- Nischwitz, Jeffrey L. Think Again!: Innovative Approaches to the Business of Law. Chicago, IL: American Bar Association, Law Practice Management Section, 2007. **Level 3 KF318 .N57**
- Poll, Edward. Attorney & Law Firm Guide to the Business of Law: Planning & Operating for Survival & Growth. 2<sup>nd</sup> ed. Chicago, IL: American Bar Association, General Practice Solo and Small Firm Section, 2002. **Level 3 KF 315 .Z9 P64** and 2004 CD-ROM
- Roper, Brent. Practical Law Office Management. 3<sup>rd</sup> ed. Clifton Park, NY: Thomson Delmar Learning, 2006. **Level 2 Reserve MSLA** and CD-ROM
- Wert, Robert C. and Howard I. Hatoff, eds. Law Office Policy & Procedures Manual. 5<sup>th</sup> ed. Chicago, IL: American Bar Association, Section of Law Practice Management, 2006. **Level 3 KF 318 .R642** and CD-ROM

## **PROFESSIONAL RESPONSIBILITY:**

- Legal Ethics: the Lawyer's Deskbook on Professional Responsibility. 2008-2009 ed. St. Paul, MN: West Group. **Level 3 KF 306 .R68**
- Legal Malpractice: The Law Office Guide to Purchasing Legal Malpractice Insurance. St. Paul, MN: West Pub. Co., 2008. **Level 3 KF 313 .M3**
- Mallen, Ronald, Jeffrey M. Smith, eds. Legal Malpractice (5 volumes, updated annually). Eagan, MN: Thomson West, 2008. **Level 3 KF 313 .M293**

## **BUILDING A CLIENTELE:**

- Durham, James A. & Deborah McMurray, eds. The Lawyer's Guide to Marketing Your Practice. 2<sup>nd</sup> ed. Chicago, IL: American Bar Association, Section of Law Practice Management, 2004. **Level 3 KF 316 .5 .L38** and CD-ROM
- Foonberg, Jay G. How to Get and Keep Good Clients. Beverly Hills, CA: [www.foonberglaw.com](http://www.foonberglaw.com), 2007. **Level 3 KF316.5 .F66** and CD-ROM

- Rose, Jennifer. How to Capture & Keep Clients: Marketing Strategies for Lawyers. Chicago, IL: American Bar Association, General Practice, Solo & Small Firm Section, 2005. **Level 3 KF316.5 .R67**
- Schmidt, Sally J. Business Development for Lawyers: Strategies for Getting & Keeping Clients. New York, NY: ALM Pub., 2006 **Level 3 KF316.5 S37**
- Siskind, Gregory H. et. al. The Lawyer's Guide to Marketing on the Internet. 2<sup>nd</sup> ed., Chicago, IL: American Bar Association, Section of Law Practice Management, 2007. **Level 3 KF 316.5 .S57**
- Randall, Kerry and Andre J. Johnson. The Lawyer's Guide to Effective Yellow Pages Advertising. 2<sup>nd</sup> ed., Chicago: American Bar Association, 2005. **Level 3 KF310.A3 R36**
- Asher, Joey. Selling & Communication Skills for Lawyers: a Fresh Approach to Marketing Your Practice. New York: ALM Publishing, 2005. **Level 3 KF316.5 .A97**

#### **JOURNALS:**

- GPSolo Magazine. American Bar Association: General Practice, Solo & Small Firm Division, 2000-current. **Level 1 K7 .P128** and at: <http://www.abanet.org/genpractice/magazine/index.html>
- The Lawyers Competitive Edge: The Journal of Law Office Economics and Management. Rochester, NY: West Group, 1960-current. **Level 1 K12 .A66**
- Legal Management: the Journal of the Association of Legal Administrators. Vernon Hills, IL: Association of Legal Administrators, 1989- current. **Level 2 (microforms) K12 .E446**

#### **ALUMNI:**

As a University of Denver Sturm College of Law graduate, you have access to many of our library services free of charge, including the use of and borrowing privileges from the Westminster Law Library. In-library database access includes free Westlaw (via two PC's on Level 3 of the Library), Loislaw, Shepard's Online, full-text journals, and other resources.