

Solo Practice Book Resources

- *How to Start A Successful Law Practice: The New Lawyer's Guide To Opening An Office As A Solo Or Small Firm Attorney.* At just over 100 pages, this 2006 book by William Pfeifer, Jr. is an easy read offering quick hits on choosing a practice area, setting up an office and marketing from the author, who founded a firm shortly after graduating law school. It also includes sample forms.
- *Hanging Your Shingle: Establishing, Developing and Running a Law Practice.* This paperback text was produced in conjunction with the 2005 Massachusetts Continuing Legal Education 3-day seminar on founding law firms. The book covers incorporation, ethical issues, technology, research, and common pitfalls. It also includes sample forms such as retainer and fee agreements.
- *Materials and Cases on Law Practice Management: A Learning Tool For Law Students.* The late author, Thomas McKnight Steele, taught a course in law practice management at Wake Forest for many years. His textbook-style tome, published in 2003, is designed to give a student preparing to become a lawyer a basic overview of the operation of a business enterprise, specifically a law firm. The book collects relevant law review articles and offers advice about legal business fundamentals, such as selection of a corporate entity, marketing and ethical standards.
- *Law Practice Management In A Nutshell.* Gary Munneke, the author of this 2003 Nutshell on law practice management is a law professor at Pace in New York. The book covers corporate form, and management of clients, employees, information and finances, as well as professional development. The straightforward style is very accessible, but less personal than some other selections on this list.
- *How to Start & Build A Law Practice.* This 1999 offering is the fourth edition of author Jay Foonberg's work, first published in 1976. It covers more than a hundred topics, and includes helpful resources such as best practices for communicating with clients, guidance on how to write a business plan, and 20 questions to ask yourself before opening a solo practice.
- *Flying Solo: A Survival Guide for the Solo Lawyer.* This comprehensive offering from the American Bar Association was published in 2001 and has a conversational style. The contributors share time-tested advice on approaches, methods, systems, and perspectives that have resulted in thriving solo and small firm law practices in the real world.

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