Pclaw User Guide

Computer proficiency is required of all legal assistants in order for them to make considerable contributions in their professional settings. Using Computers in the Law Office provides the critical, up-to-date information needed to gain such skills. Important topics covered include Internet legal/factual research, legal timekeeping and billing, litigation support software, and case management and docket control software. And, recognizing that utilizing new-age technology leads to higher organization and productivity, the author has included thorough discussions on mobile computing, document management, security, ethics, the electronic courthouse and many other trends in legal computing.

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. This book contains proven solutions for problems and issues that, sooner or later, every practitioner will have to face.

By following Ed Poll's recommendations, you can ensure that your collection process is controllable and more efficient, resulting in satisfied clients and a healthier bottom line.

Computers -- Computer operating systems -- Monitors -- Computer peripherals -- Printers -- Scanners -- Servers -- Server operating systems -- Networking hardware -- Miscellaneous hardware -- Productivity software -- Security software -- Case management -- Billing software -- Litigation programs -- Document management -- Document assembly -- Collaboration -- Remote access -- Mobile security -- More about Macs -- Unified messaging and telecommunications -- Utilities -- The legal implications of social networking -- Paperless or paper LESS -- Tomorrow in legal tech.

Worried about the economy? Are you alawyer out of work? Are you afraid you will be laid off? Are you struggling to manage your firm through a down economy? In a single volume. How Good Lawyers Survive Bad Times will provide you with a wealth to tips, resources, and tools to help you survive in bad times, as well as teach you management, finance, marketing and technology essentials necessary to succeed. The weak economy and large number of firm layoffs have resulted in a flood of potential new solo and small firm lawyers---starting their own practices in the wake of the exodus from Big Law. Small practice lawyers, well seasoned or just starting out, can gain immeasurably by just applying even a few of the myriad tips within this book. The book is divided into three parts: Each part provides practical tips and insightful tools that are concise and easy to read for quick reference. This book addresses the fears and concerns of today's lawyers, including how to turn a bad economy into a good opportunity to not just survive, but thrive, as well as how you can leverage technology to reduce overhead and maximize profitability. Whether you're out of work, or afraid you will soon be out of work, this book offers a compendium of helpful tips to secure your present job or to find a new one. How Good Lawyers Survive Bad Times will help provide you with shelter from the storm by giving you the tools to build your own personal ark. If you have the will and the focus, you will survive the current maelstrom. Good lawyers can indeed survive bad times. "A must-read that's well worth the cover price, even for those currently on limited budgets. The authors offer great information to help you assess your current employment situation and chart a course through treacherous economic waters. The outside-the-box thinking and casy-to-complece exercises will not only lift your spirits and fill your sails, but will help you chart a new course for a safe harbor in rough economic times."---Laura A. Calloway Director, Practice Management Assistance Program, Alabama State Bar

An annual guide helps solo and small firm lawyers find the best legal technology for their dollar, providing current information and recommendations on computers, servers, networking equipment, legal software, printers, security products, smartphones, and everything else a law office might need. Original.

"The Financial Times Guide to Business Development is inspirational. It is easy to read, hard to put down and there are absolute gems on every page. Read it and get fired up." Jonathan Straight, Chief Executive of Straight plc, Ernst and Young Entrepreneur of the Year 2006 "Ian's insights into how business is getting it wrong, act as a powerful catalyst to help businesses of all sizes improve and develop in a tough climate." Len Tingle, BBC Political Editor, Yorkshire, veteran BBC broadcaster and writer on business issues. "… an interesting and insightful book that breaks down 'what good businesses do', in a format that is easy to understand. A really good read." Gary Brook, Head of Corporate Communication, Leeds Building Society "This is a game changer for any business wishing to grow and develop." Viv Williams, CEO, 360 Legal Group "If you have a business that needs a boost, then it shows how anyone can become a ninja at business development." Heather Townsend, author of The Financial Times Guide To Business Networking What do we have to do to be more successful? How do we attract new customers and clients? How do we work more effectively with the customers or clients we already have? How do we generate more profit? By the time you have read and digested the 650+ tips, tools, techniques and strategic questions in this book you will have the answers to all of these questions. You will also know what to do to get bigger and better results. "I am 100% confident that you will find the book engaging, provocative and informative and that, if you follow the steps, you will automatically experience massive improvements in your business development results." – Ian Cooper

The 2008 Solo and Small Firm Legal Technology GuideCritical Decisions Made SimpleAmerican Bar AssociationThe 2009 Solo and Small Firm Legal Technology GuideCritical Decisions Made SimpleAmerican Bar Association

Are you tired of using two and three programs to run your Accounting needs for your Law Practice? You don't have to have a program for entering Time, one for all other Accounting and one for Payroll or using a Service for Payroll. You can do it all with QuickBooks. I walk you step by step how to cover all your tasks including Trust Accounts. Get started on making your Law Practice more streamlined and efficient. Pick up Your Copy Today!

This comprehensive guide includes 55 chapters of practical information gathered from authorities nationwide, and gives solos as well as small firms all the information needed to build a successful practice.

In under 100 pages, Law Firm Accounting Demystified gives every legal practice a basic primer on the unique aspects of legal accounting that every lawyer and legal accounting professional should know. It covers all the bases -- from trusts to revenue recognition to bank reconciliations and more. Any attorney who gets overwhelmed by accounting minutiae can use Law Firm Accounting Demystified not only as a handy desk reference -- but also as a practical guide to taking a more systematic approach to keeping current, compliant books on an ongoing basis.

"An Introduction to the American Legal System" is ideal for undergraduate students in legal studies, political science, criminal justice, pre-law, and sociology programs, paralegal programs, as well as for anyone with an interest in the

historical and contemporary approaches to law in America.

This high-level new title, published in conjunction with the International Bar Association (IBA), brings together the expertise of IBA members and experienced practitioners to produce a practical guide to law firm management and building a successful business.

The ABA Journal serves the legal profession. Qualified recipients are lawyers and judges, law students, law librarians and associate members of the American Bar Association.

Being a successful attorney does not always mean that you have the acumen to run your business to its maximum potential. Between managing your clients, your time, and your finances, you may spend more time on day-to-day tasks than the actual business of law. Luckily, there's a solution. Finding the right organizational tools can take all the hardship out of running a practice, and PCLaw is the best time, billing, accounting and practice management software on the market. But even the best tools can be limiting without the proper guidance and support. The Lawyer's Guide to PCLaw Software by law practice management expert Steven J. Best delves into the intricacies of PCLaw and gives you the knowledge you need to take control of your practice with maximum results. This book will cover:-Concepts and functions of PCLaw--Properly setting up the program to work best for your practice--Effective organization of both clients and their cases--Accurately calculating your fees and time--Expense recovery--Financial management, including check writing, billing, and client receipts--Closing your months and running reports--Using advanced features of the software--Adapting PCLaw to most every type of law practice

The Lawyer's Guide to PCLaw(R) Software by law practice management expert Steven J. Best delves into the intricacies of PCLaw(R) and gives you the knowledge you need to take control of your practice with maximum results.

What can practice management systems software do for a law practice? With the right system in place, a law firms and staff will have the ability to automatically route items, tasks, documents, and events to certain people based on their role in the case or matter, as well as manage deadlines, improve responsiveness to clients, reduce malpractice insurance rates, and boost overall productivity. The challenge is to find a program that best serves the needs of the firm.

Written just for lawyers, it addresses real-life problems lawyers face each and every day, and provides new tips and tricks for getting the most out of Palm applications. This book is packed with important how-to information.

HEATH AND WHALE ON INSOLVENCY, 2ND EDITION covers both corporate and personal insolvencies in New Zealand. The book provides legal and practical guidance on insolvency and restructuring issues commonly encountered in this country.

BUILD IT. FIX it. OWN IT. A Beginner's Guide to Building and Upgrading a PC Build It. Fix It. Own It. is the ultimate beginner's guide to building and fixing your own PC. With a friendly, knowledgeable tone, this book shows the beginning PC builder everything he or she needs to know to build a computer or upgrade an existing one. We step you through the parts that lurk inside a PC, from the motherboard and power supply to the CPU, memory, hard drive, video card, sound card, and networking hardware. In each case, you will learn how the hardware works, what it does, what types of hardware are available, and what to look for when buying the hardware. Then we walk you step-by-step though a series of PC building projects. We show you how to build five different types of PC: a basic business PC, a home theater PC, a high-performance PC, a killer gaming PC, and a budget PC. And if building a new PC from scratch isn't in your budget, we show you how to resurrect an old PC by swapping out a few key components. When you have your PC built and running, we show you how to set up a wireless network and the BIOS and maintain your new rig. Build It. Fix It. Own It. is the ultimate PC builder's guide, even if you've never ventured inside a PC case before! Author Bio Paul McFedries is one of the industry's most well known and respected technical writers and is a passionate computer tinkerer. He is the author of more than 70 computer books that have sold more than three million copies worldwide. His recent titles include the Sams Publishing books Windows Vista Unleashed and Windows Home Server Unleashed and the Que Publishing books Networking with Microsoft Windows Vista, Formulas and Functions with Microsoft Excel 2007, Tricks of the Microsoft Office 2007 Gurus, and Microsoft Access 2007 Forms, Reports, and Queries. Paul also is the proprietor of Word Spy (www.wordspy.com), a website devoted to tracking new words and phrases as they enter the English language. Category Hardware Covers PC Hardware User Level Beginner—Intermediate