

Sole Practitioner Resources

BOOKS

Attorney and Law Firm Guide to the Business of Law: A Guide to the Business of Law: Planning and Operating for Survival and Growth, 2nd ed., by Edward Poll, Chicago, IL: Solo and Small Firm Section, American Bar Association, 2002.
KF315 Z9 .P64

Flying Solo: A Survival Guide for the Solo Lawyer, 4th ed., K. William Gibson, ed., Chicago, IL: American Bar Association, Law Practice Management Section, 2005.
This collection of essays by primarily solo practitioners covers all aspects of individual practice, including articles on topics such as vacations, billing, and part-time help. The multi-author approach provides a variety of insights and experiences.
OCS KF300 .F58

Getting Started: Basics for a Successful Law Firm, Arthur G. Green, ed., Chicago, IL: American Bar Association, Section of Law Practice Management, 1996.
Contains general information about setting up a law firm and the decision to practice alone. Also includes software.
REFERENCE KF318 .G47
OCS KF318 .G47

How to Go Directly into Your Own Solo Law Practice and Succeed into the New Millennium and Beyond, by Gerald M. Singer, St. Paul, MN: West Group, 2000 & 2004 Supp.
This easy-to-read, comprehensive book contains 18 chapters, including "Six Basic Rules for Solo Practice Survival," "How to Administer your Office and Practice," "Ethics Traps and Pitfalls," and "Tax and Investment Considerations for the Solo Practitioner."
KF300 .S57

How to Start a Successful Law Practice: the New Lawyer's Guide to Opening an Office as a Solo or Small Firm Attorney, by William L. Pfeifer, Sheridan, WY: Pipers Willow, 2006.
OCS KF318 .P445

How to Start and Build a Law Practice, 5th ed., by Jay G. Foonberg, Chicago, IL: American Bar Association, Law Student Division, Section of Law Practice Management, 2004.
This book is organized into ten parts: getting started; getting located; getting equipped; getting clients; setting fees; managing the law office; ethics and professional responsibility; resources and advice; a management checklist; and a section on quality of life. Using a "nuts and bolts" approach, the author devotes short sections within each chapter to considerations ranging from postage to insurance to Christmas cards.
OCS KF300 .Z9 F66
RESERVE KF300 .Z9 F66

Law Office Procedures Manual for Solos and Small Firms, 3rd ed., Chicago, IL: Law Practice Management Section, American Bar Association, 2005.
KF318 .D55

Solo and Small Firm Success: Opening a Law Practice: with Forms, Checklists, 2d ed., by Mia Ilene-Beth Frieder, Norcross, GA: Harrison Co., 1997.
Written by a 1991 law school graduate, this book combines the author's practical experience with advice and chapters from contributing co-authors on topics such as client relations, tax considerations, starting a plaintiff's case, and approaching the bench. About one half the book is checklists and forms.
RESERVE KF318 .Z9 F74

Solo by Choice: How to Be the Lawyer You Always Wanted to Be, by Carolyn Elefant, Seattle, WA: DecisionBooks/Niche Press, 2008.
OCS KF300 .Z9 E44

Start Your Own Law Practice: A Guide to All Things They Don't Teach in Law School About Starting Your Own Firm, 1st ed., by William W. Huss, Naperville, IL: Sphinx Publishing, 2005.
This book describes in detail how to set up and manage your own practice, whether located in a conventional office setting or in your home. Covers business structure, office selection and organization, design and furniture considerations, marketing, and billing. Also includes a refresher on ethics and how to maintain good relationships with clients.
KF300 .H87
SELF HELP KF300 .H87

The Business of Practicing Law: the Work Lives of Solo and Small-Firm Attorneys, by Carroll Seron, Philadelphia, PA: Temple University Press, 1996.
The author assembles information from interviews with 102 New York City attorneys around themes of organizing a practice and other professional and personal considerations.
KF318 .S47

WEBSITES

Below is a list of websites that provide information on materials and services for solo practitioners.

[ABA Lawyer Resources](#)

[ABA General Practice, Solo & Small Firm Division](#)

[Accounting Services](#)

[American Lawyer Media](#)

[Amicus Capital Services LLC](#): Focuses on financial services tailored to law firms and

business of law

Building a Successful Solo Law Practice, by J. Jacques, CMC

[The Bureau of National Affairs](#): Product and Service information.

[Business.com](#): "Resources for solo practitioners and small law firms."

[Counsel.Net, Attorney Network](#): Browse the latest 25 posts from the Solo Practitioner Chatboard.

[CyberShingle](#): Create web site for small and solo law firms.

[The Expert Pages](#): Internet directory of experts, expert witnesses and legal consultants.

[FindLaw Professional Development Center](#)

[General Code Publishers](#): Municipal Codes on the internet.

[Glasser LegalWorks](#): "To inform and train leading lawyers about changes in the law and the business of law.

[Hieros Gamos](#): Comprehensive law and government access site.

[Internet Legal Resource Group](#)

[Launching a Small Firm or Solo Practice](#): By Art Italo, Italo Consulting, Marietta, GA

[The Law Biz](#):: Products and Services for Attorneys. Some free information and additional services for a fee.

[Lawyerist](#): Articles written for solos/small firms on marketing, ethics, technology, practice management, and related concerns; of particular interest "[Starting a Law Firm](#)."

[Legal Forms](#)

[Lessons from a Solo Practitioner](#)

[Management Tips from a Solo Practitioner by M.D. Barringer-Thomson](#)

[Municipal Code Corporation](#): The Nation's leading codifier.

[MyShingle.com](#) - resource page for solo practitioners and small firms

[Nolo Press, Legal Books, Forms and Software](#)

[Oceana Online](#): "[P]remier publisher of essential international legal information specifically designed for law librarians, practicing attorneys, business executives, academicians, and

researchers worldwide.

[Practice Management Aids for the Solo Practitioner and Small Law Firm by C.A. Gilsinan](#)

[Private Investigation Resources](#)

[QuickForm Contracts Online](#)

[Small Business Administration \(SBA\)](#)

[Solo in Chicago](#)

[Success Story: Carolyn Elefant: How to Go Solo](#)

[Top Ten Hard-Earned Tips for Solo Practitioners](#)

[Workshare](#): For Solo practitioners. "Workshare software provides fast and accurate document comparison, reduces document corruption, eliminates foreign formatting styles, and provides security by removing all metadata from your documents."

OTHER RESOURCES:

- Read Ben Hughes's original post and members' answers by logging in to ISBA's discussion groups at <http://www.isba.org/discussions/>. Once you're logged in, select the general discussion group and scroll to the post dated June 4, 2009, and headed "New attorney/solo practice questions."
- An ISBA webinar, *Brick By Brick: Building a Law Practice in Challenging Times* provides additional help for lawyers contemplating hanging out their shingles. With moderator Peter Olson, a sole practitioner in Chicago who writes the blawg *Solo In Chicago*, two other solos, Charles Drennen and Cheryl Morrison, discussed their experiences and perspectives as dedicated and recently minted solo practitioners. The program is available through FastCLE at <http://www.isba.org/fastclel> for viewing using streaming video, audio CD, video CD-ROM, or DVD.
- There's still time to register for ISBA's Fifth Annual Solo and Small Firm Conference by visiting <http://www.isba.org/soloconference/09/>. Coming to Springfield from October 22-24, 2009, the conference will feature presentations tailored to the solo practitioner and small firm lawyer.