# **General Guides**

Law Practice Management in a Nutshell (West, 2003) (See Chapter 8)

Accounting & Finance for Lawyers in a Nutshell (West Group, 2002)

Attorney & Law Firm Guide to the Business of Law: Planning and Operating for Survival & Growth (ABA, 2002) (See Chapter 15)

Financial Statement Analysis & Business Valuation For the Practical Lawyer (ABA, 1998)

Starting Your Own Law Firm: Costs, Space Alternatives, Client Development, and Income Techniques (Practising Law Institute, 1992)

The Essential Formbook: Comprehensive Management Tools for Lawyers (ABA, 2003) (See Vol. 2: Human resources fees, billing, and collection)

**Geri S. Krauss** 

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