"In three words I can sum up everything I've learned about life- it goes on."

Robert Frost
INCREASED SECURITY MEASURES

The Campbell County Courthouse has increased their security measures for anyone who enters the courthouse. Any person planning to enter the courthouse will be required to walk through the metal detectors. This includes judges, attorneys, law enforcement, staff and postmen, who will walk through the metal detector on the left. Members of the public will walk through the metal detector on the right.

HELPFUL ABA PUBLICATIONS FOR THE SMALL AND SOLO PRACTITIONER

Newer attorneys and attorneys in solo/small firm practice face a number of challenges. These include: a) starting and running a law office, b) choosing appropriate law office technology, and c) marketing and growing the practice. The American Bar Association (ABA) publishes many useful titles to help the solo and small firm attorney, and the NKU Chase College of Law Library purchases many of these titles. These publications are available for check-out to all patrons with a library card (there is no charge for acquiring a borrower’s card).

The ABA publishes titles ranging from how to run a law practice, how to use legal technology, and how to market and grow your law practice. This column will highlight a few of the many titles that may be helpful to you in running your legal practice.

STARTING AND OPERATING A LAW PRACTICE

Two essential titles for starting and running your law practice are:

*The Essential Formbook: Comprehensive Management Tools for Lawyers.* This four volume looseleaf set gathers into one, easy-to-use resource the essential forms that law practitioners use on a regular basis. It includes Partnership Agreements and Organizational Agreements; Client Intake and Fee Agreements; Fees, Billing, and Collection; Calendar, Docket, and File Management; as well as Law Firm Financial Management.

*Law Office Policy and Procedures Manual, Sixth Edition.* This treatise includes everything you need to create a complete, customized manual that can serve as a reference guide for your entire firm and as a training tool for new employees, associates, and temporary workers. It includes material on COBRA, FMLA, ADA, and much more.

Other titles that may be useful include: *How to Start and Build a Law Practice, and Flying Solo: A Survival Guide for the Solo and Small Firm Lawyer.*

KEEPING UP WITH LEGAL TECHNOLOGY

In today's modern legal practice, stay-
ing on top of, and deciding which legal technology will work best for you, can be a tricky field to navigate. The ABA publishes numerous short manuals on using the latest in legal technologies.

For those who want to run a virtual law office, one of the newest titles that may be of help is:

*Virtual Law Practice: How to Deliver Legal Services Online.* This practical guide teaches lawyers how to set up and run a virtual law firm. It provides case studies of individual virtual law practices along with client scenarios to show how web-based technology may be used by legal professionals to work with online clients and avoid malpractice risks.

Other useful legal technology titles include:


**MARKETING AND GROWING YOUR LAW PRACTICE**

The ABA also publishes titles that can help you grow and market your practice so that you can take your legal career to the next level. These titles include:

- *Personal Branding in One Hour for Lawyers, Social Media for Lawyers The Next Frontier, Legal Project Management in One Hour for Lawyers,* and *The Lawyer’s Guide to Increasing Revenue.*

You can check to see if the law library has any of these titles available for circulation (and many more from the ABA) by calling us at 859-572-6030 or visiting our website at [http://chaselaw.nku.edu/library.html](http://chaselaw.nku.edu/library.html).

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**IMMIGRATION LAW**

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**KYLAP**

HOSTS RECOVERY MEETINGS IN NORTHERN KENTUCKY

The Kentucky Lawyers Assistance Program continues to offer weekly one-hour recovery meetings every Tuesday at:

Lakeside Christian Church
195 Buttermilk Pike
Lakeside Park, Kentucky

The church is located off I-75 exit 186 for Kentucky 371/Buttermilk Pike. The facility opens at 7:15 a.m. The meeting begins at 8:00 a.m.

Please bring your own coffee.