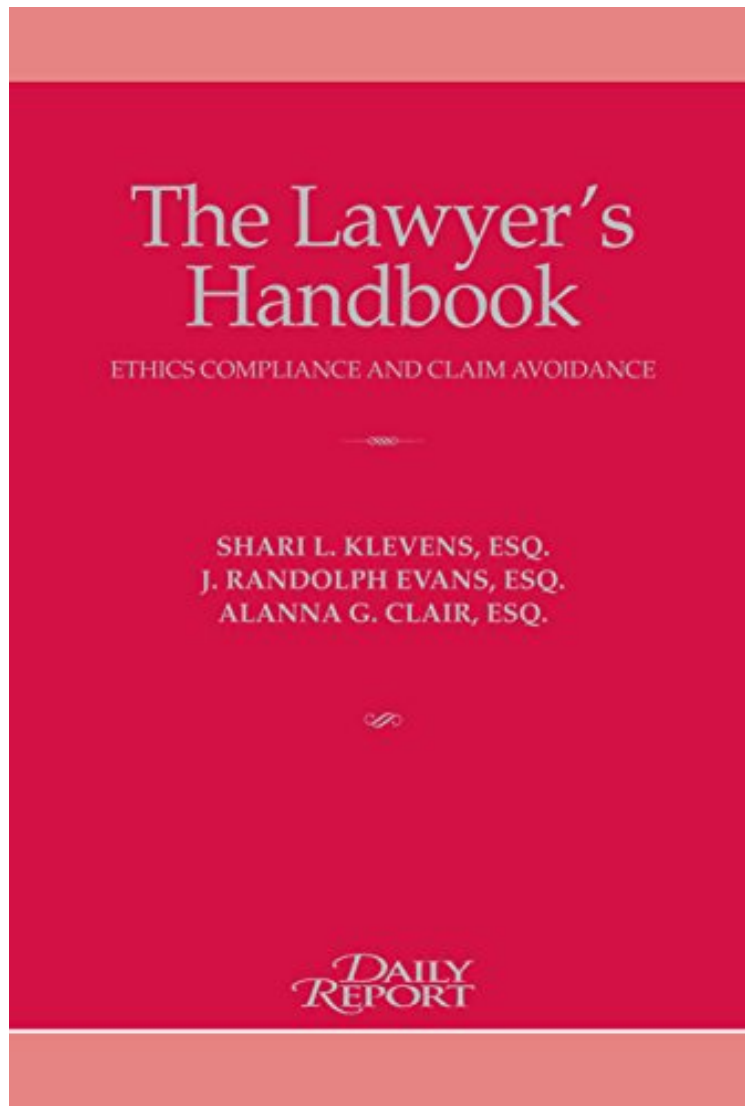


[Library ebook] The Lawyer's Handbook: Ethics Compliance and Claims Avoidance

# The Lawyer's Handbook: Ethics Compliance and Claims Avoidance

*Shari L. Klevens, J. Randolph Evans, Alanna G. Clair*  
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**Shari L. Klevens, J. Randolph Evans, Alanna G. Clair : The Lawyer's Handbook: Ethics Compliance and Claims Avoidance** before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Lawyer's Handbook: Ethics Compliance and Claims Avoidance:

The Lawyers Handbook: Ethics Compliance and Claim Avoidance provides an easy-to-use practice management tool for fast-paced, round the clock law practice in a format that ensures compliance with applicable ethics rules while

minimizing the risks of legal malpractice claims. To achieve this, the book brings the basics of the fundamentals of law practice management to the table. From client intake procedures to file-closing letters, this book includes the essentials for the practical side of the practice of law. Attorneys can be more efficient and focus on the substance of the practice, while spending less time identifying, determining, and incorporating the basics, and leaving more time for attention to issues raised by their clients in ongoing representations.

From the Author In today's fast-paced, round-the-clock law practice, attorneys need easy-to-use practice management tools. This book aims to provide those tools in a format that ensures compliance with applicable ethics rules while minimizing the risks of legal malpractice claims. To achieve these goals, this book provides the basics for the fundamentals of law practice management. From client intake procedures to file-closing letters, this book includes the essentials for the practical side of the practice of law. For example, this book includes the topics attorneys should include in engagement letters and fee contracts. Although each representation will vary depending on its facts and circumstances, the essential topics will always include things such as the identity of the client, the scope of the representation, the fee, and other similar issues.