BOOK REVIEWS

HOW TO MANAGE YOUR LAW OFFICE. By Mary Ann Altman and Robert I. Weil. New York: Matthew Bender & Company 1973. Chapters 16. $35.00.

This is a welcome and important addition to the body of knowledge concerning the private practice of law and the operation of corporate and government law departments. The authors have constructed a practical text based on their many years of experience as management consultants to the legal profession. All lawyers will benefit from a perusal or study of this text.

A significant feature of this manual is the attempt to not only provide practical solutions to current law office management problems but also to alert managers to future trends and problems associated with the operation of a law office.

Management is the process of making decisions under conditions of uncertainty which will affect the future of the organization. This text will help law office managers make better decisions and provide guidance in the allocation of resources in the form of people, equipment, furniture, fixtures, office space, law books, *etc.*, in the achievement of future organizational goals. It is concerned with the optimum utilization of resources within a law office and the continuity of that organization within the socio-economic community in which it exists.

Law office managers who have wondered how they might best structure their law office, and staff it to meet the demands of the future, will find the chapters dealing with partnerships and professional corporate organizations most helpful. The use of professional law office administrators and para-legal assistants is also given excellent coverage. The chapters dealing with administrative systems and procedures do so with real authority.

The closing chapter deals with trends affecting the legal profession. Topics include: professional specialization; the rapid growth of partnerships in metropolitan areas; the social pressures to eliminate tariff schedules; the increasing control of legal fees by the state; the evolution of new areas of law such as preventive law; the increased use of professional administrators; and the inroads of mechanization into the operations of a legal organization.

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