

Contents

Foreword, *by* Judge John Koeltl . . . *vii*

Preface, *by* Judge Lorna G. Schofield . . . *xv*

CHAPTER ONE: Guidelines for Work

Being Done under My Supervision . . . 3

 Introduction

 General Expectancy

 Professionalism

 Client Relationships

 Confidentiality

 Assumption of Responsibility

 Deadlines

 Nature of Work Product

 Legal Research

 Citations and Quotations

 Style of Writing

 Keeping Each Other Informed

 Work Habits

 Files

 General Availability

 Efficiency

 Time Sheets

 Attorney–Client Privilege and Work Product Doctrine

 Developments in the Law

 Courtesy to Staff

Miscellaneous	
Conclusion	
Appendix 1. Checklist: Research	
Appendix 2. Brief Writing and Kindred Matters	
Appendix 3. Rountree Decimal System	
Appendix 4. Sample Document: Preservation Letter to Client	
Appendix 5. Checklist: Taking a Case for a Plaintiff	
Appendix 6. Checklist: Taking a Case for a Defendant	
CHAPTER TWO: The Settlement of Disputes . . .	59
Dispute Analysis	
Whether to Settle a Dispute	
When to Settle a Dispute	
Who Should Settle a Dispute	
How to Settle a Dispute	
How to Consummate the Settlement	
Conclusion	
CHAPTER THREE: Vacation Memorandum . . .	79
CHAPTER FOUR: Request for Expense Reimbursement . . .	87
CHAPTER FIVE: The Section of Litigation . . .	93
CHAPTER SIX: On Name Changes . . .	101
If You Knew Asa, <i>by</i> Steven Klugman . . .	103
An Officer and a Gentleman, <i>by</i> Carl Robert Aron . . .	109
The Pack Rat: A Fable, <i>by</i> Standish F. Medina Jr. . . .	114
In Praise of Noisy Neighbors, <i>by</i> Anne Cohen . . .	115
A Farewell to Asa, <i>by</i> Meredith Brown . . .	118