

# **BOOK RESOURCE LIST**

## **Topics Listed Below**

**Administrative Law**

**Alternative Dispute Resolution**

**Appeals and Writs**

**Civil Litigation Law**

**Corporate Law**

**Criminal Defense Law**

**Elder Law**

**Employment Law**

**Family Law**

**Grant Law**

**Immigration Law**

**Intellectual Property**

**Legal Writing**

**Opening a Law Practice**

**Personal Injury Law**

**Probate Law**

**Securities Law**

## **Books**

### **Administrative Law:**

*Administrative Hearing Practice* (CEB)

This is the basic practice guide for any administrative hearing, from municipal government to state administrative hearings. Good step by step instructions and easy to use forms.

### *California Administrative Mandamus* (CEB)

The essential guide to the first tier appeal of an administrative decision to Superior Court. The process is complicated, but this two volume set is exhaustive.

### **Alternative Resolution**

*Alternative Dispute Resolution Practice Guide* (Thompson West)

### **Appeals and Writs**

The Rutter Group, *Civil Appeals and Writs* (Thompson West)

### **Civil Litigation**

CACI - Judicial Council of California - Civil Jury Instructions.

These are available for free online at [www.justia.com](http://www.justia.com). It is useful to always go straight to the jury instructions on any case to see what must ultimately be proved in order to succeed. These are a great source of information and the directions for use have cites to the "key" cases in the respective areas.

*California Causes of Action* (James Publishing)

The Rutter Group: *California Practice Guide: Civil Procedure Before Trial*

This is an extremely comprehensive work dealing with all aspects of civil procedure. It is written for the practicing attorney with a practical question: the attorney who has to find the answer to a question, or write a brief, or deal with a motion for summary judgment, etc. It is easy to use, and sets out case law authority at every juncture.

The Rutter Group: *Civil Trials and Evidence*.

Read it before going to trial and feel confident.

West's Civil Practice Statutes and Rules.

This volume contains the Civil Code, Code of Civil Procedure, Evidence Code, California Rules of Court, and other statutes and rules, including excerpts from the Business and Professions Code and Government Code. A desktop reference provides a quick and easy way to access basic statutes, especially those dealing with civil procedure. In the internet age, a desktop reference may be superfluous if you just need to look up a statute. But if you want to browse, a volume can be helpful for various reasons, including the fact that it could help you see something you might not otherwise find by a finding a particular statutory cite on a computer search.

### **Corporate Law**

Marsh, Finkle, and Sonsini, *Marsh's California Corporation Law, 4<sup>th</sup> ed.* (4 volume set by Aspen)

This four volume set provides a very detailed discussion of California corporate law including topics such as minority shareholder rights, fiduciary duties, voting, and securities. The set includes a forms cd with many sample forms.

R. Franklin Balotti and Jesse Finkelstein, *The Delaware Law of Corporations & Business Organizations* (3 volume set by Aspen)

This set provides key forms and detailed discussions regarding corporate topics including common stock and preferred stock, voting issues, and securities. For the out of state practitioner, this provides the details you need to navigate Delaware's different forms and statutes in order to provide your client with excellent advice.

#### *CEB Business Library/CEB Real Estate Library On-Line*

For a transactional practice, the licenses from CEB On Law are perfect (each is about \$1000 for a year's access-there may be discount for new attorneys):

There are many, many titles in each of these libraries. For \$1000 each, these libraries include not only on line access, but the ability to print anything (including the entire library). It also includes forms and links to case law and statutes referred to in the books.

It is well worth the \$2000 a year for these two libraries. It can cost about \$20K to \$20K a year to update a hard volume set. Three CEB books can easily run close to \$900 or more, so getting an entire library, updated each year for \$1000 is a real deal.

*A Manual of Style for Contract Drafting* by Kenneth A. Adams from the American Bar Association 2008

For contract drafting, corporate resolutions, all types of writing, as well as interpretation of contracts drafted by others. This book is a great desktop manual and is very useful for new or experienced writers. Adams explains clearly and concisely how to trim poorly drafted legalese from your letters and contracts. For those who learn best by comparisons, he provides examples of sentences with a legend of "recommended", "acceptable but use with caution or in specific context", "not recommended", and "emphatically not recommended." These sentences are also cross-referenced to the specific paragraph explaining his rationale. As an example of how this can be used for interpretation of contracts, Chapter 2 is the Categories of Contract Language. This contains a thorough explanation of the language of agreement, performance, obligation, discretion, prohibition, policy, condition, and declaration. The price retails at \$74.95.

### **Criminal Defense**

*California Penal, Evidence, and Vehicle Codes* (West)

*California Criminal Law Procedure and Practice* (CEB)  
The "bible" of any criminal defense practice.

*California Criminal Law Forms Manual* (CEB)

*California Judges Benchbook Search and Seizure* (CEB)

*Defending a Federal Criminal Case*. Three-volume, hardbound treatise/practice guide published by Federal Defenders of San Diego, Inc. and authored by federal public defenders, CJA panel attorneys, and other practitioners. Great resource.

*Foreign Corrupt Practices Act Handbook* (ABA)  
Guide for white collar federal criminal cases.

*Judicial Council of California Criminal Jury Instructions* (West)

Kuwach, Burglin and Simons, *California Drunk Driving Law*

Tayac and Taylor, *California Drunk Driving Defense*, 4<sup>th</sup> ed. (West)

## **Elder Law**

*Benefits and Planning* (CEB)

*California Elder Law Litigation* (CEB)

Regan, Morgan and English, *Tax, Estate & Financial Planning for the Elderly*

Zimring and Bashaw, *California Guide to Tax, Estate & Financial Planning for the Elderly*

## **Employment Law**

Richard J. Simmons, *Wage and Hour Manual for California Employers* (144<sup>th</sup> ed. Castle Publications 2009).

This is the largest book on California wage & hour issues, with a large number of citations. Almost every Employment Law client has some wage & hour issue, even if that's not what brought them to the office.

TRG, *Employment Litigation, and Civil Procedure Before Trial*

When supplemented by Witkin and CEB (*Advising California Employers and Employees*) these volumes are practical guides for employment disputes.

*Wrongful Employment Termination Practice* (CEB)

This provides an excellent overview of topics outside the wage & hour area, and it's listing of elements and citations is very helpful in making the decision of whether or not to take a client's case.

## **Family Law**

The Rutter Group: *California Practice Guide Family Law* (Thompson West)

This book is a comprehensive look at a dissolution case from beginning to end. It provides an in depth analysis of case law and statutes.

*Domestic Violence Remedies in California Family Law Cases* (CEB)

Comprehensive guide to complex family law issues including restraining orders, custody, injunctions, tort and restitution remedies.

*Practice Under the California Family Code* (CEB)

This book is basic how to guide for helping family law attorneys with the dissolution process. It provides forms and instructions for filing documents.

Volumes 1 & 2, Matthew Bender, *Standard California Codes*, ("6 in 1" Code Book)

This set includes the Family Code, CCP, Evidence Code, etc. all of which are important because the Family Code contains the DVPA (Domestic Violence Prevention Act -- see section 6200 et seq) and all the other Codes in the Family Code are important because they cover general child custody and property issues which often overlap regarding the domestic violence representation in family law. Use for the Evidence Code is obvious (handy in trial and nice because you don't have to bring an extra book since it's in the 6 and 1). CCP is good to have for discovery issues related to defense or prosecution of TROs.

## **Grant Law**

*Federal Grants* (Federal Publications)

Each Federal agency has its own rules & procedures, and other books are more focused on either particular agencies or particular grant areas, but this is the only book which attempts to give a broad overview of the whole grant practice area that is especially useful for a practitioner starting in this area.

## **Immigration Law**

Ira J. Kurzban, *Kurzban's Immigration Law Sourcebook: A Comprehensive Outline and Reference* (2008)

A well-established and number one best-selling immigration book. It is extremely useful and covers a wide range of immigration topics.

Other reliable sources of published material on immigration can be found at AILA (American Immigration Lawyer Association), an online bookstore: <http://www.ailapubs.org/>

Pauline H. Tessler and Peggy Thompson, *Collaborative Divorce*

Ground-breaking text with revolutionary ideas about peaceful ways in which couples may divorce.

Stuart G. Webb and Ronald D. Ousky, *The Collaborative Way to Divorce*

Ground-breaking text with revolutionary ideas about peaceful ways in which couples may divorce.

## **Intellectual Property**

Trademark

McCarthy on Trademark and Unfair Competition, 4th Ed., by J. Thomas McCarthy, Thomson Reuters

Trademark Registration Practice, by James Hawes and Amanda Dwight, Thomson West Publishing

Copyright: Nimmer on Copyright, by Melville B. Nimmer, Matthew Bender

Patent: Chisum on Patents, by Donald S. Chisum, Matthew Bender

## **Legal Writing**

Bryan A. Garner and Justice Scalia, *Makinig Your Case*

Lists unnecessary words pointing out that too often attorneys make too complex a sentence or phrase in a legal writing that could be put more simply.

Howard Darmstadter, *Hereof, Thereof and Everywhereof: A Contrarian Guide to Legal Drafting*

Kenneth Adams, *Manual of Style for Legal Contract Drafting*

Strunk and White, *Elements of Style*

A must-have “bible” of sorts for general brief writing.

*The Bluebook*

## **Opening a Law Practice**

*How to Go Directly into Solo Practice without Missing a Meal* Written by Gerald M. Singer (West)

## **Personal Injury Law**

Neil M. Levy, et al., *California Torts* (Matthew Bender, Rev. Ed.)

This is frequently referred to as "Levy, Golden, Sacks". It is a six volume set that takes a comprehensive look at all aspects of tort law in California. This should be any personal injury lawyer's first stop when researching or looking into any area of tort law.

## **Probate**

The Rutter Group, *California Practice Guide on Probate*

## **Securities Regulation**

Louis Loss, *Fundamentals of Securities Regulation*

The best overview of securities regulation and related areas.