Law Office Management (Dwight G. McCarty, 1955)

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Aycock and Wurfel, with its detailed analysis and approximately 2000 footnote citations, provides an authoritative critique of the operation of the code and provides a basic research tool that fulfills a real need in the military justice field. Everett’s work, with its readable style and objective analysis of the strengths and weaknesses of the present military justice system, makes an excellent companion piece for the other volume. Although Everett does not provide as complete an analysis of some problems as Aycock and Wurfel, he does provide a complete picture of the military court system in nontechnical language that will make his book useful not only to the military lawyer but also to the nonlegal general reader, whom it should convince that military justice today is far more than second-class justice.

Both books follow in the tradition of careful and critical analysis of military law begun by Colonel Winthrop some ninety years ago, and both are fitting works to occupy a place beside Winthrop’s classic on the shelves of those vitally interested in the administration of military justice.

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For the lawyer who is starting into practice for himself or who has difficulty in keeping office procedure and management under control, the information included in this book will in many instances make the difference between a profitable practice and a bare living. The business side of the legal profession is frequently neglected because the practitioner has little or no experience or training in office management and knows little about the handling of personnel. Here will be found answers to most of the problems that arise in the business routine of the law office.

In practical terms and with understandable examples profusely illustrated by photographs, charts, plans and forms, the author discusses, often in detail, the business side of the legal profession. The reader will find the practical points of view that must be considered in the selection of an office location; a description of the type of furnishings, furniture, and equipment best suited to the law office; a
discussion of the layout or arrangement of the office; and the reasons
for the adoption of modern office appliances as aids in the saving of
time and increasing of office efficiency.

Other office management problems, such as proper filing system,
efficient and effective correspondence methods, the use of forms, work
scheduling, the office docket and court chart, a modern bookkeeping
system, time records, the lawyer’s fees, the rendering of a bill to a
client, and the business method of determining office overhead, are
discussed in detail.

Several chapters give the reader an insight into office personnel
psychology, including not only the application of psychology in the
management of the office but also practical means whereby the lawyer
can best develop his own personality traits.

The planning of all work and time is basic to the rapid dispatching
of law office work. This is essential if law office production is to be
increased. An entire chapter is devoted to the standardization and
organization of the office, so that the reader is acquainted with methods
of handling routine as well as unusual legal matters quickly and
efficiently.

Every lawyer should read this book, for he will find suggestions
that will be most helpful to him in increasing his efficiency and thereby
his profit. Whether he has a problem in the selection of office equip-
ment, in proper office procedure, or in the handling of office personnel,
he will find a practical solution here.

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