## Start with Practical Law. PRACTICAL LAW V Practical Law What Are You Working On? PRACTICE AREAS RESOURCE TYPES JURISI Capital Markets & Corporate Gr State Q&A Cross-Border Resources WHAT'S MARKET Practical Law Automated Documents Recently Viewed MY RECENTLY VIEWED

### Practical Legal Know-How for Law Firms • Law Departments • Law Schools

Practical Law provides legal know-how that gives lawyers a better starting point. Our expert team of attorney editors creates and maintains thousands of up-to-date, practical resources across all major practice areas so you don't have to.

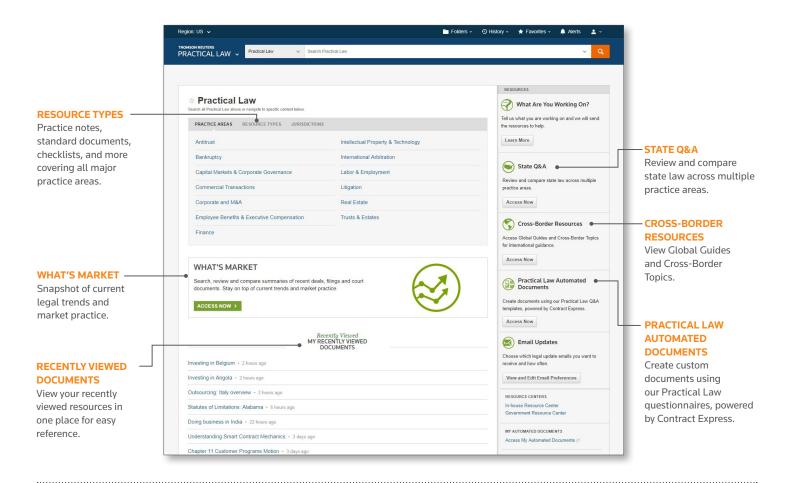
We go beyond primary law and traditional legal research to give you the resources needed to practice more efficiently, improve client service, and add more value. Our job is to make you better at yours.



### **Practical Law**™

## **LAW FIRMS**

Access thousands of practical resources covering all major practice areas. Specifically created to suit the needs of law firm practitioners.



### **BENEFITS**

### Our resources help you:

- Increase efficiency
- Improve client service
- Get associates up to speed quickly
- Keep up with practice changes and legal updates
- · Maximize return on fixed fee arrangements
- Spend more time on the work that matters most

### **RESOURCES**

Created by our team of expert attorney editors and experienced contributors, our resources include:

- · How-to guides and practice notes
- · Standard documents and clauses
- Checklists and timelines
- Instant custom market trend reports
- International guidance
- · Legal updates on new developments, and more

To learn more or to request a free trial, call (1-800-733-2889) or visit legalsolutions.com/practical-law. If you are a current subscriber and would like to schedule training, email referenceattorneys@tr.com.



## **TOP 10 REASONS SMALL LAW FIRMS USE** PRACTICAL LAW

You may know Practical Law® as a source of trusted, readily available standard documents, practice notes, checklists, legal updates, how-to guides, and more. But do you know why so many small law firms use Practical Law know-how? Here are the top 10 reasons:

### U.S.-based, licensed attorney-editors

create and maintain Practical Law resources. It's like having a large, full-service firm providing behind-the-scenes support for your practice.



2-14 YFAR



on average, is what our attorneyeditors gained from working in top law firms, in-house legal departments, and government agencies. You can rely on their breadth of legal knowledge.

resources across practice areas

help you easily access this expertise, get a better starting point, and be confident in your work product.





### contributors nationwide

add to jurisdictional content – expanding our coverage.

7.



5.



### hours per month

is the average time our attorney-editors spend ensuring our existing content is current and accurate, so you can more easily stay up to date on matters affecting your clients.







### monitoring

of developments that may impact the law or practice and require creating new content or updating existing content, so you can quickly understand and work with the latest information.



### **Legal Checklists**

provide you with a concise, easy-tounderstand view of key legal considerations. Presented in the form of timelines, flowcharts, tables, decision trees, and lists of issues, our legal checklists are created and continually 10. maintained by our team of more than 260 attorney-editors.



### **Practice Notes**

provide how-to guidance with clear explanations of current law and practice, ranging from basic overviews to detailed analysis.



### State Q & A

helps you find answers to state law questions and compare laws across multiple jurisdictions. Whether you're researching the law in your state or another, this resource helps you find what you're looking for quickly.

**What's Market** 

lets you search, review, and compare summaries of recent deals and filings to help you stay informed of current trends and market practice.



Discover how you can use Practical Law know-how to practice more efficiently and add more value for your clients.

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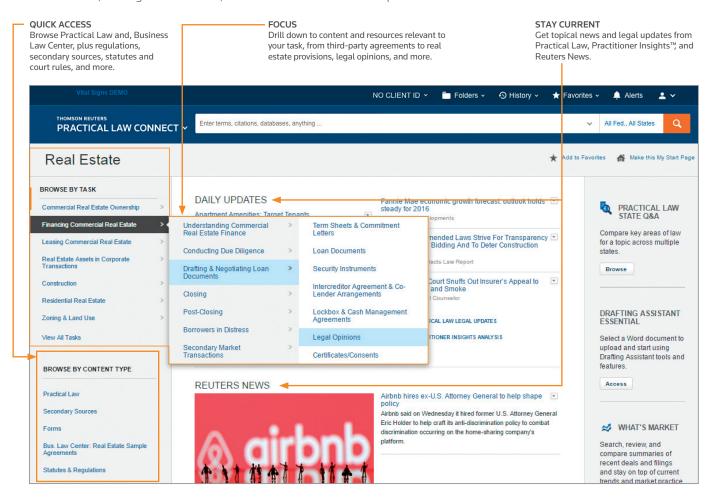
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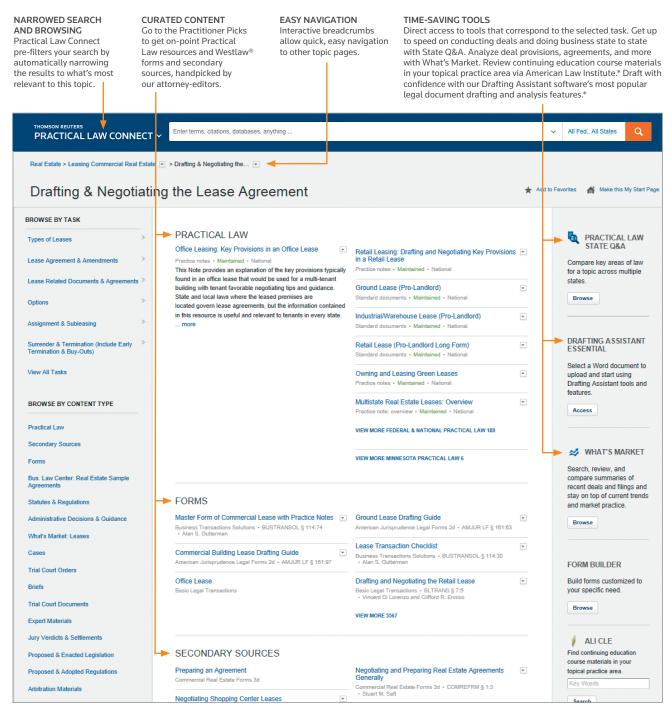
Thomson Reuters Practical Law Connect™ offers you a better way to work. Practical Law Connect integrates Practical Law™ legal know-how resources, Thomson Reuters Westlaw™ forms and secondary sources, primary law content, and other time-saving tools and solutions in one place, organized by practice area and task. You get precisely what you need to deliver your best work faster and more efficiently, all from one innovative platform.

With **Practical Law Connect Real Estate & Construction**, you're covered on tasks related to your real estate matters, including buying and selling, financing, and leasing commercial and residential real estate. Additional tasks include Construction, Zoning and Land Use, and Real Estate Assets in Corporate Transactions.





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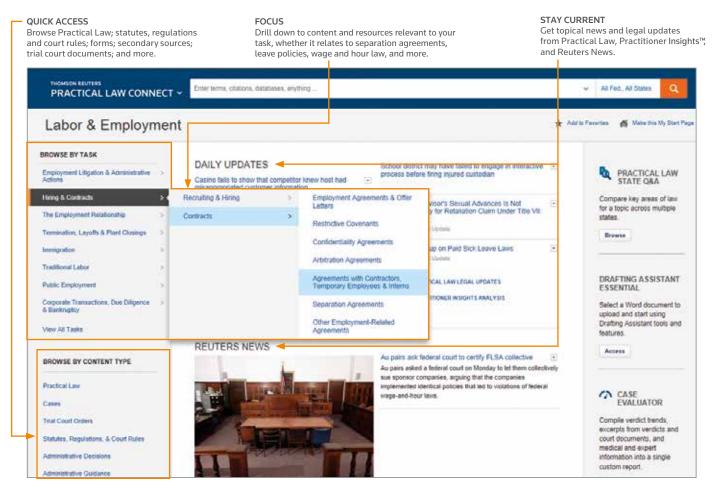
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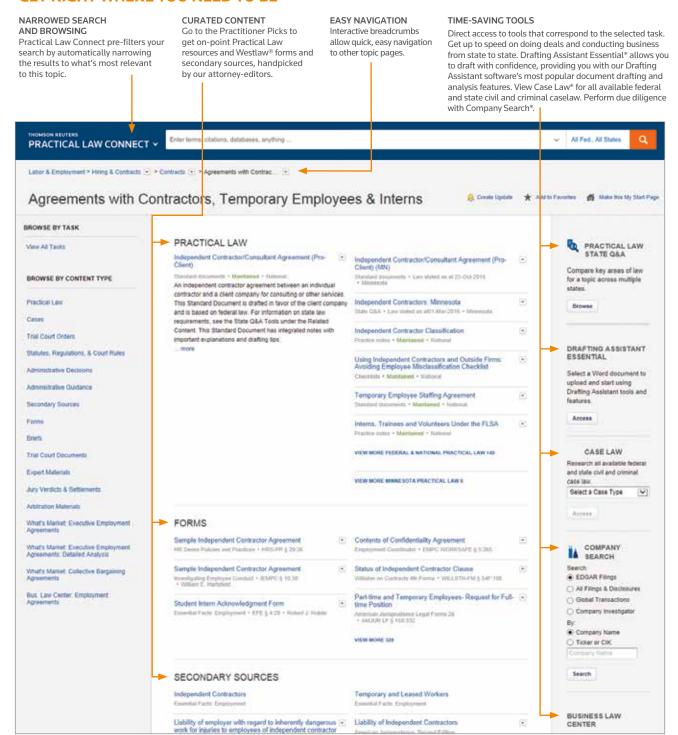
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With **Practical Law Connect Labor & Employment**, you're covered on tasks related to your labor and employment matters, including Hiring & Contracts, Immigration, Traditional Labor, and Public Employment. Additional tasks include Employment Litigation & Administrative Actions; the Employment Relationship; Termination, Layoffs & Plant Closings; and Corporate Transactions, Due Diligence & Bankruptcy.





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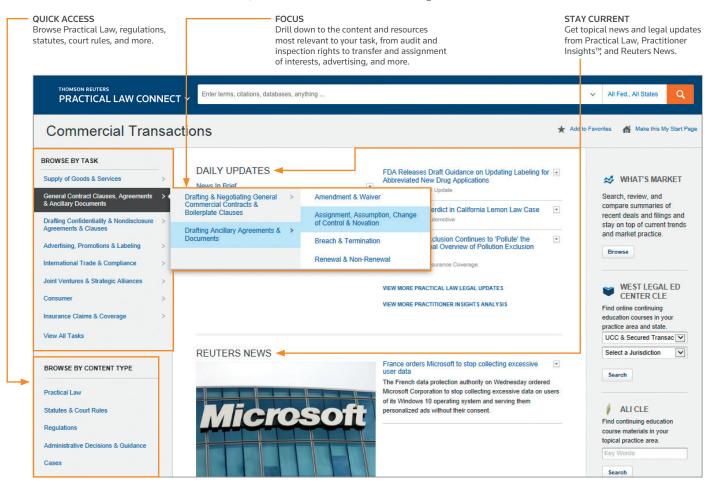
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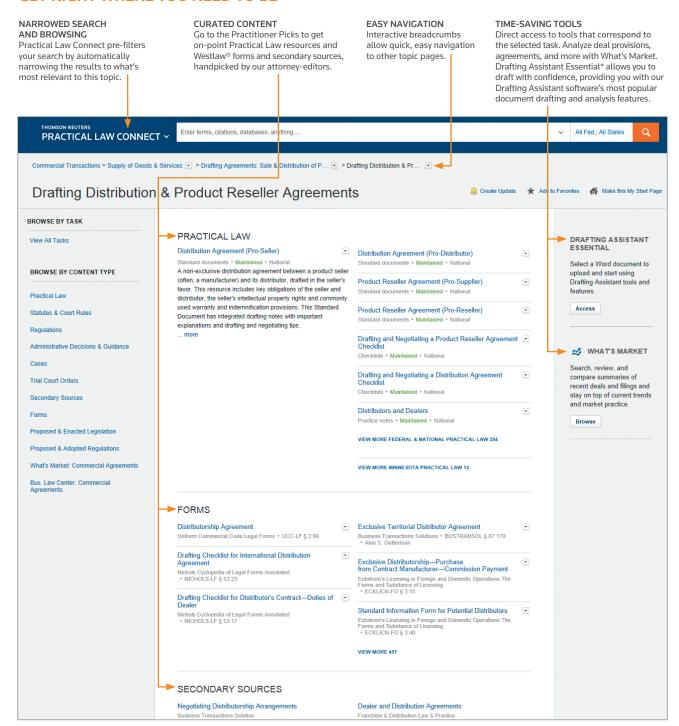
Thomson Reuters Practical Law Connect™ offers you a better way to work. Practical Law Connect integrates Practical Law™ legal know-how resources, Thomson Reuters Westlaw™ forms and secondary sources, primary law content, and other time-saving tools and solutions in one place, organized by task and practice area. You get precisely what you need to deliver your best work faster and more efficiently, all from one innovative platform.

With **Practical Law Connect Commercial Transactions**, you're covered on tasks related to: Supply of Goods & Services; General Contract Clauses, Agreements & Ancillary Documents; Drafting Confidentiality and Non-Disclosure Agreements & Clauses; Advertising, Promotions & Labeling; International Trade & Compliance; Joint Ventures & Strategic Alliances; Consumer Protection and related issues; and Insurance Claims & Coverage.





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## How Practical Law<sup>™</sup> Helps Law Firms Develop New Business

Getting new clients or new business from existing clients isn't rocket science. There are numerous strategies (beyond providing stellar service) that have been proven to work. But due to competing priorities or a lack of resources, it is often difficult to engage in those activities. The good news? Practical Law can help. One of the many benefits of Practical Law is that it can take the extra effort out of many business development activities, clearing the way for more time to do all the work your new clients are demanding of you.

PROVEN STRATEGY	WHAT GETS IN THE WAY	HOW PRACTICAL LAW CAN HELP
Providing complimentary client training on important issues.	Preparing and updating presentations for client trainings can require significant un-billable time.	Quickly download and customize ready-made, regularly maintained Powerpoint® presentations that easily explain issues of risk and compliance in terms non-lawyers will understand. Use Practical Law Presentation Materials to expedite preparations when pitching for new business, whether with existing or new clients.
Staying top of mind with prospects and clients by sending news they can use.	Communicating relevant developments or identifying the right topics to raise with your clients aren't always the most pressing tasks on your to do list.	Use Practical Law Legal Updates to keep your clients up to speed with new developments, challenges, and legislative changes that require them to take action. Enhance your credibility and value as a trusted partner without the leg work of creating updates from scratch.
Spend more time getting to know your clients' businesses.	It can be hard to find the time to get deeper level insight into your clients' goals for commercial growth and risk mitigation.	Optimize your research and drafting processes by leveraging reliable Practical Law know-how, and spend more time getting to know your clients' business and priorities.
Impress clients with your ability to respond quickly — and stand out from your competitors.	Inefficient research processes and unreliable sources of guidance can hinder your ability to deliver guidance and documents quickly.	Reliable legal know-how and tools can enable your firm to complete projects in record time. When your clients see matters being turned around faster, they're more inclined to send new matters your way. This can help you be more profitable even on fixed fee arrangements.
Expand your firm's expertise to provide service outside the practice areas you currently cover.	Many firms have to say no to potential work because it doesn't fall within their existing areas of expertise.	Even if your attorneys are brand new to a particular matter, task, or practice area, they can get up to speed fast using Practical Law Practice Notes and Checklists. When your attorneys are more efficient, they can redirect their efforts to more profitable work.
Competence, at all levels of the firm, ensure your client team is confident advising and drafting, no matter their level of prior experience.	Junior associates are sometimes just learning the ropes and can make missteps. Moreover, even senior attorneys can sometimes rely on out of date or not entirely applicable precedents on first drafts.	Get even your most junior team members up to speed quickly by leveraging step-by-step guidance and instantly downloadable model contracts that reflect current law and practice. What's more, Practical Law Standard Documents include integrated drafting tips, providing the value of a senior colleague even when one isn't available.

## Practical Law BUSINESS DEVELOPMENT CHEAT SHEET

Almost all Practical Law resources help with business development for the reasons outlined, but these are a few of our most popular:

### **Presentation Materials**

Use as a base for creating a client training program with minimal effort. Examples include:

- Foreign Corrupt Practices Act (FCPA) Training for Employees.
- Intellectual Property Basics.
- Margin Lending and Securities Credit Regulation.
- Regulation FD Training for Public Companies.
- Sexual Harassment Prevention Training for Employees; and many more.

### Standard Documents

Use to quickly provide the provisions of legal services using a nontraditional or alternative fee arrangement, which also outlines the parties' respective duties:

• Engagement (Retainer) Letter: Alternative Fee Arrangement.

### **Weekly & Monthly Updates**

Stay in the know on key developments so you don't have to wonder what to send to clients. Feel free to forward on relevant portions from updates in:

- Antitrust
- Bankruptcy
- Capital Markets & Corporate Governance
- Commercial Transactions
- Corporate and M&A
- Employee Benefits & Executive Compensation
- Finance
- Intellectual Property & Technology
- Labor & Employment
- International Arbitration
- Labor & Employment
- Litigation
- Real Estate
- Trusts & Estates

### WITH PRACTICAL LAW YOU CAN:

Reduce non-billable time

Get associates up to speed and profitable sooner

Improve realization rates

Cut down on discounting

Spend more time on business development

Our dedicated full-time team of over 230+ attorney editors is committed to producing and regularly maintaining uniquely practical resources that give you more time to focus on revenue generating activities and outreach.

"Practical Law provides tools that help to enhance our ability to deliver the high quality legal services that our clients demand."

- Tom Buchanan, Shareholder, Buchanan Ingersoll & Rooney PC



## WESTLAW FORM BUILDER LIPMAN'S ESTATE PLANNING – NATIONAL

Build estate planning documents with automated ease.

### RELY ON TRUSTED SOURCES AND AUTHORS

Westlaw® Form Builder provides forms and content from respected, well-known sources, so you can be confident you're delivering the best possible documents.

Westlaw Form Builder Lipman's Estate Planning represents the extensive knowledge and experience of attorney Ronald Lipman, who practices in Lipman & Associates, P.C., Houston.

He is board certified in estate planning and probate law by the Texas Board of Legal Specialization, is the author of *Lipman's Wills and Trusts*, and writes the popular "State Your Case" column that appears in the *Houston Chronicle*. He is rated AV Preeminent by Martindale Hubbell, and he is a Texas Super Lawyer.

Westlaw Form Builder offers a convenient, easy-to-use online document assembly tool to help you complete forms faster. It saves your client data to reuse for additional forms, with secure storage, convenient foldering, and Favorites to manage your forms. Westlaw Form Builder enables you to easily move within forms, answering questions in the order that makes sense for you. With Westlaw Form Builder, you get time-saving automation and reliable accuracy with the flexibility and control you need.

Westlaw Form Builder uses forms from familiar, trusted sources you already know, with no-charge linking to cited statutory and analytical content on Westlaw. Forms are updated automatically, so you always have the most current version, with no software downloads to worry about.

### **Westlaw Form Builder key benefits**

- You can access forms from anywhere via the Internet at forms.westlaw.com
- Forms are created by lawyers for lawyers, so you know they're practice-tested
- Forms are continuously updated, so you can be confident your forms are always current
- Your subscription includes no-charge linking to Westlaw from any cited authority, so you can quickly link from forms to relevant state and federal codes, primary law, and analytical materials with helpful commentary and explanations
- Westlaw Form Builder makes it easier to expand your practice into new areas of law

### Westlaw Form Builder Lipman's Estate Planning – National highlights

- Includes over 4,000 national and state-specific forms
- Offers both simple and complex will and trust documents
- Provides thousands of links to federal and state codes, relevant primary law, and analytical materials on Westlaw

#### Westlaw Form Finder

For more forms, checklists, and clauses on Westlaw, add Form Finder to your plan. Form Finder helps you quickly locate just the form you need. Tools like Advanced Search, Easy Edit, and Form Families help you locate, download, and edit forms easily.

### The Westlaw difference

- Build the strongest argument by leveraging proprietary research tools, including the West Key Number System® and KeyCite®, exclusive analytical content, and the largest collection of litigation materials and forms
- Deliver the best answers faster with WestSearch®, the world's most advanced legal search engine; retrieve relevant results even when the phrasing differs from your query
- Save time and money by sharing research folders with colleagues and clients
- Be responsive anytime, anywhere with the award-winning iPad® app, Android™ app, and mobile solutions that enable efficient research when you're away from the office

See reverse side for content listings



### **Summary of contents**

### Attorney-Client Matters

Includes more than 30 automated forms for communications with clients, including:

### New client forms

Worksheets for gathering information about your client and for providing the client with information about your services

#### Letters

Letters used in common situations including:

- · Case referral
- Settlement offers
- Notice of a conflict of interest
- Confirmation of decision not to contest the pending case
- Withdrawal

#### Fee agreements

Quickly draft your fee agreements, including:

- Forms required to establish the terms of representation
- · Fee agreements for hourly. contingent, and pro bono clients

### Release and closing forms

These automated forms make it easy to wind up a client's case, including:

- Settlement disclosure statement
- Release
- · Client satisfaction questionnaire

### Lipman's Estate Planning

A comprehensive estate planning forms collection for all 50 states and the District of Columbia, authored by Ronald L. Lipman, with more than 4,000 forms, including documents for same-sex spouses and domestic partners.

### Wills

- Simple wills
- Pourover wills
- Tax-planned wills, including marital, bypass, and generationskipping descendants trusts
- · Disclaimer bypass trusts

### Revocable trusts

- Simple trusts
- Marital and bypass trusts
- Descendants trusts
- Fee agreements
- Amendments to revocable trusts
- Assignment forms transferring properties to revocable trusts
- Transfer death deeds

### Supporting documents

- Powers of attorney
- Healthcare proxy and medical powers of attorney
- Living wills
- HIPAA releases
- Codicils
- Revocations of powers of attorney
- Supporting revocable trust forms, such as memoranda explaining operations of trust, deeds transferring property to trust, and certificates of trust

### Irrevocable trusts

Includes life insurance trusts, investment trusts, 2503(c) trusts, QPRTs, GRATs, GRUTs, supplemental needs trusts, S Corporation trusts, grandchildren's trusts, retirement benefits trusts, charitable remainder trusts, charitable lead trusts, and qualified income trusts. Also includes memoranda explaining these trusts, plus many other associated forms.

### Miscellaneous letters and forms

- Client intake forms
- · Attorney intake forms
- Fee agreements
- Checklists
- Customizable transmittal letters

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CCCBA #393

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Speakers: Date of Activity: Time of Activity: Location:	Nick Dahlen , Andy Duggan 7/13/2021 12:00 PM - 01:15 PM ~ONLINE with CCCBA~ Contra Costa County Concord, CA 94520									
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