



J. MICHAEL  
GOODSON  
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*Research Guides*

**LEGAL  
RESEARCH  
FOR NON-  
LAWYERS**

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## **I. Introduction**

The Goodson Law Library has a small collection of books to explain legal matters to the lay person. Researching the law can be difficult, and many of these books give basic information and general advice on various legal subjects. Using these books may help you find the answer to your question. If you do not find these books helpful, the reference staff can also show you which other library books to use for legal research, and can explain how to use them. **Library staff cannot, however, do research for you or give you “legal advice”; this means they cannot interpret the law for you or explain how the law would apply to your particular case.**

You should note that even if you find something on your topic, it may not necessarily be the complete answer to your question. The law is constantly changing and being updated. If you are involved in a lawsuit, or are required to go to court, it is best to consult an attorney. Many attorneys have free or inexpensive initial consultations. If you do not know the name of a lawyer, you can call the **North Carolina Lawyer Referral Service** (<http://www.ncbar.org/public/lrs/public.aspx>), a service of the North Carolina Bar Association, at (800) 662-7660 and (919) 677-8574 (local). It is also possible that you may qualify for representation by **Legal Aid of North Carolina**. To find which office to contact, visit <http://www.legalaidnc.org/public/Learn/Locations/default.aspx>. In Durham, call (919) 688-6396 (local) or (800) 331-7594 (toll-free).

This guide lists some of the books owned by the Goodson Law Library that are written for non-lawyers and gives a brief description of their contents. Locations are given in parentheses after each book. Other books can be located by using the online Duke University Libraries catalog at <http://catalog.library.duke.edu>.

## **II. General Legal Research**

If you want a good overview of legal research itself, look at Elias, Stephen. *Legal Research: How to Find and Understand the Law*. 15<sup>th</sup> ed. Nolo Press (Ref. KF240 .L417 2009).

This book is a complete guide to legal research, and is meant to be read all the way through, but it also can be used to answer a specific question, such as “How to Find a Federal Case” or “How to Research Current State Legislation.”

Another overview of legal research is given in Singer, Suzan Herskowitz. *Legal Research Made Easy*. 3d ed. Sphinx Publ., 2002 (Reserve KF240 .H47 2002). This book concentrates on explaining the basic kinds of books used in legal research and what they contain.

If you are specifically researching North Carolina law, see McKnight, Jean Sinclair. *North Carolina Legal Research Guide*. Fred B. Rothman Co., 1994 (Ref. KFN7475 .M38 1994).

For a brief guide to understanding legal research online, see *How to Research a Legal Problem: A Guide for Non-Lawyers*, at <http://www.aallnet.org/sis/lisp/research.htm>.

### **III. Secondary Sources**

If you are new to the law or to a particular area of law, you may wish to begin your research with a secondary resource that provides background information and a roadmap to finding primary resources on your topic. One useful secondary resource that is generally a good place to begin your research is a legal encyclopedia. Legal encyclopedias attempt to comprehensively cover all legal topics. There are several encyclopedias written for non-lawyers, such as West’s *Encyclopedia of American Law*, Minneapolis, MN: West Publishing, 2005 (Ref. KF154 .G77 2005). This resource looks at practical implications of the law rather than the more theoretical approach taken by many legal resources. The *Gale Encyclopedia of Everyday Law* (Ref KF387 .G35 2006) provides a general overview of various legal issues, with breakdowns where state laws differ.

Legal encyclopedias geared towards use by lawyers may also be useful to consult because they provide a summary of the law arranged by subject, and include extensive references to case decisions and other legal authorities for more in-depth research.

Two general legal encyclopedias synthesize federal law and the law of all 50 states to provide a comprehensive summary of American law. See *American Jurisprudence 2d*. Lawyers Co-operative Pub. Co., 1962 - . (Practice & Procedure KF 154 .A42) and *Corpus Juris Secundum*. West Pub. Co., 1936 - . (Practice & Procedure KF 154 .C56) For a legal encyclopedia specializing in North Carolina law, see *Strong’s North Carolina Index, 4th*. Lawyer’s Cooperative Pub. Co., 1989 - . (North Carolina Alcove).

### **IV. Internet Legal Research**

Though you may be used to using a general web search engine such as Google or Yahoo, there are several more efficient places to search for legal information on the Internet. In addition to the sources listed on the Goodson Law Library guide to **Legal Research on the Web** (<http://www.law.duke.edu/lib/researchguides/intresearch>), the following strategies may be helpful:

### 1. Look at books that list legal websites:

Botluk, Diana, *The Legal List: Research on the Internet*. West Group (Ref. KF242 .A1 H54).

### 2. Use law-related search engines or legal “metasites”:

- *FindLaw* (<http://www.findlaw.com>)
- *ABA LawInfo* (<http://www.abalawinfo.org>)
- *NOLO Self-help Law Center* (<http://www.nolo.com>)

### 3. Other useful sites for law-related research include:

- *Cornell Legal Information Institute*: A useful resource that includes both secondary and primary information on a variety of legal topics (<http://www.law.cornell.edu>)
- *GPO Access*: Web site of the Government Printing Office (<http://www.gpoaccess.gov>)
- *Thomas*: Federal Legislative Information and Bill-Tracking on the Internet (<http://thomas.loc.gov>)
- *LexisOne*: Legal website directory, legal forms and cases from all courts from the last 5 years. Free but requires registration (<http://www.lexisone.com>).
- *LLRX*: This website is a clearinghouse of legal research materials developed, primarily, by law librarians. It may include research guides specific to the area of law you are working with or to the jurisdiction you are working in (<http://www.llrx.com>).

## V. General Legal Problems

Bergman, Paul and Sara J. Berman-Barrett. *Represent Yourself in Court: How to Prepare and Try a Winning Case*. 6th ed. Nolo Press, 2008 (Ref KF 8841.B7 2008). This book is intended as a do-it-yourself guide to representing yourself in court, but includes a discussion of when it is appropriate to consult or hire an attorney. It explains what is necessary to do to prepare for a trial as well as to conduct one, and also gives a description of the courts and the legal system in general. It also includes a brief introduction to legal research and a detailed index. Note that this book covers only civil court matters such as divorce, personal injury and business disputes and does not cover criminal matters.

*Family Legal Guide*. American Bar Association, 2004 (Ref KF 387 .Y68 2004). Written in plain, direct language, the many chapters in this book cover the legal aspects of the basic, everyday issues of life. Chapters cover family law, buying and selling a home, home ownership, renting residential property, consumer credit, bankruptcy, contracts law, automobile law, law and the workplace, personal injury, criminal justice, rights of older Americans, and wills, trusts, and estate planning.

Hewette, Amber and Diane Murley. *Law for the Layperson: An Annotated Bibliography of Self-Help Law Books*. 3d ed. Hein, 2006 (Ref. KF1 .H68 2006). This bibliography is an extensive listing of self-help law books arranged by subject, including many titles that cover the law specific to an individual state. There are also indexes by author, title and state.

Irving, Shae. *Nolo's Encyclopedia of Everyday Law*. 7th ed. Nolo Press, 2008 (Ref KF387 .N65 2008). This book " provides concise, plain-English answers to hundreds of the most frequently asked legal questions about issues you face every day" It includes lists of resources for obtaining more information on a subject as well as online sites with additional information about the many subjects covered in the book.

Warner, Ralph and Robin Leonard. *101 Law Forms for Personal Use*. 5<sup>th</sup> ed. Nolo Press, 2005 (Ref KF 170 .L46 2005). Includes basic forms for various topics such as estate planning, buying or renting real estate, borrowing or lending money, handling personal finances and settling legal disputes. Includes brief descriptions of the purpose of each form.

*The rest of the books listed deal with specific legal topics.*

## **VI. Specific Legal Topics**

Please note when using the resources listed below, the amount of change in any given area of law varies. Some topics like bankruptcy, tax and immigration law have had regular or recent changes that are only reflected in newer materials. Other topics such as contracts do not change quite as often. The listings below attempt to reflect the degree of change in a given area while also reflecting what we hold in the collection here at the Goodson Law Library. Where you wish to find newer or additional materials, please use the library catalog accessible online at the public computer terminals or speak with a reference librarian.

You will notice that many of the resources below are published by Nolo Press, a company that caters to the layperson's legal needs. The Law Library does not own the complete library of Nolo Press products. For other topics and forms, consult the Nolo website (<http://www.nolo.com>).

### **AIDS/HIV**

Crockett, Paul Hampton. *HIV Law: A Survival Guide to the Legal System for People Living With HIV*. Three Rivers Press, 1997 (KF3803.A54 C76 1997). Covers wills and estate planning, power of attorney documents, guardianship, life and health insurance, social security, dealing with creditors and bankruptcy, and discrimination issues.

Jasper, Margaret C. *AIDS Law*. Oceana, 2008 (Ref KF3803.A54 J37 2008). Part of Oceana's "Law for the Layperson" series, this almanac provides an overview of the various legal issues surrounding HIV and AIDS.

### **ANIMALS**

Jasper, Margaret C. *Pet Law*. Oceana, 2007 (Ref KF390 .P4 J37 2007). Part of Oceana's "Law for the Layperson" series, this almanac provides an overview of the various legal issues faced by pet owners.

Randolph, Mary. *Every Dog's Legal Guide: A Must-Have Book for Your Owner*. 5<sup>th</sup> ed.

Nolo Press, 2005 (KF390.5.D6 E94 2005). Covers issues for dog owners such as state and local regulations, buying and selling dogs, dealing with landlords and veterinarians, barking dogs and liability for dog bites, and what to do if a dog is injured or killed.

## **BANKRUPTCY AND CONSUMER CREDIT**

Elias, Stephen, et al. *How to File for Chapter 7 Bankruptcy*. 15th ed. Nolo Press, 2008 (Ref KF1524.85.E4 2008). Covering only Chapter 7 (personal) bankruptcy, this book discusses procedures for filing for bankruptcy, how to handle the case in court, and things that must be done after declaring bankruptcy. For general background, also see this author's companion title, *The New Bankruptcy: Will it Work for You?* (Ref KF1524.6 .E453 2006).

Leonard, Robin. *Bankruptcy: Is it the Right Solution to Your Debt Problems?* 2d ed. Nolo Press, 2004 (Ref HG3766 .L37 2004). Addresses concerns consumers may have that are leading them to consider filing for bankruptcy to aid in making the decision.

Leonard, Robin. *Chapter 13 Bankruptcy: Repay Your Debts*. 7<sup>th</sup> ed. Nolo Press, 2005 (Ref KF 1524.6 .L46 2005). Chapter 13 of the bankruptcy law allows an individual to develop and implement a three year plan for paying off debts under court supervision. This book includes advice about filing under Chapter 13 and the necessary forms.

## **BUSINESS LAW**

Clifford, Denis and Ralph Warner. *The Partnership Book: How to Write a Partnership Agreement*. 4th ed. Nolo Press, 1991 (KF1375.C56 1991, 5<sup>th</sup> ed. at Ford Library at KF1375.Z9 C55 1997). Topics in this book include: choosing a business structure, partnership agreements, withdrawal of a partner, partnership taxation, and actually drafting a partnership agreement. Sample agreement forms are included in the appendix.

Mancuso, Anthony. *How to Create a Buy-Sell Agreement & Control the Destiny of Your Small Business*. Nolo Press, 1999 (E-book available through NetLibrary). This book helps business partners prepare for the legal and tax consequences of possible future changes in ownership of their small business.

## **CITIZENSHIP**

Bray, Ilona. *U.S. Immigration Made Easy*. 13th ed. Nolo Press, 2007 (Ref KF 4819.6 C36 2007). This manual discusses the various types of available visas, the qualifications needed to obtain one, how to prepare the necessary paperwork, and how long it will take for a visa to be received.

Bray, Ilona. *Fiancé and Marriage Visas: A Couple's Guide to U.S. Immigration*. Nolo Press, 2007 (Ref KF4819.6 .B73 2007). Provides specific guidance to couples in which one spouse is not an American citizen.

Bray, Ilona. *How to Get a Green Card*. 7<sup>th</sup> ed. Nolo Press, 2006 (Ref KF 4840.Z9 L49 2006). This book details many ways for getting into and remaining in the United States if you are not a citizen. It also includes sample, filled-in forms.

## **COPYRIGHT, PATENT AND TRADEMARK**

Elias, Stephen. *Trademark: Legal Care For Your Business and Product Name*. 4<sup>th</sup> ed. Nolo Press, 2004 (E-book available through NetLibrary). This guide, written for small businesses, discusses how to choose, protect and register a trademark. It includes techniques for searching similar names, what to do if disputes over a name occur, and forms and instructions necessary to register with the U.S. Patent and Trademark Office.

Fishman, Stephen. *The Copyright Handbook: What Every Writer Needs to Know*. 10<sup>th</sup> ed. Nolo Press, 2008 (Ref KF2995.F53 2008 & through NetLibrary). This book explains the basics of copyright law and how to copyright written works only. It also has sections on fair use, copyright infringement and samples of basic forms from the Copyright Office.

Pressman, David. *Patent It Yourself*. 13th ed. Nolo Press, 2008 (Ref KF3114.6 .P74 2008). In addition to discussing what is needed to patent an invention and how to maintain your patent, this book has chapters on deciding whether an invention will sell and how to market it.

Stim, Richard. *Getting Permission: How to License & Clear Copyrighted Materials Online & Off*. 3d ed., 2007 (Ref KF3002.C6 S75 2007). Guide to gaining permission for personal use of copyright protected material. In addition to permission, it covers public domain material, fair use, academic permission, license and merchandise agreements and trademark.

Stim, Richard. *Patent, Copyright & Trademark*. 8<sup>th</sup> ed. Nolo Press, 2006 (Ref KF2980 .E44 2006). This is a book containing key terms and concepts used in intellectual property law, rather than a how-to guide. Chapters on each topic contain a short overview, an extensive section on definitions, and statutes with a few relevant forms and further resources.

## **CRIMINAL LAW AND TRAFFIC OFFENSES**

Bergman, Paul and Sara J. Berman-Barrett. *The Criminal Law Handbook*. 10th ed. Nolo Press, 2008 (Ref KF9619.6 .B47 2008). This book is designed as a means of empowering criminal defendants by explaining in detail the criminal justice process. The guide walks a defendant through the steps from initial arrest through trial, sentencing and appeal. Includes chapters on police procedures, looking up and understanding the “language” of criminal law, and a description of juvenile courts and procedures.

Brown, David. *Beat Your Ticket: Go to Court & Win*. 4<sup>th</sup> ed. Nolo Press, 2005 (Ref KF 2231 .Z9 B76 2005 & through NetLibrary). Advises drivers whether a traffic citation could be successfully contested in court, and provides tips to present your case.

Wilson, Debra J. *The Complete Book of Victims' Rights*. ProSe Associates, 1995 (KF9763.Z95 W55 1995). This book explains the laws that help crime victims participate in court proceedings and parole hearings, that allow them to obtain compensation and restitution for crimes committed against them, and that protect their privacy.

## **EDUCATION LAW**

Siegel, Lawrence M. *The Complete IEP Guide: How to Advocate for your Special Ed*

*Child*. 6th ed Nolo Press, 2009 (Ref KF4209.3 .S57). If your child needs special education and you are working with your school district to develop an Individual Education Plan (IEP), use this guide to understand the procedural steps and complicated paperwork required to complete the process. See also the companion title by the same author, *Nolo's IEP Guide: Learning Disabilities*, 3<sup>rd</sup> ed. 2007 (Ref KF4209.3.Z9 S54 2007).

## **ELDER LAW**

American Bar Association. *The American Bar Association Legal Guide for Americans Over 50*. 2d ed. 2006 (KF390.A4 A44 2006). Subtitled "Everything about the law and Medicare and Medicaid, retirement rights, and long-term choices, for yourself and your parents."

Hegland, Kenney F. & Robert B. Fleming. *Alive and Kicking: Legal Advice...for Boomers*. Carolina Academic Press, 2007 (Ref KF390.A4 H43 2007). A conversational guide to legal issues affecting seniors, including identity theft, Social Security, estate planning, and elder abuse.

Jasper, Margaret C. *Guardianship, Conservatorship and the Law*. Oceana, 2008 (Ref KF553 .J37 2008). Part of Oceana's "Law for the Layperson" series, this almanac provides an overview of the various legal issues surrounding appointment of conservatorship over an incapacitated adult.

Matthews, Joseph L. and Dorothy Matthews Berman. *Social Security, Medicare and Government Pensions*. 13th ed. Nolo Press (Ref KF3650 .M37 2008). This book explains in plain language how the various benefit programs work, what benefits are provided and how and when to apply for them. A chapter on age discrimination laws is also included.

Strauss, Peter J. and Nancy M. Lederman. *The Complete Retirement Survival Guide: Everything You Need to Know to Safeguard your Money, your Health, and your Independence*. 2d ed. Facts on File, Inc. 2003 (KF390.A4 S755 2003). Formerly titled, *The Elder Law Handbook*, this book provides "access to the vast array of legal rights, tools, and strategies available to face [financial and legal] dilemmas."

## **EMPLOYMENT AND WORKER'S COMPENSATION**

Jasper, Margaret C. *Workers' Compensation Law*. Oceana, 2008 (Ref KF3615 .Z9 J37 2008). Part of Oceana's "Law for the Layperson" series, this almanac provides an overview of the various legal issues surrounding workers' compensation.

Koron, Stacy R. and Natasha M. Nazareth. *Workers' Compensation Handbook: Understanding the Law in North Carolina*. 4th ed. North Carolina Occupational Safety and Health Project, 1999 (KFN7742 .W66 1999).

Petrocelli, William and Barbara K. Repa. *Sexual Harassment on the Job: What It Is and How To Stop It*. 4th ed. Nolo Press, 1999 (E-book available through the Duke University Catalog in the Duke Net Library eContent Collection). Included in this book is information on how to identify and put an end to harassment, as well as a guide on how to pursue a legal action and the legal remedies available.

Repa, Barbara K. *Your Rights in the Workplace*. 7th ed. Nolo Press, 2005 (Ref KF3319.6 .L32 2005). This book discusses basic rights of employees, such as wages and hours, benefits, job discrimination, sexual harassment and workplace safety.

## **ESTATE PLANNING**

Clifford, Denis. *Make Your Own Living Trust*. 8<sup>th</sup> ed. Nolo Press, 2007 (Ref KF734.Z9 C57). This book discusses the use of living trusts as an alternative to wills. It discusses all aspects of living trusts and includes sample forms.

Clifford, Denis. *Nolo's Simple Will Book*. 6<sup>th</sup> ed. Nolo Press, 2005 (Ref KF755.Z9 C54 2005). This book describes what to consider in making a will, and the procedures for actually drawing up a will on your own. It includes sample forms on disk in the appendix. See also the author's companion title *Quick & Legal Will Book*, 4<sup>th</sup> ed. 2006 (KF755.Z9 C55 2006).

Clifford, Denis & Cora Jordan. *Plan Your Estate: Everything You Need to Know to Protect Your Loved Ones, Property & Finances*. 8th ed. Nolo Press, 2006 (Ref KF750.Z9 C59 2006). This book is designed to help the reader arrange for the transfer of property after death. All major aspects of estate planning are discussed, but it is not a do-it-yourself book with forms. It has sections on avoiding probate, estate taxes, trusts and wills, and health care decisions.

Randolph, Mary. *8 Ways to Avoid Probate*. 7<sup>th</sup> ed. Nolo Press, 2008 (Ref KF750.Z9 R36 2008). This book provides tips for avoiding probate along with real-world examples of how they have worked. The publication keeps up with changes in gift tax rules.

## **FAMILY LAW**

Doskow, Emily. *Nolo's Essential Guide to Divorce*. Nolo Press, 2006 (Ref KF535.Z9 D67 2006). This publication provides succinct answers to questions related to divorce with providing tips for saving time and money for those in or considering divorce proceedings.

Duncan, Roderic. *A Judge's Guide to Divorce: Uncommon Advice from the Bench*. Nolo Press, 2007 (Ref KF535.Z9 D857 2007). This book provides a judge's perspective of behaviors that can help divorcing couples avoid court and, for situations where court is absolutely necessary, walks through the litigation process in divorce cases.

Ihara, Toni, Ralph Warner and Frederick Hertz. *Living Together: A Legal Guide for Unmarried Couples*. 12<sup>th</sup> ed. Nolo Press, 2004 (Ref KF538 .I35 2004). This resource helps the user develop the documentation needed to address the legal needs of those who live together out of wedlock with regard to issues like inheritance, adoption and property ownership. This resource is useful for both heterosexual and gay and lesbian partners who are living together.

Jasper, Margaret C. *Guardianship, Conservatorship and the Law*. Oceana, 2008 (Ref KF553 .J37 2008). Part of Oceana's "Law for the Layperson" series, this almanac provides an overview of the various legal issues surrounding appointment of a guardian for a minor.

Jasper, Margaret C. *The Law of Adoption*. Oceana, 2008 (Ref KF545 .J37 2008). Part of Oceana's "Law for the Layperson" series, this almanac provides an overview of the various legal

issues raised by the adoption process.

Jasper, Margaret C. *Marriage and Divorce*. Oceana, 2008 (Ref KF510 .Z9 2008). Part of Oceana's "Law for the Layperson" series, this almanac provides an overview of the various legal issues raised by the marriage and divorce.

Jasper, Margaret C. *Rights of Single Parents*. Oceana, 2005 (Ref KF547.Z9 J377 2005). Part of the publisher's "Law for the Layperson" series, this almanac presents an overview of the legal issues faced by single parents.

Lyster, Mimi E. *Child Custody: Building Parenting Agreements That Work*. 4th ed. Nolo Press, 2003 (Ref KF547.Z9 L97 2003). This book is for parents who want to reach the best possible agreement about how parenting responsibilities will be shared or divided during or after a separation or divorce. It provides forms and checklists for reaching agreements.

Stoner, Katherine E. *Divorce without Court: A Guide to Mediation and Collaborative Divorce*. Nolo Press, 2006 (Ref KF535.Z9 S76 2006). This resource helps you determine whether mediation or divorce through collaboration and negotiation are right for your situation and helps the user through the process in cases where cooperative divorce is feasible.

## **GAY AND LESBIAN ISSUES**

*A Legal Guide for Lesbians and Gay Men in North Carolina*. North Carolina Gay and Lesbian Attorneys, 1996 (KFN7502 .L44 1996; updated online at [http://www.ncgala.org/guide/Legal\\_Guide.htm](http://www.ncgala.org/guide/Legal_Guide.htm)). This publication provides a summary of North Carolina laws and court decisions that affect lesbians and gay men. It covers topics such as AIDS, having children and dealing with child custody disputes, employment and housing discrimination, prosecution under the crime against nature laws, wills and estate planning, and domestic partnership issues.

Clifford, Denis. *Legal Guide for Lesbian and Gay Couples*. 14th ed. Nolo Press, 2007 (Ref KF538 .C87 2007). This book is designed to help lesbian and gay couples understand the laws that affect them and provides sample forms for wills, powers of attorney, property agreements and other contracts. It includes practical advice and agreements for parenting, health care, home buying and similar arrangements.

Infanti, Anthony C. *Everyday Law for Gays and Lesbians and Those Who Care About Them*. Paradigm, 2007 (Ref KF4754.5 .I54 2007). This overview of legal issues faced by gays and lesbians is more academic than practical in nature, but includes discussion of key cases and statutes in a variety of topics (including marriage and its same-sex equivalents, the military, and parenting).

## **LANDLORD / TENANT**

Jasper, Margaret C. *Your Rights as a Tenant*. Oceana, 2007 (Ref KF590 .J37 2007). Part of the publisher's "Law for the Layperson" series, this almanac provides an overview of tenant's rights, and includes sample leases and complaint forms.

Portman, Janet and Marcia Stewart. *Every Tenant's Legal Guide*. 4<sup>th</sup> ed. Nolo Press, 2005 (Ref KF590.Z9 P67 2005). A very thorough coverage of residential landlord/tenant issues including finding and renting property, security deposits, discrimination, repairs and maintenance, terminating rental agreements, and eviction. Includes tables with state-by-state comparisons of laws and a few simple forms and checklists.

Portman, Janet and Marcia Stewart. *Renters' Rights: The Basics*. 5th ed. Nolo Press, 2007 (Ref KF590.Z9 P673 2007). Concisely covers the same common problems encountered by most tenants that are more thoroughly covered in Nolo's *Every Tenant's Legal Guide*.

Stewart, Marcia. *Leases & Rental Agreements*. 7th ed. Nolo Press, 2007 (Ref KF590.Z9 S744 2007). A guide to being a successful landlord including preparing a lease or rental agreement, choosing tenants, getting the tenant moved in, and changing or ending a tenancy.

## **LEGAL MALPRACTICE**

Herskowitz, Susan. *Legal Malpractice and Other Claims Against Your Lawyer*. Sphinx Publishing, 1996 (KF313.Z9 H47 1996). This book discusses issues such as a lawyer's ethical and legal duties, how to sue a lawyer for malpractice, how to calculate damages, how to file a grievance with the bar association, and when to use arbitration or mediation. Included in the appendices are malpractice laws for some states, addresses of state grievance committees, and a glossary of related terms.

Menendez, Kenneth. *Taming the Lawyers: What to Expect in a Lawsuit and How to Make Sure Your Attorney Gets Results*. Merritt, 1996 (KF311.Z9 M46 1996 & through NetLibrary). This book is a "simple guide to choosing and managing a lawyer through the various stages of a lawsuit."

## **MEDIATION**

Lovenheim, Peter. *Mediate, Don't Litigate: Strategies for Successful Mediation*. Nolo Press, 2004 (Ref KF9084 .Z9 L683 2004). This book defines mediation and suggests when it is appropriate to use mediation rather than the civil court system. The book gives step-by-step advice for preparing a case for mediation. Appendices list national and regional mediation organizations and services as well as statewide mediation offices.

## **NEIGHBOR LAW**

Jordan, Cora. *Neighbor Law: Fences, Trees, Boundaries & Noise*. 5th ed. Nolo Press, 2006 (Ref KF639.Z9 J67 2006). Outlining the general laws governing relations between neighbors, this book contains information to help the reader solve problems amicably, including a section on mediation. Appendices list relevant state statutes on some matters.

## **PERSONAL INJURY**

Matthews, Joseph L. *How to Win Your Personal Injury Claim*. 5th ed. Nolo Press, 2004 (Ref KF1257.Z9 M37 2004 & through NetLibrary). This book takes the reader through the steps

of filing and pursuing a claim for personal injuries. Topics included are insurance coverage, deciding what your claim is worth, and negotiating a settlement.

### **SMALL CLAIMS COURT**

Warner, Ralph. *Everybody's Guide to Small Claims Court*. 11th ed. Nolo Press, 2006 (Ref KF8769.Z9 W37 2006). This book covers small claims court procedures, and specific types of cases. In the back is a list of each state's basic rules for suing in small claims court.

### **TAXATION**

Daily, Frederick W. *Stand Up to the IRS*. 8th ed. Nolo Press, 2005 (Ref KF6324.Z9 D345 2005). This publication offers advice for handling tax problems and questions for personal income tax as well as for small businesses. There are chapters about defending oneself if faced with an IRS audit, the possibility of property seizure, and whether and how to appeal an IRS decision.

rev. Jane Bahnson  
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