

California Practice Guides: A Selective List

Practice guides provide attorneys with practical, “how to” information. They often include legal analysis, practice tips, pleading and transactional forms, and checklists. The majority of the California practice guides are published by the three major publishers discussed below.

- **Continuing Education of the Bar (CEB)**, founded by the University of California and the State Bar of California, publishes over 100 practice guides on fairly specific topics. In addition, CEB produces the Action Guide series of about 40 pamphlets on narrow topics of the law. Action Guides provide step-by-step instructions and checklists. Unlike most practice guides, Action Guides are not regularly updated. CEB publications are available in print. The library does not subscribe to CEB’s OnLAW database.
- **Matthew Bender**, a part of LexisNexis, produces several topical California practice guides and a few large, general sets on California practice. *California Forms of Pleading and Practice* (55 volumes) and *California Points and Authorities* (24 volumes) are general litigation-oriented publications, providing legal forms, instructions and practice tips in many legal areas. *California Legal Forms: Transaction Guide* (36 volumes) is a collection of forms and instructions for legal and business transactions. Many of the Matthew Bender practice guides are available on Lexis as well as in print.
- **Thomson Reuters** publishes California practice guides under its own name and under the names of two publishers that it has acquired: The Rutter Group and Bancroft-Whitney. **The Rutter Group** publishes practice-oriented publications in its *California Practice Guide* series. Rutter Group publications cover broad subject areas. The *California Civil Practice* series is published by **Bancroft-Whitney**. The 10 titles in this series cover various areas of civil litigation. Practice guides from Thomson Reuters, the Rutter Group and Bancroft-Whitney are available in print and on Westlaw.

In this list, California practice guides have been organized alphabetically by title under subject headings. For practice guides in print format the call number and location of the materials are provided. Print materials may also be available on Westlaw or Lexis. If the library does not own the print version of a practice guide but it is available on Westlaw or Lexis, the database will be indicated in the “Location” column.

To find additional practice materials by a particular publisher, perform a keyword search with the library’s catalog (GOCAT) using the subject area and the publisher’s name. For example: “family law” and “rutter group” or “mortgage” and “continuing education”. Please note: Use “continuing education” or “continuing education of the bar” instead of CEB in your searches as the latter will not retrieve all titles by that publisher.

The publishers' names have been abbreviated as follows:

(BW) = Bancroft-Whitney

(CEB) = Continuing Education of the Bar

(MB) = Matthew Bender

(TR) = Thomson Reuters

(TRG) = The Rutter Group

| TITLE | LOCATION | CALL NUMBER |
|---|---------------|------------------------|
| ADMINISTRATIVE LAW | | |
| California Administrative Hearing Practice (CEB) | Reserve | KFC780 .A75 C34 1997 |
| California Administrative Mandamus (CEB) | Reserve | KFC782 .C345 2003 |
| ADVOCACY SKILLS | | |
| Effective Direct & Cross Examination (CEB) | Reserve | KFC1025 .B76 1986 |
| Persuasive Opening Statements & Closing Arguments (CEB) | Reserve | KFC1025 .C67 1988 |
| ALTERNATIVE DISPUTE RESOLUTION | | |
| California Practice Guide: Alternative Dispute Resolution (TRG) | Reserve | KFC1093 .K54 1992 |
| Litigators Guide to Effective Use of ADR in California (CEB) | Reserve | KFC1093 .L57 2005 |
| APPELLATE PROCEDURE | | |
| Appeals and Writs in Criminal Cases (CEB) | Reserve | KFC1174 .A967 2007 |
| California Civil Appellate Practice (CEB) | Reserve | KFC1075 .C34 1996 |
| California Civil Writ Practice (CEB) | Reserve | KFC1075 .C35 2008 |
| California Practice Guide: Civil Appeals and Writs (TRG) | Reserve | KFC1075 .E47 1989 |
| California Practice Guide: Federal Ninth Circuit Civil Appellate Practice (TRG) | Reserve | KF9054 9th .G62 1995 |
| BANKRUPTCY | | |
| California Practice Guide: Bankruptcy (TRG) | Westlaw | |
| BUSINESS (see also CORPORATIONS) | | |
| Business Buy - Sell Agreements (CEB) | Reserve | KFC337 .B885 1991 |
| California Business Litigation (CEB) | Reserve | KFC439 .Z9 C64 2002 |
| California Civil Practice: Business Litigation (BW) | Reserve | KFC995 .A65 C321 |
| California Small Business Guide (MB) | Treatise | KFC875 .C35 |
| California Transactions Forms: Business Entities (BW) | Reference Rm. | KFC68 .C321 |
| California Transactions Forms: Business Transactions (BW) | Reference Rm. | KFC68 .C322 |
| California Unfair Competition and Business Torts (MB) | Lexis | |
| Financing and Protecting California Businesses (CEB) | Reserve | KFC337.5 .F5 F554 2006 |
| Intellectual Property in Business Transactions (CEB) | Reserve | KF2979 .I575 2008 |
| Privacy Compliance and Litigation in California (CEB) | Reserve | KFC312 .P75 2008 |
| Sales and mergers of California Business (CEB) | Reserve | KFC337 .S35 2002 |
| Selecting & Forming Business Entities (CEB) | Reserve | KFC338 .S44 2007 |

| CIVIL PROCEDURE (see also APPELLATE PROCEDURE) | | |
|---|----------|-----------------------|
| California Civil Discovery (MB) | Reserve | KFC1020 .H642 2005 |
| California Civil Discovery Practice (CEB) | Reserve | KFC1020 .C59 2006 |
| California Civil Practice: Procedure (BW) | Reserve | KFC995 .A65 C327 |
| California Civil Procedure Before Trial (CEB) | Reserve | KFC1020 .C33 2004 |
| California Civil Procedure During Trial (CEB) | Reserve | KFC1025 .C34 1995 |
| California Deposition and Discovery Practice (MB) | Treatise | KFC1020 .D44 1987 |
| California Government Tort Liability Practice (CEB) | Reserve | KFC332 .V35 1999 |
| California Practice Guide: Civil Procedure Before Trial (TRG) | Reserve | KFC1020 .A6 W45 |
| California Practice Guide: Civil Procedure Before Trial Forms (TRG) | Reserve | KFC1020 .A6 W452 |
| California Practice Guide: Civil Procedure Before Trial Statutes of Limitations (TRG) | Reserve | KFC1020 .A6 R95 2007 |
| California Practice Guide: Civil Trials and Evidence (TRG) | Reserve | KFC1025 .W44 1993 |
| California Pretrial Civil Procedure (MB) | Lexis | |
| California Trial and Post-Trial Civil Procedure (MB) | Lexis | |
| California Trial Guide (MB) | Treatise | KFC1025 .C337 1986 |
| Federal Pretrial Civil Procedure in California (MB) | Lexis | |
| CIVIL RIGHTS | | |
| California Civil Practice: Civil Rights Litigation (BW) | Reserve | KFC995 .A65 C322 |
| COMMERCIAL LEASING | | |
| Ground Lease Practice (CEB) | Reserve | KFC147 .G7 G74 2009 |
| Office Leasing: Drafting and Negotiating the Lease (CEB) | Reserve | KFC147 .C6 O34 1996 |
| CONTRACTS | | |
| California Construction Contracts, Defects and Litigation (CEB) | Reserve | KFC230 .B8 A372 2008 |
| California Contract Litigation (MB) | Lexis | |
| California Law of Contracts (CEB) | Reserve | KFC215 .K86 2007 |
| Drafting Business Contracts: Principles, Techniques & Forms (CEB) | Reserve | KFC225 .D72 1994 |
| CORPORATIONS | | |
| Advising California Nonprofit Corporations (CEB) | Reserve | KFC342 .A93 2009 |
| Ballantine & Sterling California Corporation Laws (MB) | Lexis | |
| California Practice Guide: Corporations (TRG) | Reserve | KFC345 .A6 F75 |
| Organizing Corporations in California (CEB) | Reserve | KFC345 .A6 O75 2001 |
| CRIMINAL LAW AND PROCEDURE | | |
| Appeals and Writs in Criminal Cases (CEB) | Reserve | KFC1174 .A967 2007 |
| California Criminal Defense Practice (MB) | Treatise | KFC1115 .A6 C34 |
| California Criminal Discovery (MB) | Reserve | KFC1160.5 .P57 2008 |
| California Criminal Law Procedure and Practice (CEB) | Reserve | KFC1155 .C345 |
| California Criminal Practice, Motions, Jury Instructions and Sentencing (TR) | Reserve | KFC1155 .A65 R83 2004 |

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| DAMAGES (See also individual subject areas) | | |
| California Attorney's Guide to Damages (CEB) | Reserve | KFC100 .D3 C35 2004 |
| California Damages: Law and Proof (MB) | Reserve | KFC310 .J64 1996 |
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| DEBT COLLECTION | | |
| | | |
| California Debt Collection and Enforcement of Judgments (MB) | Lexis | |
| California Practice Guide: Enforcing Judgments and Debts (TRG) | Reserve | KFC1065 .S385 1988 |
| Debt Collection Practice in California (CEB) | Reserve | KFC256 .C6 D44 1999 |
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| ELDER LAW | | |
| | | |
| California Elder Law Litigation: An Advocate's Guide (CEB) | Reserve | KFC111 .A34 .C343 |
| California Elder Law Resources, Benefits, and Planning (CEB) | Reserve | KFC111 .A34 C342 |
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| EMPLOYMENT AND LABOR LAW | | |
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| Advising California Employers and Employees (CEB) | Reserve | KFC556 .A933 2005 |
| California Civil Practice: Employment Litigation (BW) | Reserve | KFC995 .A65 C323 |
| California Employment Law (MB) | Treatise | KFC556 .C35 1989 |
| California Practice Guide: Employment Litigation (TRG) | Reserve | KFC572 .A6 E46 2001 |
| California Public Sector Labor Relations (MB) | Treatise | KFC562 .P8 C35 1989 |
| Wrongful Employment Termination Practice (CEB) | Reserve | KFC571 .W75 1997 |
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| ENVIRONMENTAL AND NATURAL RESOURCE LAW | | |
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| California Civil Practice: Environmental Litigation (BW) | Reserve | KFC995 .A65 C324 |
| California Water Law and Policy (MB) | Lexis | |
| Practice Under the California Environmental Quality Act (CEB) | Reserve | KFC610 .K68 2008 |
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| ESTATE PLANNING AND PROBATE | | |
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| California Civil Practice: Probate and Trust Proceedings (BW) | Reserve | KFC995 .A65 C326 |
| California Conservatorship Practice (CEB) | Reserve | KFC112 .C24 2005 |
| California Decedent Estate Practice (CEB) | Reserve | KFC210 .C342 2009 |
| California Durable Powers of Attorney (CEB) | Reserve | KFC336 .C345 2008 |
| California Estate Planning (CEB) | Reserve | KFC195 .C35 2002 |
| California Guardianship Practice (CEB) | Reserve | KFC134 .C25 |
| California Guide to Tax, Estate & Financial Planning for the Elderly (MB) | Lexis | |
| California Practice Guide: Probate (TRG) | Reserve | KFC205 .A6 R78 1986 |
| California Probate Practice (MB) | Treatise | KFC205 .A6 C342 1991 |
| California Transactions Forms: Estate Planning (BW) | Reference Rm. | KFC68 .C323 |
| California Trust Administration (CEB) | Reserve | KFC188 .C345 2001 |
| California Trust and Probate Litigation (CEB) | Reserve | KFC205 .C36 1999 |
| California Trust Practice (MB) | Lexis | |
| California Will Drafting (CEB) | Reserve | KFC201 .C35 1992 |
| Drafting California Irrevocable Trusts (CEB) | Reserve | KFC188 .D733 1997 |
| Drafting California Revocable Trusts (CEB) | Reserve | KFC188 .D734 2003 |
| Estate Planning Practice (CEB) | Reserve | KFC195 .C35 2002 |
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| EVIDENCE | | |
|---|---------------|------------------------|
| California Expert Witness Guide (CEB) | Reserve | KFC1042 .K44 1991 |
| California Trial Objections (CEB) | Reserve | KFC1030 .C35 |
| Effective Introduction of Evidence in California (CEB) | Reserve | KFC1030 .E34 2000 |
| Jefferson's California Evidence Benchbook (CEB) | Reserve | KFC1030 .J44 2009 |
| Trial Attorney's Evidence Code Notebook (CEB) | Reserve | KFC1030 .T74 |
| FAMILY LAW | | |
| California Civil Practice: Family Law Litigation (BW) | Reserve | KFC995 .A65 C325 |
| California Community Property with Tax Analysis (MB) | Lexis | |
| California Marital Settlement and Other Family Law Agreements (CEB) | Reserve | KFC126 .C35 2005 |
| California Practice Guide: Family Law (TRG) | Reserve | KFC115 .A6 H64 |
| California Transactions Forms: Family Law (BW) | Reference Rm. | KFC68 .C324 |
| Complex Issues in California Family Law (MB) | Lexis | |
| Family Law Financial Discovery (CEB) | Reserve | KFC1020 .F35 2008 |
| Practice Under the California Family Code (CEB) | Reserve | KFC115 .P73 |
| FORM BOOKS, GENERAL | | |
| California Civil Litigation Forms Manual (CEB) | Reserve | KFC990 .C35 |
| California Criminal Law Forms Manual (CEB) | Reserve | KFC1155 .C346 2005 |
| California Forms of Pleading and Practice (MB) | Reserve | KFC1010 .A65 C34 |
| California Judicial Council Forms Manual (CEB) | Reserve | KFC68 .C34 |
| California Legal Forms: Transaction Guide (MB) | Reserve | KFC68 .C35 |
| California Points and Authorities (MB) | Lexis | |
| Fee Agreement Forms Manual (CEB) | Treatise | KFC77.5 .F43 P53 2007 |
| INSURANCE | | |
| California Automobile Insurance Law Guide (CEB) | Reserve | KFC298 .A8 L65 2005 |
| California Insurance Law and Practice (MB) | Treatise | KFC290 .C35 |
| California Liability Insurance Practice: Claims & Litigation (CEB) | Reserve | KFC297 .C34 1991 |
| California Practice Guide: Insurance Litigation (TRG) | Reserve | KFC290 .A6 C76 1995 |
| California Title Insurance Practice (CEB) | Reserve | KFC300 .H67 1997 |
| California Uninsured Motorist Law (MB) | Reserve | KFC298 .A86 C55 1999 |
| California Uninsured Motorist Practice (CEB) | Reserve | KFC298 .A86 C35 2001 |
| Financing and Protecting California Businesses (CEB) | Reserve | KFC337.5 .F5 F554 2006 |
| INTELLECTUAL PROPERTY | | |
| Intellectual Property in Business Transactions (CEB) | Reserve | KF2979 .I575 2008 |
| Trade Secrets Practice in California (CEB) | Reserve | KF3197 .Z9 A88 1996 |
| JURY INSTRUCTIONS | | |
| California Forms of Jury Instruction (MB) | Reserve | KFC1047 .A6 W44 |
| California Jury Instructions, Civil (CACI) (TR) | Westlaw | |
| California Jury Instructions, Criminal (CALCRIM) (TR) | Reserve | KFC1171 .A65 S83 |
| Judicial Council of California, Civil Jury Instructions (CACI) (MB) | Reserve | KFC1047 .A65 C353 |
| Judicial Council of California, Criminal Jury Instructions (CALCRIM) (MB) | Reserve | KFC1171 .A65 J8 |

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| JUVENILES | | |
| California Juvenile Courts Practice and Procedure (MB) | Reserve | KFC1196 .C34 |
| California Juvenile Dependency Practice (CEB) | Reserve | KFC1196 .C35 2002 |
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| LAND USE | | |
| California Environmental Law and Land Use Practice (MB) | Treatise | KFC610 .C348 1989 |
| California Land Use Practice (CEB) | Reserve | KFC811 .C33 2006 |
| California Subdivision Map Act and the Development Process (CEB) | Reserve | KFC811 .C34 2001 |
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| LANDLORD-TENANT | | |
| California Eviction Defense Manual (CEB) | Reserve | KFC1028 .E9 M68 1993 |
| California Landlord-Tenant Litigation (MB) | Lexis | |
| California Landlord-Tenant Practice (CEB) | Reserve | KFC145 .C34 1997 |
| California Practice Guide: Landlord-Tenant (TRG) | Reserve | KFC145 .F745 1994 |
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| MECHANICS' LIENS | | |
| California Mechanics' Lien Law and Construction Industry Practice (MB) | Lexis | |
| California Mechanics' Liens and Related Construction Remedies (CEB) | Reserve | KFC229 .C34 1998 |
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| PARTNERSHIPS | | |
| Advising California Partnerships (CEB) | Reserve | KFC339 .A94 1999 |
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| PERSONAL INJURY | | |
| California Personal Injury Proof (CEB) | Reserve | KFC1028 .P4 L69 |
| California Practice Guide: Personal Injury (TRG) | Reserve | KFC311 .A6 P47 |
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| PROFESSIONAL RESPONSIBILITY | | |
| California Attorney Fee Awards (CEB) | Reserve | KFC1051 .C34 1994 |
| California Practice Guide: Professional Responsibility (TRG) | Reserve | KFC76.5 .A2 C326 1997 |
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| REAL PROPERTY | | |
| Advising California Common Interest Communities (CEB) | Reserve | KFC144.5 .S67 2003 |
| California Civil Practice: Real Property Litigation (TR) | Reserve | KFC995 .A65 C3275 |
| California Mortgage & Deed of Trust Practice (CEB) | Reserve | KFC175 .B47 2009 |
| California Practice Guide: Real Property Transactions (TRG) | Reserve | KFC150 .G74 1995 |
| California Real Estate Finance Practice: Strategies and Forms (CEB) | Reserve | KFC175 .C34 2000 |
| California Real Estate Law & Practice (MB) | Treatise | KFC140 .M38 |
| California Real Property Practice Forms Manual (CEB) | Reserve | KFC140 .A65 C34 1988 |
| California Real Property Remedies and Damages (CEB) | Reserve | KFC140 .C39 2002 |
| California Real Property Sales Transactions (CEB) | Reserve | KFC169 .C34 2007 |
| California Title Insurance Practice (CEB) | Reserve | KFC300 .H67 1997 |
| Condemnation Practice in California (CEB) | Reserve | KFC800 .C65 2005 |
| Forming California Common Interest Developments (CEB) | Reserve | KFC144.5 .C34 2004 |
| Miller & Starr California Real Estate (TR) | Reserve | KFC140 .M54 2000 |

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| Miller and Starr California Real Estate Forms (TR) | Reserve | KFC140 .M55 2005 |
| Real Property Exchanges (CEB) | Reserve | KF6535 .W44 2002 |
| SECURITIES REGULATION | | |
| Practice Under the California Securities Laws (MB) | Reserve | KFC270 .M378 1973 |
| Secured Transactions in California Commercial Law Practice (CEB) | Reserve | KFC266 .A93 2001 |
| TORTS | | |
| California Civil Practice: Torts (TR) | Reserve | KFC995 .A65 C328 |
| California Medical Malpractice: Law and Practice (TR) | Reserve | KFC1028 .M34 M35 2003 |
| California Products Liability Actions (MB) | Treatise | KFC323 .C68 1975 |
| California Tort Damages (CEB) | Reserve | KFC310 .W57 2002 |
| California Tort Guide (CEB) | Reserve | KFC310 .Z9 W34 1996 |
| TRANSACTIONAL | | |
| California Legal Forms: Transaction Guide (MB) | Reserve | KFC68 .C35 |
| California Transactions Forms: Business Entities (TR) | Reference Rm. | KFC68 .C321 |
| California Transactions Forms: Business Transactions (TR) | Reference Rm. | KFC68 .C322 |
| California Transactions Forms: Estate Planning (TR) | Reference Rm. | KFC68 .C323 |
| California Transactions Forms: Family Law (TR) | Reference Rm. | KFC68 .C324 |
| UNIFORM COMMERCIAL CODE | | |
| California UCC Sales and Leases (CEB) | Reserve | KFC225 .C35 2002 |
| WORKERS' COMPENSATION | | |
| California Civil Practice: Workers' Compensation (TR) | Reserve | KFC995 .A65 C329 |
| California Law of Employee Injuries and Workers' Compensation (MB) | Treatise | KFC592 .H35 |
| California Workers' Compensation Practice (CEB) | Reserve | KFC592 .C32 2000 |
| California Workers' Damages Practice (CEB) | Reserve | KFC592 .P49 2001 |
| CONTINUING EDUCATION OF THE BAR (CEB) ACTION GUIDES | | |
| Business Law | | |
| Enforcing Security Interests in Personal Property | Reserve | KFC81 .C4 B8 |
| Taking Security Interests in Personal Property | Reserve | KFC81 .C4 B8 |
| Civil Litigation | | |
| Creating Your Discovery Plan | Reserve | KFC81 .C4 C5 |
| Enforcing Civil Money Judgments | Reserve | KFC81 .C4 C5 |
| Handling Administrative Mandamus | Reserve | KFC81 .C4 C5 |
| Handling Civil Appeals | Reserve | KFC81 .C4 C5 |
| Handling Civil Writs in the Courts of Appeal | Reserve | KFC81 .C4 C5 |
| Handling Claims Against Government Entities | Reserve | KFC81 .C4 C5 |
| Handling Depositions | Reserve | KFC81 .C4 C5 |
| Handling Expert Witnesses in California Courts | Reserve | KFC81 .C4 C5 |
| Handling Motions to Compel and Other Discovery Motions | Reserve | KFC81 .C4 C5 |

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| Handling Service of Process (Serving Summons in Civil Proceedings) | Reserve | KFC81 .C4 C5 |
| Handling Subpoenas | Reserve | KFC81 .C4 C5 |
| Insurance Claims of Property Loss: Determining Coverage and Presenting Claims | Reserve | KFC81 .C4 C5 |
| Laying a Foundation to Introduce Evidence (Preparing & Using Evidence at Trial) | Reserve | KFC81 .C4 C5 |
| Making and Opposing a Summary Judgment Motion | Reserve | KFC81 .C4 C5 |
| Making and Opposing Special Motions to Strike Under the California Anti-SLAPP Statute | Reserve | KFC81 .C4 C5 |
| Meeting Statutory Deadlines: During and After Litigation | Reserve | KFC81 .C4 C5 |
| Moving for Relief From an Automatic Stay in Bankruptcy | Reserve | KFC81 .C4 C5 |
| Obtaining a Writ of Attachment | Reserve | KFC81 .C4 C5 |
| Obtaining a Writ of Possession | Reserve | KFC81 .C4 C5 |
| Obtaining Discovery: Initiating and Responding to Discovery Procedures | Reserve | KFC81 .C4 C5 |
| Preparing for Trial | Reserve | KFC81 .C4 C5 |
| Responding to a Complaint or Cross-Complaint: Evaluating Your Options | Reserve | KFC81 .C4 C5 |
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| Criminal Law | | |
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| Defending Your Client in a Misdemeanor Case (Including a DUI) | Reserve | KFC81 .C4 C7 |
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| Employment Law | | |
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| Bringing and Defending a Sexual Harassment Action | Reserve | KFC81 .C4 E7 |
| Handling a Wrongful Termination Action | Reserve | KFC81 .C4 E7 |
| Meeting Statutory Deadlines: Workers' Compensation | Reserve | KFC81 .C4 E7 |
| Working with Independent Contractors, Leased Workers, and Outsourcing | Reserve | KFC81 .C4 E7 |
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| Estate Planning | | |
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| Administering a Single-Person Trust After Settlor's Death | Reserve | KFC81 .C4 E8 |
| Capacity and Undue Influence: Assessing, Challenging, and Defending | Reserve | KFC81 .C4 E8 |
| Funding a Revocable Trust | Reserve | KFC81 .C4 E8 |
| Handling a Fiduciary Accounting | Reserve | KFC81 .C4 E8 |
| Handling a Probate | Reserve | KFC81 .C4 E8 |
| Handling Postmortem Trust Administration: A Checklist | Reserve | KFC81 .C4 E8 |
| Marital Deduction Subtrust Funding | Reserve | KFC81 .C4 E8 |
| Transferring Property Without Probate | Reserve | KFC81 .C4 E8 |
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| Real Property | | |
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| Approaching an Action Against a Real Estate Broker (Evaluating the Claim Before Filing) | Reserve | KFC81 .C4 R4 |
| Handling a Real Property Foreclosure | Reserve | KFC81 .C4 R4 |
| Handling Mechanics' Liens and Related Remedies (Private Works) | Reserve | KFC81 .C4 R4 |
| Handling Mold Litigation in California | Reserve | KFC81 .C4 R4 |
| Handling Real Property Sales Transactions | Reserve | KFC81 .C4 R4 |
| Handling Unlawful Detainers | Reserve | KFC81 .C4 R4 |