

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)	Cal. Read. Rm.	KFC68 .C321
California Transactions Forms: Business Transactions (BW)	Cal. Read. 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

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
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
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
EMPLOYMENT AND LABOR LAW		
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
ENVIRONMENTAL AND NATURAL RESOURCE LAW		
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
ESTATE PLANNING AND PROBATE		
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)	Cal. Read. 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

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)	Cal. Read. 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

JUVENILES		
California Juvenile Courts Practice and Procedure (MB)	Reserve	KFC1196 .C34
California Juvenile Dependency Practice (CEB)	Reserve	KFC1196 .C35 2002
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
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
MECHANICS' LIENS		
California Mechanics' Lien Law and Construction Industry Practice (MB)	Lexis	
California Mechanics' Liens and Related Construction Remedies (CEB)	Reserve	KFC229 .C34 1998
PARTNERSHIPS		
Advising California Partnerships (CEB)	Reserve	KFC339 .A94 1999
PERSONAL INJURY		
California Personal Injury Proof (CEB)	Reserve	KFC1028 .P4 L69
California Practice Guide: Personal Injury (TRG)	Reserve	KFC311 .A6 P47
PROFESSIONAL RESPONSIBILITY		
California Attorney Fee Awards (CEB)	Reserve	KFC1051 .C34 1994
California Practice Guide: Professional Responsibility (TRG)	Reserve	KFC76.5 .A2 C326 1997
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

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)	Cal. Read. Rm.	KFC68 .C321
California Transactions Forms: Business Transactions (TR)	Cal. Read. Rm.	KFC68 .C322
California Transactions Forms: Estate Planning (TR)	Cal. Read. Rm.	KFC68 .C323
California Transactions Forms: Family Law (TR)	Cal. Read. 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

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
Criminal Law		
Defending Your Client in a Misdemeanor Case (Including a DUI)	Reserve	KFC81 .C4 C7
Employment Law		
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
Estate Planning		
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
Real Property		
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