
Chapter 10

BIBLIOGRAPHY OF SELF-HELP RESOURCES

There has been a virtual explosion of legal information resources geared toward the non-lawyer since the previous edition of this book was published in 2001. At that time, [Nolo Press](#) was the primary source for books that might help the novice legal researcher interpret the legalese of primary law materials (i.e., statutes, cases and regulations) or learn how to proceed in handling a legal matter (e.g., filing a lawsuit, responding to a summons, establishing copyright protection, changing your name, etc.). Indeed, although Nolo Press continues to dominate the self-help arena, more publishers have entered this field and, thanks to the Internet, what is available online not only supplements, but often replaces, what is available in print.

This chapter consists of an annotated, selective bibliography of legal self-help books and Web sites aimed at providing guidance to the non-attorney and non-law librarian in California. For California resources outside the self-help arena, please see Chapter 5: *California Law* and Chapter 6: [Bibliography of California Resources](#) of this publication.¹

The books and Web sites listed below were selected because they have proven their reliability over the years. The book titles and Web sites are arranged under the following subject headings:

[Art Law](#)

[Bankruptcy](#)

[Business Law](#)

Includes corporations, limited liability companies and partnerships, small businesses and nonprofits

[Civil Procedure & Litigation](#)

Includes enforcing judgments, superior & appellate court practice, personal injury, traffic and small claims procedure, troublesome neighbors and their pets

[Consumer & Individual Rights](#)

Includes right of patients, privacy, and identity theft

¹ See also Patricia Gima and Lisa Guerin, [Nolo's Guide to California Law](#), 11th ed. (Nolo, July 2011).

[Contract Law](#)

Includes independent contractors and forms for personal use

[Copyright, Trademarks & Patent Law](#)

[Criminal Law](#)

[Employment Law](#)

Includes workers' compensation, family and medical leave, and discrimination

[Estate Planning](#)

Includes wills and trusts, probate

[Family Law](#)

Includes marriage, divorce, unmarried couples, children, adoption, guardianship, conservatorship, elder law, gay rights

[Financial Planning](#)

Includes credit and debt collection

[Free Forms](#)

[Immigration Law](#)

[Landlord-Tenant Law](#)

[Lawyers](#)

Includes attorney-client relationship, directories, bar associations, lawyer referral

[Legal Research](#)

[Public Record Data](#)

Includes trial verdicts, dockets, registrar records

[Real Property Law](#)

Includes mortgages and foreclosures

[Social Security](#)

Includes Medicare

[Tax Law](#)

[Veterans' Rights & Benefits](#)

Proceed with caution: Remember that laws are continually changing. Publishers attempt to keep their resources current, but it is sometimes beyond their control. The books and Web sites listed are current as of early November 2011. Because many public libraries have [Nolo Press](#) books in their collections, please consult your local library catalog or call the reference desk. In any case, the books included in this bibliography should be available in any large county law library (see Appendix C for locations) or through your local bookstores.

Art Law

Aharonian, Gregory & Richard Stim. [Patenting Art & Entertainment: New Strategies for Protecting Creative Ideas](#), 1st ed. Berkeley, CA: Nolo Press, 2004.

Gives instructions for how to document the creation of art, apply for a design or utility patent, and do a patent search.

California Lawyers for the Arts. 1641 18th St., Santa Monica, CA 90404, (310) 998-5590, Fax: (310) 998-5594, Web site: <http://www.calawyersforthearts.org>.

For a small fee, attorneys will provide a 30-minute consultation with clients on topics of interest to artists (i.e., copyright, contract drafting and negotiation, independent contractors, and mediation and arbitration). If appropriate, a client may apply for assistance in CLA's pro bono program.

Crawford, Tad. [Legal Guide for the Visual Artist](#), 5th ed. New York, NY: Allworth Press, 2010.

Provides a comprehensive overview of the legal issues faced by visual artists. The book covers: copyright, contracts, censorship, moral rights, sales taxes, estate planning, museums, collecting, grants, graffiti art, privacy and the visual artists and online copyright issues.

DuBoff, Leonard D. [The Law \(in Plain English\) for Photographers](#), 3rd ed. New York, NY: Allworth Press, 2010.

Intended to answer the professional photographer's business and legal questions. Topics include: copyright, contracts and remedies, defamation and libel, censorship, taxes, estate planning, leases and insurance. There is also information on right of publicity laws protecting images of deceased celebrities, post-9/11 restrictions on photographing in "sensitive" environments and online registration procedures at the Copyright Office.

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Fishman, Stephen. [*The Public Domain: How to Find Copyright-Free Writings, Music, Art & More*](#), 5th ed. Berkeley, CA: Nolo Press, 2010.

Helps find and identify creative works that are not protected by copyright. Includes information on the “copyright commons.”

Stim, Richard. [*Getting Permission: How to License & Clear Copyrighted Materials Online & Off*](#), 4th ed. Berkeley, CA: Nolo Press, 2010.

Discusses how to use copyrighted materials, including information on public domain, fair use, academic permission, and the use of trademarks. Includes agreements for acquiring authorization to use copyrighted materials.

Stim, Richard. [*Music Law: How to Run Your Band's Business*](#), 6th ed. Berkeley, CA: Nolo Press, 2009.

How to book performances, copyright song lyrics, sign contracts, write a band partnership agreement, and trademark a band name, sell music, find a manager, and much more.

Bankruptcy

American Bar Association. [*The American Bar Association Guide to Credit & Bankruptcy*](#), 2nd ed. New York, NY: Random House Reference, 2009.

The first part of the book provides an overview of consumer credit, explains important federal laws governing consumer credit, credit cards, credit reports, credit scoring and discusses other important terms and conditions of common credit extensions. In the second part of the book, the authors discuss the different types of bankruptcy and what the process of filing for bankruptcy entails.

Elias, Stephen R. Albin Renauer, & Robin Leonard. [*How to File for Chapter 7 Bankruptcy*](#), 17th ed. Berkeley, CA: Nolo Press, 2011.

Information on when and how to file your own bankruptcy. Gives details on what are exempt assets and non-dischargeable debts, what you get to keep and what you have to give back, how bankruptcy will affect your credit rating in the future, and whether or not bankruptcy is the proper course for you to take. All forms and instructions necessary for filing are included.

Elias, Stephen R. [*The New Bankruptcy: Will It Work for You?*](#) 4th ed. Berkeley, CA: Nolo Press, 2011.

Discusses the different types of bankruptcy, eligibility issues, and what types of

debts can be discharged. Includes forms, charts, worksheets and procedures.

Leonard, Robin. [*Chapter 13 Bankruptcy: Keep Your Property & Repay Debts Over Time*](#), 10th ed. Berkeley, CA: Nolo Press, 2010.

Learn how to determine if you qualify for Chapter 13 bankruptcy, stop a foreclosure, and construct a repayment plan.

U.S. Courts, Official Bankruptcy Forms.

Available at <http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms.aspx>

The Official Bankruptcy Forms may be used by the public. The forms are fillable and may be downloaded in Adobe Acrobat. Many forms include instructions and committee notes.

Business Law

American Bar Association. [*The American Bar Association Legal Guide for Small Business*](#), 2nd ed. New York, NY: Random House Reference, 2010.

Guide to starting a small business, including initial set up and financing, employment laws, safety issues and insurance, extending credit, franchising, copyrights and trademarks, business taxes, retirement and selling the business.

Better Business Bureau (<http://www.bbb.org>)

Locate your local better business bureau, get information about a company, file a complaint about a company, etc.

Bray, Ilona. [*Effective Fundraising for Nonprofits: Real-World Strategies That Work*](#), 3rd ed. Berkeley, CA: Nolo Press, 2010.

Explains how to work with individual donors, plan events, solicit grants, start a side business, and more.

California Secretary of State (<http://www.sos.ca.gov/>)

California Secretary of State Web site provides step-by-step instructions for starting a business in California through the "California Business Portal."

Fishman, Stephen. [*Nonprofit Fundraising Registration: The 50-State Guide*](#), 1st ed. Berkeley, CA: Nolo Press, 2010.

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Discusses how to solicit funds from out-of-state donors. Includes information on exceptions, how to register in different states, filing requirements, a tutorial for the Unified Registration Statement, and contact information for each state.

Mancuso, Anthony. [*The California Nonprofit Corporation Kit*](#), 7th ed. Berkeley, CA: Nolo Press, 2009.

Step-by-step instructions on how to choose a name, draft articles and bylaws, and attain favorable tax status to get your non-profit corporation started. Comes complete with all necessary forms and ten membership certificates.

Mancuso, Anthony. [*The Corporate Records Handbook: Meetings, Minutes & Resolutions*](#), 5th ed. Berkeley, CA: Nolo Press, 2010.

Contains forms and instructions including calling a meeting, participation list, notice and cancellation of meeting, shareholder proxy, annual meetings, approval of corporate meetings, and much more.

Mancuso, Anthony. [*Form Your Own Limited Liability Company*](#), 7th ed. Berkeley, CA: Nolo Press, 2011.

How to set up a limited liability company in any state, including how to choose a valid name, prepare and file articles of organization, and manage an LLC.

Mancuso, Anthony. [*How to Form a Nonprofit Corporation*](#), 10th ed. Berkeley, CA: Nolo Press, 2011.

Includes complete instructions for obtaining federal 501(c) (3) tax exemption and for qualifying for public charity status.

Mancuso, Anthony. [*How to Form a Nonprofit Corporation in California*](#), 14th ed. Berkeley, CA: Nolo Press, 2011.

Includes complete instructions for obtaining federal 501(c) (3) tax exemption and for qualifying for public charity status. Discusses California's specific legal and tax requirements.

Mancuso, Anthony. [*How to Form Your Own California Corporation*](#), 14th ed. Berkeley, CA: Nolo Press, 2011.

Contains information on how to form your corporation and how to issue and sell stock, tax issues, and post-incorporation paperwork.

Mancuso, Anthony. [*LLC or Corporation? How to Choose the Right Form for Your Business*](#), 4th ed. Berkeley, CA: Nolo Press, 2010.

Provides easy-to-understand explanations of the basics of business entities, how

each entity protects you from liability, differing tax treatments, how to convert a business from one entity to another, and how to conduct business out of state.

Mancuso, Anthony. [*Nolo's Quick LLC: All You Need to Know About Limited Liability Companies*](#), 6th ed. Berkeley, CA: Nolo Press, 2011.

Essential information for business owners in any state: how LLCs are formed by filing articles of organization with the state, the required ongoing legal and tax paperwork, choosing between a member run and manager run LLC. Includes URLs and phone numbers for where to get required LLC forms.

Mancuso, Anthony. [*Your Limited Liability Company: An Operating Manual*](#), 6th ed. Berkeley, CA: Nolo Press, 2010.

Advises business owners on how to maintain the legal validity of their LLC including tips on preparation of management minutes and how to fill out an LLC records book. State LLC statutes and state filing office locations are included. Forms are reprinted in the book and on accompanying CD-Rom.

McKeever, Mike. [*How to Write a Business Plan*](#), 10th ed. Berkeley, CA: Nolo Press, 2010.

Learn how to estimate operating expenses, prepare cash flow, create profit and loss forecasts, determine assets and liabilities, and present your plan to lenders and investors.

Pakroo, Peri H. [*The Small Business Start-Up Kit for California*](#), 8th ed. Berkeley, CA: Nolo Press, 2010.

Explains how to choose a business structure, write a business plan, file the right forms, draft contracts, manage finances, and file taxes. Includes CD-ROM.

Pakroo, Peri H. [*Starting & Building a Nonprofit: A Practical Guide*](#), 4th ed. Berkeley, CA: Nolo Press, 2011.

Includes step-by-step instructions on how to structure a nonprofit, choose a federal tax-exempt status, create a mission statement, and develop a strategic plan and initial budget, and much more.

Sargent, Dennis & Martha Sargent. [*Retire - & Start Your Own Business: Five Steps to Success*](#), 1st ed. Berkeley, CA: Nolo Press, 2008.

Discusses how to generate business ideas and understand important legal, financial and tax matters. Includes exercises designed to help you understand what you want from your business.

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Steingold, Fred S. [*Legal Forms for Starting & Running a Small Business*](#), 6th ed. Berkeley, CA: Nolo Press, 2010.

Contains 70 forms covering topics including business contracts, hiring employees, trade secrets, non-compete agreements, borrowing and lending money, leasing space, and bylaws.

Steingold, Fred S. [*Legal Guide for Starting and Running a Small Business*](#), 12th ed. Berkeley, CA: Nolo Press, 2011.

Includes information on how to get licenses and permits, how to buy or sell a business, how to insure your business, how to hire independent contractors, how to understand small business tax law, and many other day-to-day issues.

Warner, Ralph & Denis Clifford. [*Form a Partnership: The Complete Legal Guide*](#), 8th ed. Berkeley, CA: Nolo Press, 2008.

Provides an overview of partnership agreements, buy-outs, partnership disputes, and taxes. CD-ROM includes partnership agreement forms.

Civil Procedure & Litigation

American Arbitration Association (<http://www.adr.org>)

A non-profit provider of dispute resolution services. The Web site has news, rules for commercial and civil arbitration and links to additional resources on mediation.

Bergman, Paul and Albert Moore. [*Nolo's Deposition Handbook*](#), 5th ed. Berkeley, CA: Nolo Press, 2010.

Explains how to prepare for a deposition, respond to questions, and ask the right questions.

Bergman, Paul & Sara J. Bergman-Barrett. [*Represent Yourself in Court: How to Prepare & Try a Winning Case*](#), 7th ed. Berkeley, CA: Nolo Press, 2010.

How to handle a civil court case from start to finish. Includes analyzing whether you have a good case, lining up witnesses, how to present testimony, how to cross-examine opponents, and many other aspects of litigation.

Brown, David. [*Fight Your Ticket and Win in California*](#), 14th ed. Berkeley, CA: Nolo Press, 2011.

This book helps readers prepare and present evidence, argue before a judge, cross-examine a police officer's testimony. Includes legal information relevant to California drivers. This author has a similar book, [Beat Your Ticket](#), also published by Nolo Press.

California Court of Appeal, Second Appellate District. [Civil Appellate Practices and Procedures for the Self-Represented](#). Los Angeles, CA: California Court of Appeal, 2008.

Step-by-step manual to appealing a civil case in the California Court of Appeal, Second Appellate District. The appendices include a timeline and glossary. The final section of the book contains sample forms and instructions for filling them out. The self-help manual (linked above) may be downloaded for free in its entirety or individual chapters viewed on the [California Courts](#) Web site.

California Department of Consumer Affairs. [Small Claims Court: A Guide to Its Practical Uses](#).

This guide is available at the Small Claims Court Clerk's Office, by calling the Consumer Affairs' Publications Hotline at (800) 952-5210, in PDF at http://www.dca.ca.gov/publications/small_claims/index.shtml, or by sending an order form to Department of Consumer Affairs, Policy & Publications Development Office, 1625 N. Market Blvd. Ste. N-112, Sacramento, CA 95834. The Department of Consumer Affairs has publications on a variety of concerns to consumers (i.e., contracts, credit, hiring contractors, smog, etc.).

Duncan, Roderic. [Win Your Lawsuit: Sue in California Superior Court Without a Lawyer](#), 4th ed. Berkeley, CA: Nolo Press, 2010.

Step-by-step guide through the entire process of a limited jurisdiction case in California Superior Court. Includes information on common civil court issues, such as contract disputes, personal injuries, property damage, and business disputes.

Goren, Julie A. [California Civil Litigation and Discovery](#), 4th ed. (Litigation by the Numbers Substantive Companion). Los Angeles, CA: Lawdable Press, 2011.

According to the publisher description, this book "takes a substantive approach to litigation (e.g., what the pleadings should say, rather than what they look like) referring to "Litigation by the Numbers" for up-to-date information on format and filing and service deadlines. It's for anyone wanting more in-depth information about litigation."

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- Goren, Julie A. *Litigation by the Numbers*, 4th ed. Los Angeles, CA: Lawdable Press, 2003-. Updated every January and July, this loose-leaf is designed to walk the reader through the entire lifecycle of a California state court civil lawsuit. It provides step-by-step instructions on how to take a case from filing all the way to enforcement of a judgment.
- Jasper, Margaret C. *Pet Law*. New York: Oceana Publications, 2007. From Oceana's Law for the Layperson Series. Contents include "no pet" lease clauses, pet licensing and leash laws, nuisance pets and dangerous dog laws, traveling with your pet, wrongful death or injury to a pet, estate planning for your pet, importing a pet to the United States, and animal welfare.
- Jordan, Cora and Emily Doskow. *Neighbor Law: Fences, Trees, Boundaries & Noise*, 7th ed. Berkeley, CA: Nolo Press, 2011. This book answers the basic questions that often trouble neighbors: fences, trees, boundaries and noise.
- Judicial Council of California, Self-Help Center (<http://www.courts.ca.gov/selfhelp.htm>) The site is "intended to help a person find legal assistance, learn about California law, work better with an attorney, and represent yourself in some legal matters." The site does not provide legal advice.
- Luten, Susan Burnett. *California Civil Litigation*, 5th ed. Clifton Park, NY: Delmar Cengage Learning, 2009. This book covers civil litigation in California state courts and California federal district courts. It follows the litigation process chronologically from initial client questions and contracts, to ethical issues, through the pleading and discovery phases, to trial, post-trial and appeal. The book is intended to be used on its own, or with the companion study guide.
- Matthews, Joseph. *How to Win Your Personal Injury Claim*, 7th ed. Berkeley, CA: Nolo Press, 2009. How to protect your rights after an accident, how to evaluate what the claim is worth, how to negotiate a fair settlement and more.
- Randolph, Mary. *Every Dog's Legal Guide: A Must-Have Book for Your Owner*, 6th ed. Berkeley, CA: Nolo Press, 2007. Discusses dog owner liability, animal cruelty, estate planning, and licensing issues.

U. S. Courts, Post Judgment Interest Rates.

Available at <http://www.utd.uscourts.gov/documents/judgpage.html>

Access rates from the most recent auction of 52-week Treasury bills.

Warner, Ralph. [*Everybody's Guide to Small Claims Court in California*](#), 13th ed. Berkeley, CA: Nolo Press, 2010.

This book guides you step-by-step through small claims procedure, providing practical information on how to evaluate your case, file and serve the papers, prepare and present the case, and then collect when you win. Several types of cases are discussed, including landlord-tenant and vehicle accident.

Consumer & Individual Rights

American Civil Liberties Union (ACLU) (<http://www.aclu.org>). Wye Mills, Maryland; ACLU Publications, 800-775-ACLU.

The ACLU Web site identifies resources on a multitude of legal based consumer concerns; i.e., rights of the poor, families, Indians and tribes, public employees, the right to privacy, and the rights of women, lesbians and gay men.

Annas, George J. *The Rights of Patients: The Authoritative ACLU Guide to the Rights of Patients*, 3rd ed. New York: New York University Press, 2004.

Discusses such topics as informed consent, emergency treatment, refusing treatment, confidentiality and malpractice.

California Department of Justice. [*Legal Rights of Persons with Disabilities*](#). Sacramento, CA: California Department of Justice, 2003 (with 2006 updates).

Discusses both California and federal laws that protect the rights of individuals with disabilities. The above link will open a PDF 842 kb/85 pgs.

California Department of Justice. [*Unlawful Discrimination: Your Rights and Remedies: Civil Rights Handbook*](#), 3rd ed. Sacramento, CA: California Department of Justice, 2001.

Provides a practical guide for the public on California and federal civil rights law.

[*Consumer Action Handbook*](#). Pueblo, CO: Federal Consumer Information Center, 2011.

A free copy of the *Consumer Action Handbook* can be ordered at <http://www.usa.gov/consumer-action-handbook/order-form.shtml> and viewed online at <http://www.usa.gov/topics/consumer/consumer-action-handbook.pdf>.

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The Consumer Protection page (<http://www.consumeraction.gov/index.shtml>) includes links to information on a variety of consumer topics, instructions on how (and where) to file a complaint, and lists of other publications dealing with corporations, automobiles, utilities, securities, banking and insurance and includes materials in Spanish. Note that as of July 2011, Consumer Action.gov merged with USA.gov.

Federal Trade Commission (<http://www.ftc.gov>)

The FTC “is the only federal agency with both consumer protection and competition jurisdiction in broad sectors of the economy.” Its work is performed by the Bureaus of Consumer Protection, Competition and Economics and aided by the Office of General Counsel and seven regional offices. For consumer complaints contact the Consumer Response Center at 877-FTC-HELP (382-4357); 9:00am to 5:00pm Eastern Standard Time, Monday through Friday. The Web site includes a tabbed page called “Consumer Protection,” also available in Spanish, which includes consumer and business information, information on how to file a complaint, and, under “Resources,” regulatory guidance documents by topic, featured articles, a catalog of all cases brought by the agency since June 1996, and a list of all Commission actions organized by date.

Jasper, Margaret C. *Consumer Rights Law*, 2nd ed. New York: Oceana, 2008.

From Oceana’s Law for the Layperson Series. Contents include consumer product safety, the Consumer Credit Protection Act, consumer banking, automobiles, and health care rights.

Jasper, Margaret C. *Privacy and the Internet: Your Expectations and Rights Under the Law*, 2nd ed. New York: Oceana, 2009.

From Oceana’s Law for the Layperson Series. Contents include information on securing your computer, email and Internet scams, online financial services, protecting children’s privacy online, socializing on the Internet, and Internet identity theft.

Jasper, Margaret C. *Transportation Law: Passenger Rights and Responsibilities*. New York: Oceana, 2009.

From Oceana’s Law for the Layperson Series. Contents cover common carriers, airlines, the rights of travelers with disabilities, railroads, buses, and cruise ships.

Mitic, Scott. [*Stopping Identity Theft: 10 Easy Steps to Security*](#), 1st ed. Berkeley, CA: Nolo Press, 2009.

Discusses why shopping in stores can be riskier than shopping online, how to spot scammers in any situation, how to build a social networking profile without being the victim of fake “friends,” how to secure your bank accounts, keep your personal and public records safe, limit your risk to medical identity theft, and keep your children and elders’ identities secure.

National Consumer Law Center (<http://www.nclc.org/>)

Non-profit corporation offers technical assistance, publications and training to lawyers. According to the agency’s Web site, attorneys from all over the world view the center’s books as authority for consumer law.

Contract Law

Fishman, Stephen. [*Consultant and Independent Contractor Agreements*](#), 7th ed. Berkeley, CA: Nolo Press, 2011.

For those contracting their services to others or hiring independent contractors. Instructions on how to put your agreement in writing, define a project’s scope, components and duration, satisfy IRS requirements, and avoid disputes. Includes forms and electronic agreements in the book and on CD-ROM.

Fishman, Stephen. [*Working for Yourself: Law & Taxes for Independent Contractors, Freelancers & Consultants*](#), 8th ed. Berkeley, CA: Nolo Press, 2011.

Includes sample agreements, forms, lists of state sales tax agencies and state offices that provide small business help. Also covers insuring your business, record keeping and pricing your services.

Stim, Richard. [*Contracts*](#), 1st ed. Berkeley, CA: Nolo Press, 2010.

Defines common contract terms, discusses the importance of contractual clauses and how to change them, and focuses on the legal rules for electronic contracts. Also includes sample contracts and clauses.

Warner, Ralph & Robin Leonard. [*101 Forms for Personal Use*](#), 8th ed. Berkeley, CA: Nolo Press, 2011.

Available as tear-outs and on CD-ROM, the forms include bills of sale for buying and selling personal property, promissory notes for lending and borrowing, a basic will form and general power of attorney form, contracts for in-home child care, releases for settlement disputes, notices for dealing with telemarketers, and contracts for home repair and remodeling.

Copyright, Trademarks & Patent Law

Elias, Stephen R. [*Trademark: Legal Care for Your Business and Product Name*](#), 9th ed. Berkeley, CA: Nolo Press, 2010.

This book is designed for the small business and shows how to trademark the name of a service or product. The procedures for conducting a trademark search and registering a trademark are also covered, as well as the necessary forms and instructions.

Fishman, Stephen. [*The Copyright Handbook: What Every Writer Needs to Know*](#), 11th ed. Berkeley, CA: Nolo Press, 2011.

Provides step-by-step instructions and forms for protecting all types of written works under both U.S. and international copyright law. It also covers fair use and copyright infringement.

Hitchcock, David. [*Patent Searching Made Easy: How to Do Patent Searches on the Internet and in the Library*](#), 5th ed. Berkeley, CA: Nolo Press, 2009.

Includes information on how to verify the patent status of an idea, search Patent and Depository Libraries, and use online patent search services.

Pressman, David. [*Patent It Yourself*](#), 15th ed. Berkeley, CA: Nolo Press, 2011.

Step-by-step procedures for protecting, patenting and selling an invention. Covers use, licensing and marketing advice. Contains forms and a bibliography of related materials.

Pressman, David & Richard Stim. [*Nolo's Patents for Beginners*](#), 6th ed. Berkeley, CA: Nolo Press, 2009.

Step-by-step explanations of how to use basic patent principles, document an invention, acquire patent rights, determine patent ownership, and find patent information. Provides sample forms and letters and a glossary of terms.

Stim, Richard. [*Getting Permission: How to License & Clear Copyrighted Materials Online & Off*](#), 4th ed. Berkeley, CA: Nolo Press, 2010.

This book includes agreements as tear-outs and on CD-Rom for the authorized use of text, photographs, artwork and music.

Stim, Richard. [*Patents, Copyright & Trademark: An Intellectual Property Desk Reference*](#), 11th ed. Berkeley, CA: Nolo Press, 2010.

Discusses issues such as who owns creative works and how to protect ownership

rights, resolve intellectual property disputes and transfer rights to others.

Tancs, Linda A. *Understanding Trademark Law: A Beginner's Guide*. New York: Oceana, 2009.

From Oceana's Law for the Layperson Series. Contents include types of applications and registrations, the PTO trademark application process, international applications, monetizing trademarks, infringement issues, and Internet issues regarding trademarks.

U.S. Copyright Office (<http://www.copyright.gov>)

The Copyright Office Web site provides copyright laws, regulations, copyright forms, copyright legislation, and copyright links to GPO Access, WIPO and URAA agreements. U.S. Copyright Office records are available for searching at this web site from 1978 to date. This includes COHM (all materials except serials and documents), COHD (documents) and COHS (serials). For the period 1891 to 1978, check the *Catalog of Copyright Entries* available at many larger public libraries. The Copyright Office Web site cautions users about the inconclusiveness and exceptions in conducting copyright investigations. Many public libraries are equipped to assist users in searching copyright records and the office will provide searches and other records for a fee set by statute.

U. S. Patent & Trademark Office (<http://www.uspto.gov>)

The USPTO's official site provides instructions on how to search for trademarks and patents and apply for patent and trademark rights. Patent grants are searchable in full text since 1976; patent applications are searchable from March 15, 2001. The trademark electronic application system (TEAS) allows online application filing through e-TEAS or PRINTEAS if the form cannot be filed electronically. To discover if a trademark is previously registered electronically, select TESS (U.S. Trademark Electronic Search System) from the home page of the Patent and Trademark Office. TESS contains more than 3 million pending, registered and dead federal trademarks.

Criminal Law

Belanger, L. Powell. [*The Prisoner's Guide to Survival: a Comprehensive Legal Assistance Manual for Post-Conviction Relief and Prisoners' Civil Rights Actions*](#). Lynden, WA: PSI Publishing, Inc., 2001.

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This guide is intended for federal pro se litigants and attorneys involved in federal criminal appeals and prison civil rights actions. It covers post-conviction remedies and prisoner civil rights complaints.

Bergman, Paul & Sara J. Berman-Barrett. [*The Criminal Law Handbook: Know Your Rights, Survive the System*](#), 12th ed. Berkeley, CA: Nolo Press, 2011.

Explains how the system works, including arrests, booking, preliminary hearings, bail, arraignment, plea bargains, and sentencing.

Boston, John and Daniel E. Manville. *Prisoners' Self-Help Litigation Manual*, 4th ed. New York, NY: Oceana, 2010.

The focus of this comprehensive prisoner's rights manual is on civil litigation. It does not deal with criminal law-related matters, such as post-conviction remedies and detainers. Includes information on all aspects of prison life as well as material on legal research, legal writing, types of legal remedies and how to effectively use those remedies.

Jasper, Margaret C. *The Law of Violence Against Women*, 2nd ed. New York: Oceana, 2007.

From Oceana's Law for the Layperson Series. Contents include domestic violence, sexual assault, the Sex Offender Registration and Notification Act (SORNA), stalking, teenage dating violence, battered immigrant women and children, and human trafficking and the sex trade.

Judicial Council of California. California Courts Self-Help Center for Criminal Law. (<http://www.courts.ca.gov/selfhelp-criminallaw.htm>).

Contains a section on how to clean up your criminal record, as well as links to relevant Web sites and forms.

MacKay, Heather and the Prison Law Office. [*The California State Prisoners Handbook: Everything You Need to Know about Prison and Parole Law*](#), 4th ed. San Quentin, CA: The Prison Law Office, 2008.

Discusses in detail the laws governing prisoner rights and the policies and practices of the California Department of Corrections and Rehabilitation. Also includes sample forms and model pleadings. Updated by supplement.

Prison Law Office. [*State Habeas Corpus Procedure: A Manual for California Prisoners*](#). San Quentin, CA: the Prison Law Office, 2008.

Step-by-step guide to California state habeas corpus process, including court forms and sample court pleadings. Links to 29-page PDF.

Employment Law

Ball, Christopher A. [*California Workers' Comp: How to Take Charge When You're Injured on the Job*](#), 8th ed. Berkeley, CA: Nolo Press, 2010.

Outlines steps in filing a claim, dealing with insurance companies and presenting a case at a hearing and instructions on how to rate a disability using the new workers' comp rating manual.

DelPo, Amy & Lisa Guerin. [*Dealing with Problem Employees: A Legal Guide*](#), 6th ed. Berkeley, CA: Nolo Press, 2011.

Find out how to recognize a problem employee, investigate complaints, and suspend or fire employees.

Guerin, Lisa. [*The Essential Guide to Workplace Investigations: How to Handle Employee Complaints & Problems*](#), 2nd ed. Berkeley, CA: Nolo Press, 2010.

Includes a 10-step plan that can be used to resolve workplace complaints, such as harassment, discrimination, violence, and employee theft. Also includes forms, checklists and sample policies for all 50 states.

Guerin, Lisa & Amy DelPo. [*Create Your Own Employee Handbook: A Legal & Practical Guide*](#), 5th ed. Berkeley, CA: Nolo Press, 2011.

Topics covered include at-will employment, hiring, payroll, performance evaluations, discrimination, complaints, leave, and discipline.

Guerin, Lisa & Deborah C. England. [*The Essential Guide to Family & Medical Leave*](#), 2nd ed. Berkeley, CA: Nolo Press, 2009.

Discusses the Family Medical Leave Act, including who qualifies for leave, how much leave is allowed, and what notice obligations are present. Includes a CD-Rom with checklists, forms and worksheets.

Guerin, Lisa & Amy DelPo. [*The Essential Guide to Federal Employment Laws*](#), 3rd ed. Berkeley, CA: Nolo Press, 2011.

Legal topics covered include the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Equal Pay Act, and the Family and Medical Leave Act.

Jasper, Margaret C. *Employment Discrimination Law Under Title VII*, 2nd ed. New York: Oceana, 2008.

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From Oceana's Law for the Layperson Series. Contents include filing a discrimination charge, the EEOC mediation program, discrimination on the basis of race or color, religion, sex, national origin, age, disability and additional bases of discrimination.

Jasper, Margaret C. *Workers' Compensation Law*, 2nd ed. New York: Oceana, 2008.

From Oceana's Law for the Layperson Series. Contents include an overview of workers' compensation, filing the workers' compensation claim, workers' compensation benefits, the federal employees' compensation program, the black lung benefits program, the energy employee's occupational compensation program and additional federal disability programs.

Mader-Clark, Margie. [*Job Description Handbook*](#), 2nd ed. Berkeley, CA: Nolo Press, 2008.

This book will help you create good job descriptions, evaluate employees' job performance, and hire qualified employees.

Repa, Barbara Kate. [*Your Rights in the Workplace*](#), 9th ed. Berkeley, CA: Nolo Press, 2010.

Discusses illegal firings, how to challenge job loss, privacy, safety, testing, harassment, discrimination, and worker's compensation.

Rosenfeld, David A., Miles E. Locker, and Nina G. Fendel. *California Workers' Rights: A Manual of Job Rights, Protections, and Remedies*, 4th ed. Berkeley, CA: UC Berkeley Labor Center, 2010.

Provides a basic overview of the legal protections for workers under California and federal law. The focus is on selected areas: rights during the hiring process, investigations and police records, wages and hours, benefits, discrimination, health and safety, workers' compensation, union organizing, whistleblower protections, discharge and disciplinary actions and medical leave.

Steingold, Fred S. [*The Employer's Legal Handbook*](#), 10th ed. Berkeley, CA: Nolo Press, 2011.

This handbook includes information related to hiring, personnel, wages, employee benefits, OSHA requirements, discrimination, termination, and relevant laws.

Steingold, Fred S. [*Hiring Your First Employee*](#), 1st ed. Berkeley, CA: Nolo Press, 2008.

Discusses how to determine salary and benefits, write a job description, find and screen applicants, maintain employee files, deposit payroll taxes, and troubleshoot employee problems.

Estate Planning

American Bar Association. [*The American Bar Association Guide to Wills and Estates*](#), 3rd ed. New York, NY: Random House Reference, 2009.

Comprehensive guide to planning an estate, preparing a will or trust and minimizing inheritance taxes.

Barnes, Richard. [*Estate Planning for Blended Families: Providing for Your Spouse & Children in a Second Marriage*](#), 1st ed. Berkeley, CA: Nolo Press, 2009.

Provides information on estate and gift taxes in a second marriage, choosing executors, trustees, and guardians, and working with lawyers, financial planners and other experts. Includes sample estate plans, current tax information for your state, and the latest information about which federal and state laws apply to you.

Clifford, Denis. [*Estate Planning Basics*](#), 6th ed. Berkeley, CA: Nolo Press, 2011.

Learn how to chose a beneficiary, and create a will or living trust. The book also discusses probate-avoidance and estate tax reduction methods.

Clifford, Denis. [*Make Your Own Living Trust*](#), 10th ed. Berkeley, CA: Nolo Press, 2011.

How to avoid probate through the use of living trusts. Explains how living trusts work, how to create the trust and transfer property to it. Includes instructions and forms needed to create a basic living trust, a marital life estate trust and a back-up will. Not applicable in Louisiana.

Clifford, Denis. [*Quick & Legal Will Book*](#), 6th ed. Berkeley, CA: Nolo Press, 2011.

Provides forms and step-by-step instructions to make a basic will. Topics include naming beneficiaries, choosing a guardian, setting up a trust, naming an executor, finalizing a will, and changing or revoking a will.

Clifford, Denis. [*Plan Your Estate*](#), 10th ed. Berkeley, CA: Nolo Press, 2010.

Detailed information about the many aspects of estate planning. Includes information on estate and gift taxes, trusts, durable powers of attorney, living wills, funerals and burials. Not applicable to the state of Louisiana.

Cullen, Melanie & Shae Irving. [*Get It Together: Organize Your Records So Your Family Won't Have To*](#), 4th ed. Berkeley, CA: Nolo Press, 2010.

Shows you how to keep track of instructions for survivors, passwords, final arrangements, estate planning documents, employment records, insurance policies, tax records, retirement accounts, government benefits, and real estate

records.

Elias, Stephen R. [*Special Needs Trusts: Protect Your Child's Financial Future*](#), 4th ed. Berkeley, CA: Nolo Press, 2011.

Learn how to leave money for a disabled loved one without jeopardizing government benefits. Special trusts can pay for things like annual checkups, transportation, insurance, and rehabilitation.

Irving, Shae. [*Living Wills and Powers of Attorney for California*](#), 3rd ed. Berkeley, CA: Nolo Press, 2009.

With CD-ROM. Provides step-by-step instructions for the creation of a living will, a durable power of attorney, and a do-not-resuscitate order.

Nissley, Julia P. [*How to Probate an Estate in California*](#), 21th ed. Berkeley, CA: Nolo Press, 2011.

Written for the layperson that is responsible for guiding an estate through the probate process. Explains how to read a will, handle probate paperwork, collect benefits owed to the estate, pay bills and taxes and distribute property.

Randolph, Mary. [*8 Ways to Avoid Probate*](#), 8th ed. Berkeley, CA: Nolo Press, 2010.

This book discusses payable-on-death accounts, naming beneficiaries, small estates, joint ownership of property, living trusts, and making gifts.

Randolph, Mary. [*The Executor's Guide: Settling a Loved One's Estate or Trust*](#), 4th ed. Berkeley, CA: Nolo Press, 2010.

This guide helps you understand legal procedures and terminology, including claiming benefits, making sense of a will, taxes, probate court, trusts, and how to look up state laws.

Family Law

American Bar Association. [*You and Your Aging Parents: The American Bar Association Guide to Legal, Financial, and Health Care Issues*](#). New York, NY: Random House Reference, 2009.

Covers the social issues faced by family caregivers in an easy to follow question-and-answer format. Topics covered include housing options, the basics of elder abuse, and mental health concerns. There is also a chapter on taking care of the caregiver.

Brown, David & Emily Doskow. [*The Guardianship Book for California: How to Become a Child's Legal Guardian*](#), 8th ed. Berkeley, CA: Nolo Press, 2011.

Learn how to obtain legal guardianship, enroll a minor in school, make medical decisions, prepare and file paperwork, obtain temporary guardianship, and end guardianship.

California Department of Child Support Services. [*Child Support Handbook*](#). Sacramento, CA: California Department of Child Support Services, 2011.

This booklet provides general information about California's child support services program and child support laws. Click on the link above to download the 36-page PDF (3.83MB).

[Center for Families, Children & the Courts \(CFCC\)](#). Contains links to many publications, covering areas such as child support, delinquency, domestic violence, and self-represented litigants. The primary purpose of the CFCC is to maximize the effectiveness of court services for children and families. Contact information: 455 Golden Gate Ave., 6th floor, San Francisco, CA 94102-3660; phone number 415-865-7739; and e-mail at cfcc@jud.ca.gov.

Clifford, Denis et al. [*A Legal Guide for Lesbian and Gay Couples*](#), 15th ed. Berkeley, CA: Nolo Press, 2010.

This practical book covers all the important legal aspects of living and working together as a gay/lesbian couple. Straightforward information explains the legal options and alternatives of child custody and visitation rights; relating to former spouses; foster children and adoption; buying and selling houses; transferring deeds; dividing property; living-together arrangements; and planning for death. Included are sample letters, forms and agreements.

Doskow, Emily. [*Nolo's Essential Guide to Divorce*](#), 3rd ed. Berkeley, CA: Nolo Press, 2010.

Helps you understand the divorce process, work with mediators or lawyers, avoid expensive court battles, figure out alimony, establish child custody and visitation, determine child support, divide money and property, and draft a marital settlement agreement.

Doshow, Emily and Marcia Stewart. [*The Legal Answer Book for Families*](#), 1st ed. Berkeley, CA: Nolo Press, 2011.

A reference book that includes an overview of the laws that affect families, answers to everyday legal questions, and a collection of family law rules and resources, with details for all 50 states.

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Duncan, Roderic. *[A Judge's Guide to Divorce: Uncommon Advice from the Bench](#)*, 1st ed. Berkeley, CA: Nolo Press, 2007.

Alternatives to divorce court, courtroom etiquette, dividing property, determining alimony and child support, settling custody and visitation issues, and enforcing court orders.

ElderWeb (<http://www.elderweb.com>)

ElderWeb includes over 6,000 reviewed links to topics such as long term care, finance and technology.

Harriett Buhai Center for Family Law. *California Family Law Basics*. Los Angeles, CA: Harriett Buhai Center for Family Law, 2010.

Manual to the current forms in California dissolution and paternity cases.

Hegland, Kenney F. and Robert B. Fleming. *[New Times, New Challenges: Law and Advice for Savvy Seniors and their Families](#)*. Durham, NC: Carolina Academic Press, 2010.

Written by a law professor, the first part of the book deals with living wills and the aging process. The second part of the book is divided into six sections. Topics include: retirement, family matters, elder abuse, estate planning, disability and death in the family, and getting help.

Hertz, Frederick and Emily Doskow. *[Making It Legal: A Guide to Same-Sex Marriage, Domestic Partnerships & Civil Unions](#)*, 2nd ed. Berkeley, CA: Nolo Press, 2011.

A guide to same-sex relationship laws in the United States. Reviews the issues that influence the decision to marry and breaks down the complex and ever-changing rules of same-sex relationship laws.

Hunter, Nan D. et al, *The Rights of Lesbians, Gay Men, Bisexuals, and Transgender People: The Authoritative ACLU Guide*, 4th ed. New York: New York University Press, 2004.

Discusses such topics as government employees, criminal law, the military, immigration, relationships, parenting, housing, employment in the private sector, and people with HIV/AIDS.

Jacobs, Thomas A. *What are my Rights?: 95 Questions and Answers about Teens and the Law*. Minneapolis, MN: Free Spirit Pub., 2006.

The questions and answers in this book are divided into categories including parental authority, school, employment, health, violence against youth and emancipation. The final chapter discusses the consequences of breaking the law and provides basic legal information on the legal system.

Jasper, Margaret C. *Guardianship, Conservatorship and the Law*. New York: Oceana, 2008.

From Oceana's Law for the Layperson Series. Contents include guardianship of a minor and incapacitated adult, mental health guardianship and civil commitment, standby guardianship, conservatorship, and alternatives to guardianship and conservatorship.

Jasper, Margaret C. *The Law of Adoption*. New York: Oceana, 2008.

From Oceana's Law for the Layperson Series. Contents include types of adoption, the adoption process, the costs of adoption and the available resources, consent and termination of parental rights, post-adoption considerations, and international adoption.

Jasper, Margaret C. *Marriage and Divorce*, 3rd ed. New York: Oceana, 2008.

From Oceana's Law for the Layperson Series. Contents include the prenuptial agreement, separation and divorce, property distribution and financial issues, child support, child custody and cohabitation and same-sex relationships.

Judicial Council of California. Center for Families, Children & the Courts. [*Going to Court without a Lawyer: Handbook for Litigants: a Guide for Handling Uncontested Divorce and Legal Separation*](#). San Francisco, CA: Judicial Council of California, 2007.

Explains the court process and legal forms needed for an uncontested divorce, legal separation or annulment. [40-page PDF]

Lyster, Mimi E. [*Building a Parenting Agreement that Works: How to Put Your Kids First When Your Marriage Doesn't Last*](#), 7th ed. Berkeley, CA: Nolo Press, 2010.

Presents different parenting issues as well as options for solving them. Some of the issues discussed include medical care, education, religion, living arrangements, holidays, and money.

Matthews, Joseph L. [*Long-Term Care: How to Plan & Pay for It*](#), 8th ed. Berkeley, CA: Nolo Press, 2010.

Learn how to evaluate long-term care insurance, arrange home care, choose a nursing facility, explore options beyond nursing homes, use Medicare and Medicaid, protect your assets, and prevent elder fraud.

O'Reilly, James T. *How to Protect Elders from Harm*. New York: Oceana, 2009.

From Oceana's Law for the Layperson Series. Contents cover understanding the risks to the safety of elders, how the government protects elders against risk, remedies for injury at home, traffic-related risks of harm, hospital-related harms, nursing home risks of harm, remedies for home and assisted-living health care

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risks, medication issues for elders, protecting elders from financial harms and thefts, abuse and assault, and managing interaction with government officials.

Sedano, Lisa & Emily Doshow. [*How to Change Your Name in California*](#), 13th ed. Berkeley, CA: Nolo Press, 2011.

This book is aimed at women who wish to retain their maiden names at marriage, regain maiden names after divorce, or alter children's names, or those who wish to adopt a name more fitting to their life-styles. Includes the tear-out forms and instructions necessary for the court petition and change of name.

Sherman, Charles E. [*How to Do Your Own Divorce in California: A Complete Kit for the Out-of-Court Divorce*](#), 34th ed. Santa Cruz, CA: Nolo Press Occidental, 2011.

Contains all the necessary court forms and instructions for an uncontested dissolution, a divorce that can be settled out of court. Coverage extends to how to start a divorce proceeding, differences between nullity, dissolution, summary dissolution, legal separation and the grounds for each. How to divide property is also discussed.

Sherman, Ed. [*How to Solve Divorce Problems in California: How to Manage a Contested Divorce - In or Out of Court*](#), 9th ed. Santa Cruz, CA: Nolo Press Occidental, 2011.

Covers cases that are gently contested to flat out wars (with or without an attorney), explains how to understand and plan your case, how to get information from the other side, how to respond to legal action, and how to select and supervise an attorney if you need or want one. Includes a companion CD-Rom with forms, pleading, codes and more.

Siegel, Lawrence M. [*The Complete IEP Guide: How to Advocate for Your Special Ed Child*](#), 7th ed. Berkeley, CA: Nolo Press, 2011.

Discusses how to understand your child's rights, eligibility rules and assessments; collect school records; develop a blueprint of programs and services; research alternatives; prepare for IEP meetings; and resolve disputes with your school district.

Siegel, Lawrence M. [*Nolo's IEP Guide: Learning Disabilities*](#), 5th ed. Berkeley, CA: Nolo Press, 2011.

Learn how to understand your child's rights, prepare to make your case, develop IEP goals, resolve disputes, and do legal research on learning-disability issues.

Stoner, Katherine E. & Shae Irving. [*Prenuptial Agreements: How to Write a Fair & Lasting Contract*](#), 3rd ed. Berkeley, CA: Nolo Press, 2008.

Explains how to create a valid contract, whether a prenup is right for your relationship, how to decide what a prenup should include, how to assemble a draft agreement, how to turn your draft into a contract, and tips on negotiating and communicating. Includes worksheets as tear-outs and on a CD-ROM, as well as clauses for preparing an agreement.

Stoner, Katherine E. [*Divorce Without Court: A Guide to Mediation & Collaborative Divorce*](#), 2nd ed. Berkeley, CA: Nolo Press, 2009.

This book explains how mediation works, how collaborative divorce works, how to maximize opportunities for settlement, and how to get an agreement in writing.

Warner, Ralph, Toni Ihara & Frederick Hertz. [*Living Together: A Legal Guide for Unmarried Couples*](#), 14th ed. Berkeley, CA: Nolo Press, 2008.

This book includes topics such as the legality of living together, having and raising children, ownership agreements, and getting authorization to make medical decisions for a partner.

Woodhouse, Violet & Dale Fetherling. [*Divorce & Money: How to Make the Best Financial Decisions During Divorce*](#), 10th ed. Berkeley, CA: Nolo Press, 2010.

Discusses how to decide whether to keep or sell a house, protect yourself against misuse of joint accounts, avoid tax problems, handle alimony and child support, divide debts, reduce investment risk, and understand how a court evaluates assets.

Financial Planning

Block, Sandra, Kathy Chu, & John Waggoner. [*The Busy Family's Guide to Money*](#), 1st ed. Berkeley, CA: Nolo Press, 2008.

Learn how to create a budget, get a favorable mortgage, control debt, and plan for college and retirement.

Jasper, Margaret C. *Credit Cards and the Law*, 3rd ed. New York: Oceana, 2007.

From Oceana's Law for the Layperson Series. Contents include an overview of the credit card system, credit card legislation, debit cards, ATM cards and gift cards, credit card terms and conditions, credit card losses, theft and unauthorized use, equal credit opportunity, establishing, maintaining and rehabilitating credit, and the management and collection of credit card debt.

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Jasper, Margaret C. *Dealing with Debt*. New York: Oceana, 2007.

From Oceana's Law for the Layperson Series. Contents include debt management, tax debts, the debt collection process, debt collection harassment, judgment enforcement, consumer bankruptcy, and rehabilitating your credit.

Lamb, John & Robin Leonard. [*Credit Repair*](#), 10th ed. Berkeley, CA: Nolo Press, 2011.

Discusses how to read and understand a credit report, how to correct mistakes on a credit report, how to protect your Social Security number, and how to negotiate with creditors.

Leonard, Robin & Margaret Reiter. [*Solve Your Money Troubles: Debt, Credit & Bankruptcy*](#), 13th ed. Berkeley, CA: Nolo Press, 2011.

Discusses different types of debt, negotiating with creditors, dealing with debt collectors, bankruptcy, and credit discrimination.

Free Forms

California Franchise Tax Board Forms (<http://www.ftb.ca.gov/forms/index.shtml>)

Includes forms for the current and previous years. Browse by name, number and topic. Forms are available in Chinese, Korean, Spanish, Russian and Vietnamese.

California Judicial Council Forms (<http://www.courts.ca.gov/forms.htm>)

Users can access the Judicial Council forms by category, by number, or by name. All forms are provided in PDF, may be downloaded, and some can be filled out electronically.

California Secretary of State, Business Programs Division, Forms, Samples & Fees (http://www.sos.ca.gov/business/bpd_forms.htm)

Samples and forms are in PDF format and have been drafted to meet the minimum statutory filing requirements. Includes forms related to business entities, notary public, special filings, trademarks and service marks, and the Uniform Commercial Code (UCC).

FindLaw's Forms & Contracts (<http://forms.lp.findlaw.com/>)

FindLaw's free collection of sample legal forms and business contracts is designed for legal professionals. Browse by type of form, by industry, or by company name. Scroll down the page for Federal Court Forms & State Court Forms.

FindLaw's Sample Business Contracts (<http://contracts.corporate.findlaw.com/>)

Browse by industry, type of contract, and alphabetically by company name.

Forms Catalog (<http://search.usa.gov/forms>)

The U.S. government's official hub for federal forms which provides citizens and businesses with a common access point to federal agency forms. Search by keyword, by agency list, or by form name. Not all agencies are included (see agency list) and not all forms issued by federal agencies are included (contact the agency directly).

I-CAN!TM Legal California (<http://www.icandocs.org/ca/>)

A free online application that will fill out court forms for you by asking you simple questions and putting the answers on the forms in the correct place. Developed by the Legal Aid Society of Orange County and sponsored by a number of organizations, such as the Legal Services Corporation, several Superior Courts of California, and the State Bar of California. The service is free, although you must register for a password. Available in English, Spanish, and Vietnamese.

Internal Revenue Service (<http://www.irs.gov/>)

Click on "Forms & Publications" link. May download forms and publications by form and instruction number, by publication number, view the topical index, and search by year (back to 1980).

LexisNexis Communities Portal:

(<http://www.lexisone.com/lx1/store/catalog?action=main&tcode=PORTAL>)

This site is designed for individual attorneys and includes both free and fee-based resources. Click on the Forms tab and then on the "Free Forms" link (under the Advanced Search box). Includes over 6,000 free forms from the Matthew Bender collection. Note that users must register (which is free) to access the forms.

Los Angeles Superior Court of California Forms

(<http://www.lasuperiorcourt.org/forms/ui/popup.aspx?ddl=AL>)

Categories include civil, family law, probate, small claims, unlawful detainer, mental health, juvenile, and miscellaneous. Forms are available in PDF and are fillable unless otherwise noted.

U.S. Citizenship and Immigration Services (<http://www.uscis.gov/forms>)

Includes the general categories of employment based forms, family based forms,

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green card based forms, humanitarian based forms, and citizenship and naturalization based forms. Be sure to read the directions carefully.

U.S. Court of Appeals for the Ninth Circuit Forms

(<http://www.ca9.uscourts.gov/forms/>)

Alphabetical list of forms including attorney admission forms and instructions, mediation forms, and student practice forms.

U.S. District Court for the Central District of California Forms

(<http://www.cacd.uscourts.gov/CACD/Forms.nsf/Forms>)

Includes appeals forms, civil & criminal forms, general forms, and pro se packets.

WashLaw's Legal Forms (<http://www.washlaw.edu/legalforms/>)

This resource page provides links to a variety of forms, including business registration forms, tax forms, real estate forms, trademark forms, UCC forms, and state and federal court forms.

Immigration Law

[Asian Pacific American Legal Center](#). *Citizenship 101 Your Guide to Citizenship*. Los Angeles, CA: Asian Pacific American Legal Center, 2010.

DVD and companion workbook cover the basics of U.S. citizenship. The video is available in several languages (English, Cantonese, Korean, Mandarin, Vietnamese, Hindi, and Tagalog). For more information, go to the [APALC](#) Web site, click on *Resources*, then click on the link next to *Citizenship Application Assistance*. The video may be [ordered](#) by mail, email or fax. The companion workbook (64-pages) may be downloaded for free at <http://www.apalc.org/citizenship/CitizenshipWorkshop2009.pdf>.

Bray, Ilona. [Becoming a U.S. Citizen: A Guide to the Law, Exam & Interview](#), 5th ed. Berkeley, CA: Nolo Press, 2010.

Includes information regarding eligibility, deportation, application forms, citizenship exam, and the interview.

Bray, Ilona. [Fiancé & Marriage Visas: A Couple's Guide to U.S. Immigration](#), 6th ed. Berkeley, CA: Nolo Press, 2010.

Learn how to understand the immigration process, make your way through the bureaucracy, meet with U.S. officials, prove your marriage is real, and deal with the two-year testing period.

Bray, Ilona. [*How to Get a Green Card*](#), 9th ed. Berkeley, CA: Nolo Press, 2010.

Discusses how to determine eligibility, get through the bureaucratic maze, work with U.S. officials, and how to get a green card through parents, siblings, spouses, lotteries, political asylum, and refugee status.

Bray, Ilona. [*U.S. Immigration Made Easy*](#), 15th ed. Berkeley, CA: Nolo Press, 2011.

Learn how to qualify for work visas, student visas, refugee status, green cards, and citizenship. Includes step-by-step instructions for completing and filing immigration forms.

Scaperlanda, Michael A. [*Immigration Law: A Primer*](#). Federal Judicial Center: Washington, D.C.: 2009.

Provides an introduction to and overview of immigration law. 186-page PDF.

Jasper, Margaret C. *The Law of Immigration*, 3rd ed. New York: Oceana, 2008.

From Oceana's Law for the Layperson Series. Contents cover the U.S. citizenship and immigration services (USCIS), applying for a nonimmigrant visa, applying for an immigrant visa, humanitarian benefits, deportation, employment issues, becoming a U.S. citizen, intercountry adoption, and U.S. customs and border protection.

U.S. Citizenship and Immigration Services (<http://www.uscis.gov/portal/site/uscis>)

Web site includes forms, descriptions of immigration services and benefits, the complete text of immigration laws and federal regulations.

Wernick, Allan. *U.S. Immigration & Citizenship Your Complete Guide*, 4th ed. Cincinnati, OH: Emmis Books, 2004.

The five sections in this popular guide to U.S. immigration law cover getting a green card, naturalization and citizenship, nonimmigrant visas, asylees and refugees and employer sanctions.

Landlord-Tenant Law

Brown, David Wayne et al. [*The California Landlord's Law Book: Rights and Responsibilities*](#), 14th ed. Berkeley, CA: Nolo Press, 2011.

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This concise legal guide for California landlords tells you how to avoid legal pitfalls by understanding leases and rental agreements. Basic rent rules, rent control, repairing property, and abandoned property are among the chapter topics. Includes tear-out forms and agreements including lease and rental agreements.

Brown, David W. [*The California Landlord's Law Book: Evictions*](#), 14th ed. Berkeley, CA: Nolo Press, 2011.

This manual for California landlords details the landlord's role in evictions, including the reasons for eviction. How to file and conduct an uncontested eviction lawsuit (residential tenants only) and how to collect a money judgment are both covered. It is advisable to use this in conjunction with [*The California Landlord's Law Book: Rights and Responsibilities*](#).

California Department of Consumer Affairs, [*California Tenants: A Guide to Residential Tenants' and Landlords' Rights and Responsibilities*](#), 2010.

Also available in Spanish.

Fishman, Stephen. [*Every Landlord's Tax Deduction Guide*](#), 6th ed. Berkeley, CA: Nolo Press, 2010.

This book explains how to maximize deductions, fill out IRS Schedule E, utilize real estate tax credits, maximize depreciation deductions, deduct losses, and keep proper tax records.

Leshnower, Ron. [*Every Landlord's Property Protection Guide: 10 Ways to Cut Your Risk Now*](#), 1st ed. Berkeley, CA: Nolo Press, 2008.

Learn how to get the right insurance for your property, understand fair housing rules, and remove environmental hazards.

National Housing Law Project, *HUD housing programs: Tenants' Rights*, 3rd ed. Oakland, CA: National Housing Law Project, 2004.

Comprehensive manual on many of the issues arising in the representation of tenants and applicants under HUD's major low-income housing programs, including admissions, rents, utilities, maintenance, leases, and evictions and terminations.

Portman, Janet & David Brown. [*California Tenants' Rights*](#), 18th ed. Berkeley, CA: Nolo Press, 2010.

Written for the tenant, this book discusses deposit returns, breaking a lease, getting repairs made, using Small Claims Court and dealing with an

unscrupulous landlord. Contains sample letters, rental agreements and rent control charts.

Portman, Janet et al. *[First-Time Landlord: Renting Out a Single-Family Home](#)*, 2nd ed. Berkeley, CA: Nolo Press, 2011.

Includes information on how to determine whether or not the property will turn a profit, landlord business basics, finding the right tenants, preparing and signing the lease, handling repairs, complying with your state's rental laws, dealing with problem tenants, and preparing for the sale of the property.

Portman, Janet & Marcia Stewart. *[Every Tenant's Legal Guide](#)*, 6th ed. Berkeley, CA: Nolo Press, 2009.

Learn how to inspect a rental property, negotiate a lease, understand rent control, get needed repairs, protect your privacy, break a lease, and prepare for eviction proceedings.

Portman, Janet & Marcia Stewart. *[Renters' Rights: The Basics](#)*, 6th ed. Berkeley, CA: Nolo Press, 2009.

Includes leases and rental agreements, discrimination, rent, security deposits, privacy, roommates, and repairs and maintenance.

Stewart, Marcia, et al. *[Every Landlord's Legal Guide](#)*, 10th ed. Berkeley, CA: Nolo Press, 2010.

Learn how to choose tenants, prepare a lease, collect and return deposits, hire a property manager, keep up with maintenance, limit liability, and deal with problem tenants.

Stewart, Marcia, et al. *[Leases & Rental Agreements](#)*, 9th ed. Berkeley, CA: Nolo Press, 2011.

Discusses how to prepare a rental agreement or lease, make required disclosures, comply with state laws, check tenant references and credits, and conduct a final inspection.

U.S Department of Housing & Urban Development, *Tenant Rights, Laws and Protections: California* (<http://www.hud.gov/local/ca/renting/tenantrights.cfm>)

Includes information on California landlord-tenant law, a renter's guide, and links to relevant agency Web sites.

Lawyers

The American Bar Association, *Consumers' Guide to Legal Help*

(<http://apps.americanbar.org/legalservices/findlegalhelp/home.cfm>)

This site guides the user to a list of resources by state. Provides links to lawyer referrals, commercial directories, legal aid for low-income people, self-help and court information. Also includes a *Consumers' Guide to Legal Help: Legal Terms Glossary*: http://apps.americanbar.org/legalservices/findlegalhelp/faq_legalterms.cfm.

Attorney Locate (<http://www.attorneylocate.com/>)

Endorsed by the Association of Trial Lawyers of America, this free national attorney referral service available only through the Internet allows a user to search for an attorney by location and practice area.

Bar Associations

Most local county bar associations throughout the United States can assist in locating attorneys. For example, the Los Angeles County Bar Association (<http://www.lacba.org/>) has a lawyer referral and information service called SmartLaw (<http://www.smartlaw.org/>) where one can find a lawyer by area of law, location, and by language spoken (or call (213) 243-1525). Go to Hieros Gamos *Bar Associations* page (<http://www.hg.org/bar.html>) for a comprehensive list of associations worldwide. Scroll down to the bottom of the page for links to local and state associations in the U.S. Another resource is FindLaw's *State Bar Associations* page (<http://public.findlaw.com/library/state-bar-associations.html>).

FindLaw's Lawyer Directory (<http://lawyers.findlaw.com/>)

Features profiles of lawyers from across the U.S. May search or browse by legal issue and location. Also note the links to FindLaw's *Guide to Hiring a Lawyer* (<http://public.findlaw.com/library/hiring-lawyer/>) and *Introduction to the U.S. Legal System* (<http://public.findlaw.com/library/legal-system>).

Fox, Lawrence J. & Susan R. Martyn. *How to Deal With Your Lawyer: Answers to Commonly Asked Questions*. New York: Oceana, 2008.

From Oceana's Law for the Layperson Series. Contents include five sections: (1) the client-lawyer relationship; (2) what to expect from your lawyer; (3) what not to expect from your lawyer; (4) other people's lawyers; and (5) gaining even when you lose.

LawHelpCalifornia.org (<http://lawhelpcalifornia.org>)

Provides low-income Californians with easy online access to basic legal resources and attorney information. Does not provide direct legal services. Provides referrals by topic or one may browse the Referral Directory (link at the top right, next to the Help button), which lists organizations alphabetically and by counties served. Note that resources are available in 28 other languages, including Cambodian, Punjabi, Russian and Polish.

Martindale-Hubbell's Lawyer Locator (<http://www.martindale.com>)

This database of over 1 million lawyer profiles allows users to search for lawyers or law firms—by name, practice area, city, and state. The Advanced Search allows users to limit results by years in practice, languages spoken, law school attended, and major memberships.

Nolo's Lawyer Directory (<http://www.nolo.com/lawyers/>)

Each attorney provides the same information for his or her profile. Nolo has confirmed that every listed attorney has a valid license and is in good standing with the applicable bar associations at the time they are listed in the directory. Lawyers are required to notify Nolo within three business days if they become subject to any disciplinary action by a bar association.

Public Counsel (<http://www.publiccounsel.org/>)

Largest pro bono office in the nation. In California, the organization assists low-income children, youth, adults and families in the areas of child care law, children's rights, community development, consumer law, homeless assistance and immigration. Public Counsel, in association with Centro Maravilla, offers free legal help on all consumer-related matters. For location, dates and times, see <http://www.publiccounsel.org/services>.

The State Bar of California, Attorney Search

(<http://members.calbar.ca.gov/search/member.aspx>)

The public can check an attorney's bar membership record by name or by bar number. Users can search names that "sound like" the search term, which comes in handy if you are not certain of the spelling of a person's name. Profiles contain contact information, law school attended, date of admission to the bar, as well as whether there is a record of discipline against the attorney.

Legal Research

Cohen, Morris L. & Kent Olsen. *Legal Research in a Nutshell*, 10th ed. St. Paul, MN: Thomson West, 2010.

This succinct guide covers major primary and secondary sources, including Web resources such as Thomas and PACER (Public Access to Electronic Court Records) as well as online databases and library materials. It covers legislative history, administrative law, practice and specialized resources, and research in comparative and international law.

Elias, Stephen, & Susan Levinkind Elias. [*Legal Research: How to Find and Understand the Law*](#), 15th ed. Berkeley, CA: Nolo Press, 2009.

Well-illustrated procedures covering legal research strategy. It includes an overview of the law, an explanation of statutes, case law and Shepard's citators, and examples relating to specific cases and legal questions. There are also chapters on how to obtain information under the Freedom of Information Act and how to use computer-assisted legal research.

FindLaw's [Introduction to the U.S. Legal System](#).

FindLaw's introduction to the U.S. legal system explains the difference between a civil and criminal case, the types of cases heard in federal court and state court, and what to expect if you are involved in a lawsuit.

Jasper, Margaret C. *Dictionary of Selected Legal Terms*, 3rd ed. New York: Oceana, 2009. From Oceana's Law for the Layperson series.

Law Libraries Web sites

County and University law libraries have developed Web sites with links to primary (statutes, regulations, cases) and secondary (explanatory and analytical) information:

The following are a few examples:

- LA Law Library (<http://www.lalawlibrary.org/default.aspx>)
- Orange County Public Law Library (<http://www.oc.ca.gov/lawlib>)
- San Diego County Public Law Library (<http://www.sdcpll.org>)
- Cornell Law School's Legal Information Institute (LII) (<http://www.law.cornell.edu>)
- Washburn Law School (<http://www.washlaw.edu>)

Law Libraries Resource Exchange (<http://www.llrx.com>)

Law librarians have developed this Web site for law librarians and others. It contains legal news, court rules, opinions and forms, and links to tested and proven Web sites.

Martin, Daniel W. *Henke's California Law Guide*, 8th ed. Lexis Law Publishing, 2006.

Dan Martin, Law Professor and Library Director at Loyola Law School, continues to edit this excellent explanation of all facets of California research sources: constitutional, statutory, administrative, etc.

Nolo Press (<http://www.nolo.com>)

Legal how-to publisher's Web site contains a legal encyclopedia, frequently asked questions, and their product catalog.

Tucker, Virginia and Marc Lampson. *Finding the Answers to Legal Questions: A How-to-Do-It Manual*. New York, NY: Neal Schuman Publishers, 2010.

The author's focus is on public libraries that are of small to medium size. There are four basic parts: (1) "Foundation: Legal Information Overview," (2) "Preparation: Understanding Legal Information Needs," (3) "Information: Specific Legal Questions" and (4) "Finding State and Local Law". There are three appendices which include a glossary and bibliography of online legal sources.

Your Public Law Library's Mini Research Class

(<http://www.publiclawlibrary.org/research.html>)

Provided by the Council of California County Law Librarians, this mini research guide is intended to help users learn the legal research process, with guidance on where to start and what resources to check. The sections are linked so that one may skip to relevant sections.

Public Record Data

Adair, Kristin and Catherine Nielsen. *Effective FOIA Requesting for Everyone: a National Security Archive Guide*. Washington D.C.: National Security Archive, 2009.

Provides a comprehensive overview of how to obtain documents from federal executive branch agencies. Although the focus is on the Freedom of Information Act process, other means of accessing government records are addressed.

CHAPTER 10: BIBLIOGRAPHY OF SELF-HELP RESOURCES

BRB Publications, Inc. (<http://www.brbspub.com/>)

A publisher of sourcebooks used for locating public records, this site includes a Free Resource Center.

California Bar Journal (<http://www.calbarjournal.com/>)

This monthly publication includes a section called "Trials Digest," that summarizes the important trials in California provided by Trials Digest, a Thomson West business. Archived issues (from 1996) are freely available online. Not a very comprehensive source, but it is free. All other online services are fee-based, including *O'Brien's Evaluator*, *Verdictum Juris*, *Tri-Service*, and the *Los Angeles Daily Journal's* Verdicts and Settlements.

California Secretary of State (<http://www.sos.ca.gov/admin/public-records.htm>)

Produces a 6-page publication on [Guidelines for Access to Public Records](#) the counter services and research facilities accessible to the public at the California State Archives and regional offices. A formal request pursuant to the California Public Records Act is not necessary for inspection and copying of public records that are routinely available at the public counters and the research facility. There are public counters at the regional offices in Los Angeles, San Diego and San Francisco (see [Guidelines](#) for location).

Justia: Federal District Court Filings & Dockets (<http://dockets.justia.com>)

This is a free searchable database of recently filed U.S. federal district court civil cases. It includes over 1 million civil cases filed since Jan. 1, 2004 and is updated multiple times each day. Selected high profile cases dated earlier than 2004 are included. Searchable by party name, jurisdiction, lawsuit type and date. Users may also browse by state, nature of suit, and cases most recently filed.

LA eCourt Online, Superior Court of California County of Los Angeles (<https://www.lasuperiorcourt.org/online-services/LAECourtOnlineIndex.htm>)

Some Superior Courts will allow the public online access (for a fee) to court documents. In this case, the documents only include legal documents filed in general jurisdiction civil cases from the Stanley Mosk Courthouse (111 N. Hill St. Los Angeles), as well as a criminal defendant index.

PACER (<http://www.pacer.gov/>)

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows registered users to obtain case and docket information from the U.S. Courts of Appeal, District, and Bankruptcy courts, and the U.S. Party/Case Index via the Internet. One must register, which is free, in order to

access PACER, which charges \$.08 per page. The charge applies to the number of pages that result from any search, including a search that yields no matches (one page for no matches). The charge applies whether or not pages are printed, viewed, or downloaded. There is a cap of \$2.40 charged for any single document.

Registrar Records

Your local county is the official source for retaining public records related to fictitious business names, marriage licenses and death certificates and assessor records. For a [list of California counties and their Web sites](#), see the California State Web page (<http://www.ca.gov>).

VerdictSearch California Reporter. San Diego, CA: VerdictSearch California Reporter, 2003- . (continues *California Jury Verdicts Weekly*)

This is a print resource that you will find in most large law libraries. It includes an index for each year.

Real Property Law

Bray, Ilona, et al. [Nolo's Essential Guide to Buying Your First Home](#), 3rd ed. Berkeley, CA: Nolo Press, 2010.

Learn how to get financing, find inspectors and insurance, negotiate with sellers, and close the deal.

Devine, George. [For Sale by Owner in California](#), 10th ed. Berkeley, CA: Nolo Press, 2011.

Practical tips on how to sell a home without a broker.

Elias, Stephen R. [Foreclosure Survival Guide: Keep Your House or Walk Away with Money in Your Pocket](#), 3rd ed. Berkeley, CA: Nolo Press, 2011.

Provides information on mortgages, including adjustable rate mortgages, short sales, deeds in lieu of foreclosure, judicial and non-judicial foreclosure, credit counseling, liens and using bankruptcy to deal with foreclosure.

Jasper, Margaret C. *Home Mortgage Law Primer*, 3rd ed. New York: Oxford University Press, 2009.

From Oceana's Law for the Layperson Series. Covers the mortgage loan process, home equity financing, real estate closing, mortgage loan discrimination, the Truth-in-Lending Act, the Real Estate Settlement Procedures Act (RESPA), and foreclosure.

CHAPTER 10: BIBLIOGRAPHY OF SELF-HELP RESOURCES

Jordan, Cora and Emily Doshow. [*Neighbor Law: Fences, Trees, Boundaries & Noise*](#), 7th ed. Berkeley, CA: Nolo Press, 2011.

Discusses laws covering fences, trees, boundaries, blocked views, noise, water, dangers to children, and more.

Randolph, Mary. [*Deeds for California Real Estate*](#), 8th ed. Berkeley, CA: Nolo Press, 2010.

A new deed is needed every time real estate is transferred, for whatever reason. This book helps you choose the right deed, and includes all tear-out deed forms with line-by-line instructions.

Warner, Ralph at al. [*How to Buy a House in California*](#), 13th ed. Berkeley, CA: Nolo Press, 2011.

Strategies for buying a house plus all necessary real estate forms and worksheets.

Social Security

Bernan Press, *Social Security Handbook Overview of Social Security Programs*. Lanham, Md.: Bernan Press, 2010.

Organized by section number, the Handbook is a comprehensive and easy-to-read guide to many of the benefit programs that are covered under the Social Security Act and related laws, including retirement, survivors, medical and disability insurance, supplemental security income, veterans' benefits, unemployment insurance, and public assistance and welfare services.

Matthews, Joseph L. & Dorothy Matthews Berman. [*Social Security, Medicare & Government Pensions: Get the Most Out of Your Retirement & Medical Benefits*](#), 16th ed. Berkeley, CA: Nolo Press, 2011.

Includes information and instructions on how to get retirement and disability benefits; dependent and survivor benefits; and Supplemental Security Income (SSI). Covers the nuts and bolts of Medicare and Medicaid and how to claim government pensions and veterans' benefits.

Morton, David A. III. [*Nolo's Guide to Social Security Disability*](#), 5th ed. Berkeley, CA: Nolo Press, 2010.

Explains what Social Security disability is, what benefits are available to disabled children, how to prove a disability, how age, benefits and work experience affect benefits, how to appeal a denial of benefits, and how to respond to a Continuing Disability Review.

Scully-Hayes, Kathleen. *A Practical Guide to Medicare Appeals*. Chicago, IL: ABA Publications, 2007.

Contents include an overview of the Medicare program, beneficiary appeals, provider appeals, coverage and payment appeals, and miscellaneous appeals.

U.S. Social Security Administration (<http://www.socialsecurity.gov/>)

Use the official Web site to estimate your retirement benefits, check the status of your application, and find a local Social Security office. The public also has access to online forms and publications (e.g., *How You Earn Credits, Disability Benefits, Benefits for Children with Disabilities, Medicare, and The Appeals Process*. See <http://www.socialsecurity.gov/pubs/>).

Tax Law

Block, Sandra & Stephen Fishman. *Easy Ways to Lower Your Taxes: Simple Strategies Every Taxpayer Should Know*, 1st ed. Berkeley, CA: Nolo Press, 2008.

Provides “legitimate tactics and insights that will lower your tax bill without running afoul of the IRS.”

California Franchise Tax Board (<http://www.ftb.ca.gov/>)

Responsible for administering two of California’s major tax programs: Personal Income Tax and the Corporation Tax. The public will find forms, bills & notices, tax return basics and assistance and answers for individuals, and tax resources for businesses.

Daily, Frederick W. *Stand Up to the I.R.S.*, 10th ed. Berkeley, CA: Nolo Press, 2009.

Learn how to file a late return, work out a payment plan, get a Taxpayer-Assistance Order, stop collection efforts, avoid property seizures, protect assets, and appeal the auditor’s decision.

Daily, Frederick W. *Tax Savvy for Small Business*, 14th ed. Berkeley, CA: Nolo Press, 2010.

Includes information on deductible business expenses, bookkeeping, and payroll taxes, as well as a discussion of the different types of corporations, partnerships, and limited liability companies. Also includes how to buy or sell a business and how to deal with the IRS.

CHAPTER 10: BIBLIOGRAPHY OF SELF-HELP RESOURCES

Fishman, Stephen. *[Deduct It: Lower Your Small Business Taxes](#)*, 7th ed. Berkeley, CA: Nolo Press, 2010.

Discusses common deductions, including start-up and operating expenses, health deductions, vehicles, travel, inventory and equipment.

Fishman, Stephen. *[Home Business Tax Deductions: Keep What You Earn](#)*, 7th ed. Berkeley, CA: Nolo Press, 2010.

Discusses how to write off start-up and operating expenses, travel, health insurance, inventory and equipment.

Fishman, Stephen. *[Tax Deductions for Professionals](#)*, 6th ed. Berkeley, CA: Nolo Press, 2010.

Discusses common tax deductions and how to choose the best legal structure for your business. Other topics covered include retirement accounts, continuing education, and professional fees.

Internal Revenue Service, U.S. Department of the Treasury, Publications Online (<http://www.irs.gov/publications/index.html>)

Examples of publications available online (in both html and PDF) are "Employer's Tax Guide," "Armed Forces' Tax Guide," and "Tax Guide for U.S. Citizens and Resident Aliens Abroad."

Veterans' Rights & Benefits

Jasper, Margaret C. *Veterans' Rights and Benefits*. New York: Oceana, 2009.

From Oceana's Law for the Layperson Series. Contents cover the Department of Veterans Affairs, disability compensation and pension benefits, health care benefits, veterans' group life insurance, education and vocational rehabilitation benefits, home financing benefits, dependent and survivor benefits, Board of Veterans appeals, and the Servicemembers Civil Relief Act.

National Veteran Legal Services Program (<http://www.nvlsp.org>)

The NVLSP is an independent, non-profit, charitable organization that advocates for veterans' rights. Their Web site offers information for veterans requiring assistance on many matters and provides links to their publications, correspondence courses and affiliations.

Roche, John D. *The Veteran's Survival Guide: How To File and Collect on VA Claims*, 2nd ed. Washington, DC: Potomac Books, 2006.

Contents include information on compensation claims, claims based on treatment by the VA, claims based on secondary disabilities, and filing your claim.

U.S. Department of Defense. *Compensation & Benefits Handbook: For Seriously Ill and Injured Members of the Armed Forces* (2008).

The DoD announced on Oct. 6, 2008 (see [News Release](#)) the development of a comprehensive handbook describing compensation and other benefits service members and their families would be entitled to upon separation or retirement as a result of serious injury or illness. The handbook describes the disability eligibility process, various program qualifications, application procedures, and numerous resources with associated contact information. The electronic version of the handbook will be updated frequently and the hard copy will be updated annually. The electronic version of the handbook can be found on these sites:

- <http://www.turbotap.org/register.tpp>
- <http://www.npc.navy.mil>
- [http://www.aw2.army.mil/assets/documents/Compensation and Benefits Handbook.pdf](http://www.aw2.army.mil/assets/documents/Compensation_and_Benefits_Handbook.pdf)

U.S. Department of Veteran Affairs, Board of Veterans' Appeals

(http://www.va.gov/landing_bva.htm)

The purpose and composition of the Board, a part of the Department of Veterans Affairs, is presented on this Web site. The Web page indicates it is designed primarily to assist citizens and veterans in understanding the appeals process, and to provide copies (in PDF) of the application forms. Decisions of the Board are included from 1994 to the present.