



**Book
News Inc.**

Titles appearing in Reference — Research Book News — November 2010

Bankruptcy for small business owners; how to file for chapter 7.

Elias, Stephen and Bethany K. Laurence.

Nolo, ©2010 593 p. \$39.99 HD2346 978-1-4133-1080-1

An experienced bankruptcy attorney helps business owners decide whether personal Chapter 7 bankruptcy is the best option for handling small business debt, explains how the personal bankruptcy process works, and provides step-by-step instructions for filling out the paperwork. The appendices provide state and federal property exemption charts, worksheets, and 29 tear-out forms. (Annotation ©2010 Book News Inc. Portland, OR)

Building a parenting agreement that works; child custody agreements step by step, 7th ed.

Zemmelman, Mimi Lyster.

Nolo, ©2010 335 p. \$29.99 KF547 978-1-4133-1252-2

Zemmelman, an alternative dispute resolution professional who helps families resolve child custody disputes and create parenting agreements, describes how separating or divorcing parents can work out a fair and realistic custody agreement and protect the best interests of their children. She covers aspects such as negotiation; solutions to issues like living arrangements, medical and child care, surname, education, holidays, relatives, vacations, activities, transportation, and religious training. Serious situations like substance abuse, child abuse, and denying access to the children are also covered along with special challenges such as moving, new partners, parenting styles, and military service. She also addresses topics beyond the agreement like child support; mediation and arbitration; understanding children's needs; multiracial, multicultural, and nontraditional families; and state and federal laws. Checklists, worksheets, and a fill-in-the-blank agreement are included. This edition has been updated to reflect current laws and rules. (Annotation ©2010 Book News Inc. Portland, OR)

Business buyout agreements; plan now for retirement, death, divorce or owner disagreements, 5th ed. (CD-ROM included)

Mancuso, Anthony and Bethany K. Laurence.

Nolo, ©2010 338 p. \$49.99 KF1659 978-1-4133-1195-2

This book/CD-ROM resource for entrepreneurs shows how to create a buyout agreement to control who can buy into the business and when a buyout should be required. It walks readers step by step through the creation of a buyout agreement and includes a worksheet for recording information from each step. After an overview of buyout agreements and limiting the transfer of ownership interests, coverage encompasses structuring and funding buyouts, choosing terms for buyouts, and income and estate tax issues, with steps accompanied by sample scenarios, sidebars, tips, and cautions. The last chapter offers advice on finding the right lawyer and tax specialist, and lists legal resources. A sample buyout agreement is included. The CD-ROM contains customizable forms. Mancuso, a corporations and LLC expert, and Laurence, a legal editor, have both worked on other Nolo books. (Annotation ©2010 Book News Inc. Portland, OR)

The corporate records handbook; meetings, minutes & resolutions, 5th ed. (CD-ROM included)

Mancuso, Anthony.

Nolo, ©2010 606 p. \$69.99 KF1414 978-1-4133-1203-4

Aimed at the needs of smaller businesses ("those that are privately owned, with up to about 35 shareholders and 50 employees"), this book provides step by step instructions on holding and documenting corporate meetings of shareholders and directors; documenting corporate action taken without a meeting; and approving common ongoing corporate legal, tax, and business decisions. Examples of all necessary paperwork are included on the accompanying CD-ROM and in tear-out form in an appendix. (Annotation ©2010 Book News Inc. Portland, OR)

The craft artist's legal guide; protect your work, save on taxes, maximize profits. (CD-ROM included)

Stim, Richard.

Nolo, ©2010 400 p. \$39.99 KF390 978-1-4133-1212-6

The subtitle both summarizes the content nicely and also suggests why one might be interested in the volume. Writing from a base of experience representing art, craft and design clients as well as musicians and publishers, attorney/author Stimm provides clear legal information and solutions for common challenges to maintaining a successful art career. Although caution is suggested in going forward without consulting an attorney for specific problems, the text covers a broad understanding of these anticipated problem areas: pricing and selling; studio considerations; going online; hiring workers and sales reps; business forms and legal liability; copyright, patents, trade dress, names and trademarks; licensing; taxes; lawyers, contracts, and lawsuits. An appendix instructs on how to use an included CD-ROM to prepare important contracts and forms. (Annotation ©2010 Book News Inc. Portland, OR)

Effective fundraising for nonprofits; real-world strategies that work, 3d ed.

Bray, Ilona M.

Nolo, ©2010 512 p. \$29.99 HG177 978-1-4133-1253-9

After laying the groundwork for getting the fundraising office and budget in place, this guide explains what motivates individual supporters to donate money to an organization, when to ask them for major gifts, how to hold special events, and whether to pursue grants from foundations, corporations or government. The third edition adds social networking guidance, tips for holding green events, and updated IRS rules. (Annotation ©2010 Book News Inc. Portland, OR)

The essential guide to workplace investigations; how to handle employee complaints and problems, 2d ed. (CD-ROM included)

Guerin, Lisa.

Nolo, ©2010 513 p. \$44.99 HF5549 978-1-4133-1204-1

The workplace complaints and problems addressed here are discrimination, harassment, workplace theft, threats and violence, and drug abuse. Clear and detailed early chapters provide all the particulars for undertaking a successful investigation of these dilemmas: all about benefits, steps, and potential mistakes; how to get started; how to gather fruitful information. Appendices are ample and loaded with practical information on workplace policy styles, forms and checklists, sample investigation documents, resources, and how to use the included CD-Rom. Author Guerin is an employment law expert and frequent writer on employee/management issues. (Annotation ©2010 Book News Inc. Portland, OR)

Every landlord's legal guide; 10th ed. (CD-ROM included)

Stewart, Marcia et al.

Nolo, ©2010 461 p. \$44.99 KF590 978-1-4133-1197-6

In this guide, Stewart, an author, and attorneys Warner and Portman provide information for landlords on the legal issues involved in screening tenants, preparing leases and rental agreements, rent rules, security deposits, discrimination, property managers, move-in, sublets, duties to repair and maintain the premises, liability, right of entry and tenant privacy, ending a tenancy, problem resolution, termination and eviction, and finding a lawyer. This edition has been revised to include current state laws on deposits, rent, entry, and other areas, and discusses new rules on evicting tenants following a foreclosure, as well as responding to domestic violence, contracts with video providers, and bedbugs. Forms such as leases and rental agreements are included on the CD-ROM. (Annotation ©2010 Book News Inc. Portland, OR)

Nannies and au pairs; hiring in-home child care.

Bray, Ilona.

Nolo, ©2010 242 p. \$19.99 HQ778 978-1-4133-1190-7

This streamlined and well-organized text offers answers to common and important questions: A nanny or another option? Does sharing work? How do you ascertain your family's priorities about child care? How do you come up with terms about pay and benefits? What's the paperwork involved and how do I do it? What works as a good search for child care and a good background check? What is the *au pair* option all about? How does the family plan for smooth sailing in day to day household life? What are the steps about problems, about terminations, about losing a good nanny and saying good-bye? This is a complete look at a unique relationship and a potentially critical asset to child rearing. (Annotation ©2010 Book News Inc. Portland, OR)

Nolo's deposition handbook; 5th ed.

Bergman, Paul and Albert J. Moore.

Nolo, ©2010 368 p. \$34.99 KF8900 978-1-4133-1199-0

Bergman and Moore, UCLA School of Law professors, thoroughly cover the topic of the deposition process and all its particulars. This handbook is designed for all participants, those taking, defending or facing a deposition. Among the many important topics one finds: overview of procedures; using depositions in a lawsuit; preparing for testimony; background questions and questions you can refuse to answer; expert witness deponents; the matter of discovery; defending a deposition; deposing a hostile witness; visually recorded depositions; and more. A glossary provides vocabulary. Three appendix sections select important materials about Federal Rules of Civil Procedure (FRCP), state discovery and deposition rules, and sample forms. (Annotation ©2010 Book News Inc. Portland, OR)

Nolo's essential guide to divorce, 3d ed.

Doskow, Emily.

Nolo, ©2010 496 p. \$24.99 KF535 978-1-4133-1255-3

Doskow, an attorney-mediator in private practice in California, explains the divorce process, the different types of divorce, how to hire a lawyer, and offers advice on making child custody decisions and dividing property. The unique legal questions faced during a military divorce are addressed in a separate chapter. The third edition adds short sections on foreclosure and debt. (Annotation ©2010 Book News Inc. Portland, OR)

Patent, copyright & trademark, 11th ed.

Stim, Richard.

Nolo, ©2010 636 p. \$44.99 KF2980 978-1-4133-1200-3

This is a succinct reference book intended for the general reader. This latest edition, prepared by Stim (intellectual property attorney), describes key new laws and court decisions, often dealing with ever changing areas such as the Internet, while providing updated sample forms. There are four parts, corresponding to patent, copyright, trademark and trade secret laws, with each part broken down into overview, definitions, forms and statutes sections. (Annotation ©2010 Book News Inc. Portland, OR)

The public domain; how to find & use copyright-free writings, music, art & more; 5th ed.

Fishman, Stephen.

Nolo, ©2010 462 p. \$39.99 KF3022 978-1-4133-1205-8

This guide explains how to find and identify which creative works are protected by copyright and which are not, reflecting the latest court decisions and legal challenges in this fifth edition. The first two chapters provide an introduction to the public domain and the use and abuse of copyright. Chapters are then devoted to specific types of works, from writing, music, art, and film through computer software, maps, architecture, choreography, and databases and collections of public domain works. There is also material on copyrights restored from the public domain, the Internet and the public domain, copyright notice requirements, and researching copyright office records. The book's reader-friendly layout includes tip boxes, bullet points, sidebars, and b&w illustrations. A companion web site collects links from the book. Fishman has written other books on law for general readers. (Annotation ©2010 Book News Inc. Portland, OR)

Quicken WillMaker book and software kit, 2010; 6th ed. (CD-ROM included)

Willmaker.

Nolo, ©2009 328 p. \$49.99 KF750 978-1-4133-1073-3

This volume explains how to use Quicken Willmaker to create a will without hiring a lawyer. In addition to a user's manual to the program, it describes how wills work, what the program does and does not do, and each part of the will-making process, from basic information to updating a will, with information on leaving property, providing management for children's property, choosing an executor, debts, expenses, and taxes, making the will legal, and explanatory letters. Along with a final chapter on finding a lawyer, each chapter has sections on when to seek experts. The CD contains the software and an estate planning e-book. This edition has been updated to incorporate the latest federal and state laws. (Annotation ©2010 Book News Inc. Portland, OR)

Trademark; legal care for your business and product name, 9th ed.

Elias, Stephen and Richard Stim.

Nolo, ©2010 448 p. \$39.99 KF3180 978-1-4133-1256-0

Elias, an attorney and author, and Stim, an intellectual property attorney, offer a guide to trademarks and how small business owners can secure and protect them efficiently and at a reasonable cost. They explain how to choose and federally register a trademark, how trademark rules affect business, the relationship between domain names and trademarks, how to maintain them, how to evaluate claims of infringement, and international protection. They do not address how to sue or defend a lawsuit for infringement or handle a case brought by the US Patent and Trademark Office. This edition has been updated to include the current online registration process and the latest laws relating to fraud, Google keyword advertising, intent-to-use, songs, counterfeits, and other topics. (Annotation ©2010 Book News Inc. Portland, OR)

The trustee's legal companion.

Hanks, Liza Weiman and Carol Elias Zolla.

Nolo, ©2010 395 p. \$39.99 KF734 978-1-4133-1189-1

A reliable source of sound information that gets straight to the administration duties new trustees need to learn. Two estate planning attorneys practicing in California explain how to gather trust assets, set up any ongoing trusts, file a tax return, prepare an accounting report, communicate with beneficiaries, and terminate the trust. Appendices provide a sample family trust form and summarize state laws. (Annotation ©2010 Book News Inc. Portland, OR)

The women's small business start-up kit; a step-by-step legal guide. (CD-ROM included)

Pakroo, Peri.

Nolo, ©2010 520 p. \$29.99 HD6053 978-1-4133-1188-4

In addition to the typical guidance on writing a business plan, choosing a legal structure, and managing finances, this guide explains how to become certified as a woman-owned business, how to pursue government contracts for women, and where to find resources for female entrepreneurs. The CD-ROM contains sample legal forms, worksheets for financial projections, and full transcripts of interviews with 12 female entrepreneurs. (Annotation ©2010 Book News Inc. Portland, OR)

Your limited liability company; an operating manual, 6th ed. (CD-ROM included)

Mancuso, Anthony.

Nolo, ©2010 432 p. \$49.99 KF1380 978-1-4133-1209-6

Intended for small LLCs with fewer than 50 employees, this guide explains how to organize LLC managers' and members' meetings, document actions taken by managers and members, and approve common ongoing LLC legal, tax, and business decisions. In addition to tear-out forms in the book, the CD-ROM provides 70 business and legal forms in RTF format. (Annotation ©2010 Book News Inc. Portland, OR)