

# Contents

Introduction.....	vii
Inspirations for this Book.....	xi
Overview of this Book.....	xix
Dedication .....	xxv
About the Author .....	xxvii

## **CHAPTER 1**

Planned Early Negotiation and How Lawyers and Clients Can Benefit from It .....	1
--	---

---

## **CHAPTER 2**

Establishing Good Lawyer-Client Relationships .....	19
---	----

---

## **CHAPTER 3**

Billing Systems: Managing the Financial Relationship between Lawyers and Clients .....	35
---	----

---

**CHAPTER 4**

Establishing Good Working Relationships with Other Lawyers in a Case.....	47
--	----

---

**CHAPTER 5**

Overview of Negotiation Techniques Generally .....	57
--	----

---

**CHAPTER 6**

Planning and Conducting Planned Early Negotiation .....	73
---	----

---

**CHAPTER 7**

Handling Problems in Negotiation.....	95
---------------------------------------	----

---

**CHAPTER 8**

Engaging Additional Professionals.....	113
--	-----

---

**CHAPTER 9**

Improving the Quality of Your Negotiation .....	129
---	-----

---

**CHAPTER 10**

Dealing with Ethical Issues .....	137
-----------------------------------	-----

---

**APPENDIXES**

A. Conflict Analysis Questionnaire for Clients.....	161
B. Early Case Assessment Guidelines .....	165
C. Factors Affecting Appropriateness of Mediation, Collaborative Law, and Cooperative Law Procedures.....	189
D. Client Information about Collaborative Representation .....	197
E. Client Information about Cooperative Representation .....	205

F. Client Information about Settlement Counsel..... 211

G. Client Information about Privacy in Collaborative Cases ..... 219

H. Attorney Retainer Agreement for Collaborative and Cooperative Cases ..... 223

I. Provisions for Attorney Retainer Agreement for Settlement Counsel Cases ..... 227

J. Attorney Compensation Clauses ..... 231

K. Letter to Clients about Lawyer’s Philosophy of Practice..... 237

L. Letter to Other Party Inviting Negotiation..... 241

M. Checklist for Conversation with Other Lawyers ..... 245

N. Checklist for Preparing Clients for First Negotiation Session..... 249

O. Checklist for First Negotiation Session..... 253

P. Agreement to Negotiate in Collaborative Cases..... 257

Q. Agreement to Negotiate in Cooperative Cases..... 265

R. Agreement for Joint Retention of Neutral Professional..... 273

S. Stipulation for Confidential Mini-evaluation ..... 277

T. Contract Provision for Early Negotiation of Future Disputes ..... 281

U. Self-Assessment Form—General..... 285

V. Self-Assessment Form—Negotiation ..... 287

W. Client Assessment Interview..... 289

---

**BIBLIOGRAPHY**

Legal Practice ..... 298

Negotiation and Problem-Solving ..... 304

Collaborative Practice..... 312

Cooperative Practice..... 314

Settlement Counsel ..... 314

Dispute System Design ..... 315

Promoting Quality of Dispute Resolution ..... 316