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Law Office Management by Dwight G. McCarthy

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BOOK REVIEWS

LAW OFFICE MANAGEMENT. By Dwight G. McCarthy. Third Edition. New York, Prentice-Hall, Inc. 1955, pp. xvii, 525.

The fact that Law Office Management has reached its third edition and its sixth printing indicates that it merits the consideration of those engaged in the practice of law; at least, of those who are the managers of law offices. As the author points out in his preface, his system applies to either large or small law offices, and its adoption will result in a business-like and efficient office organization. Since the appearance of the first edition in 1929, his system has been tried out in all parts of this county.

The principles of modern psychology are stressed throughout the book. The new psychology is the basis for building up an office procedure to meet the changing modern life. After reviewing the principles of modern psychology applicable to standardizing law office practice, the author takes up the problem of keeping lists of appointments and important dates; filing of legal papers; and he also gives a careful explanation of how his card system, known as the office "tickler," works. If properly kept, this system becomes an "infallible reminder." He says it "become the lawyer's 'mechanical brain' which automatically turns up the proper business at the proper time."

It is pointed out that lawyers are beginning to recognize the importance of keeping track of their time and making such records the basis for charges to their clients. The question of lawyers' fees is gone into at great length. The author's treatment of the subject should be of particular help to the younger members of the bar. There are, nevertheless, many suggestions that should prove of interest to the older members as well.

The arrangement and set-up of the modern law office are treated in every detail. The author shows himself a good salesman for manufacturers of office equipment. The question of employees, their training and qualifications, is considered at length, as well as the problem of meeting clients and their treatment. The author has made a study of office management for years. He has observed various systems in use in different parts of this country and he gives his readers the benefit of his observations. He seeks to build up an organization "that radiates 'service' in all its activities."

The reader should bear in mind that modern psychology is the core of the author's system of office management and that the work at times may seem to be expanded beyond the needs of the particular reader, but he will find it interesting and well worth while.

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MILITARY LAW. By Daniel Walker, New York: Prentice-Hall. 1954.
Pp. xiv, 748. \$9.75.

With more than three million persons now actively serving in the armed forces of the United States and therefore subject to statutes governing members of the military establishment, the increasing importance of military law cannot be overemphasized. Indeed, the growth of a body of case law pertaining to trial by courts-martial has been phenomenal in the last four years. It is therefore fitting, perhaps even necessary, that law schools and their students devote more than cursory attention to the legal aspects of military life.

Although several texts relating to the field of military jurisprudence have been published, the work under scrutiny represents the most successful attempt to treat the subject of military law in case-book form. If for no other reason, then, the author should be commended for his foresight in arranging the material in a manner suitable for instructional use. The editing and arranging of cases, however, is not the only contribution made by the author—as the remainder of this review is intended to illustrate.

The volume opens appropriately with a chapter devoted to the nature and sources of military law. Here, leading Supreme Court cases such as *Hirabayashi v. United States* and *Ex Parte Milligan* are collected to demonstrate—as the author puts it—"the basic conflict between military necessity and the need for limitations upon the exercise of military authority." In the reviewer's opinion, this observation crystallizes into one sentence the philosophical divergence most civilians must bridge to understand the nature of military law. A close reading of Chapter 1, however, may serve to explain those situations in which the demands of the military must override what would normally be regarded as an individual right.

In Chapter 2 the author presents cases concerned with the organizations to which military law applies—that is, the "Armed Forces." Primarily, the chapter purports to familiarize the reader with lesser