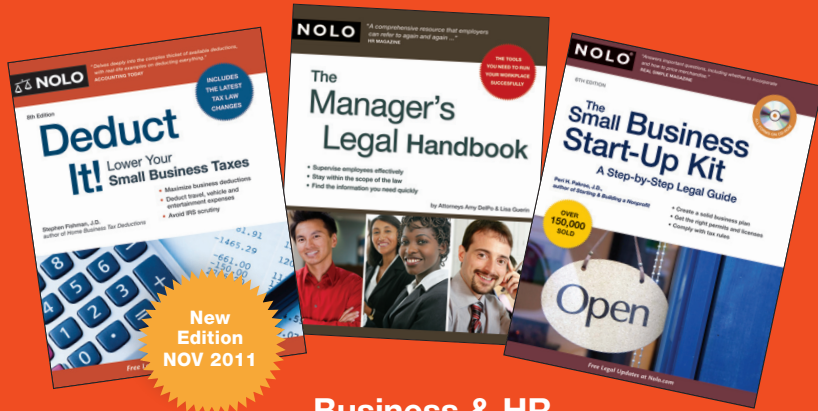
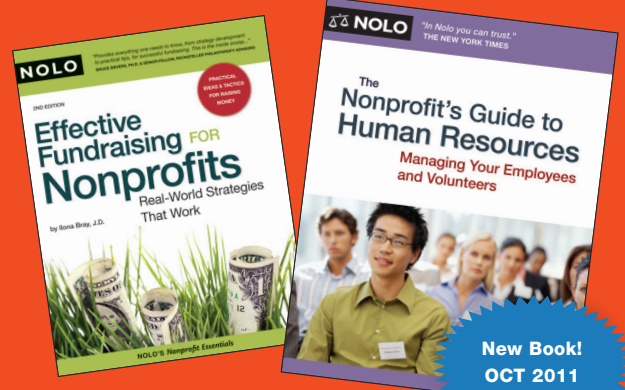




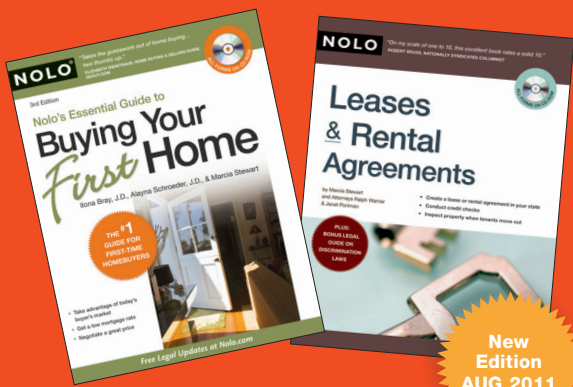
Nolo Catalog · 2011–2012



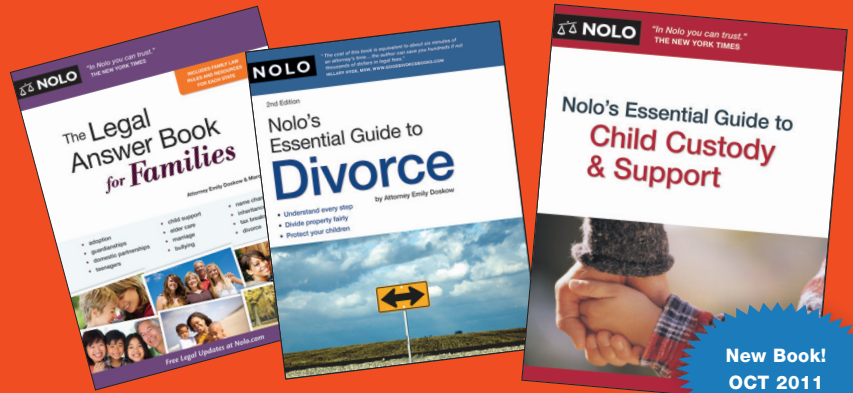
Business & HR



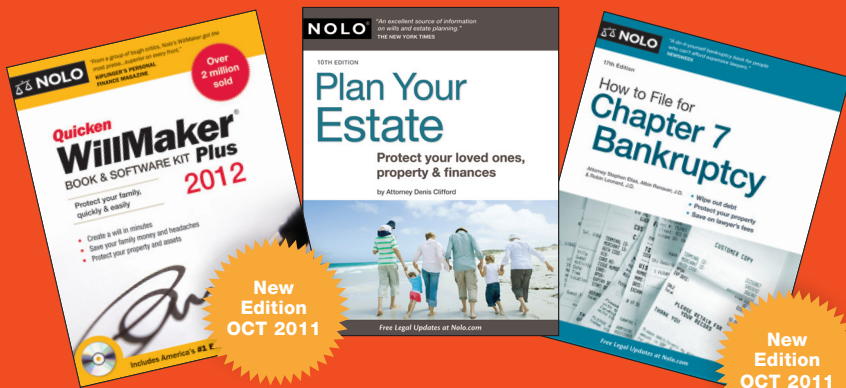
Nonprofits



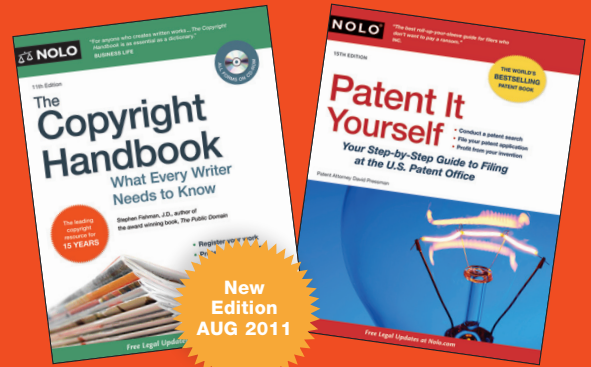
Real Estate



Family & Parenting



Estate Planning & Personal Finance



Intellectual Property

"Nolo publications... guide people simply through the how, when, where and why of the law." -THE WASHINGTON POST

Nolo News

Dear Nolo friends,

Hold onto this catalog! Nolo prints just one catalog each year—the fall season catalog which you hold in your hands. The spring and winter catalogs are published in digital format only. This catalog features new fall 2011 books, plus Nolo’s current list of over 150 titles. Of course, you can find this catalog (and any current season’s catalog) in digital format, too! Visit Nolo’s interactive catalog on Edelweiss (<http://edelweiss.abovethetree.com/browse/nolo>) or download a PDF version at www.nolo.com (www.nolo.com/trade/catalog.html).



Please refer to the “Next edition” dates printed in this catalog to help you keep track of upcoming new editions and plan your orders.

CD-LESS EQUALS...MORE!

It’s true, Nolo is removing CDs from the inside back covers of its books. Your customers will be able to get all the content that came on CDs—and more—online! Here’s the when, where, why, and how of this exciting change:

- **WHEN:** December 2011. You’ll find our “Book with CD” icons throughout this catalog. Please note that **when the next edition of any “Book with CD” releases, it will release with a new companion page (see below) and will not include a CD.**
- **WHERE:** All forms, audio files, and other content that Nolo previously provided on CDs and included with purchase of select books will now be hosted online at the book’s **companion page** on [nolo.com](http://www.nolo.com).
- **WHY:** CDs are lost, CDs are stolen, CDs are damaged, CDs add waste, and finally, CDs stay the same when the laws change—and they do change! We want to ensure that customers become aware of important legal and practical changes as soon as possible. The new **companion pages** will make it easy for customers to find legal updates. [Plus, we’re reducing waste!]
- **HOW:** Customers enter the unique URL, included with book purchase, in their web browser and arrive at the **companion page** for their purchased book. Here they’ll find free access to all of the book’s downloadable forms, book-specific legal updates, associated Nolo author blogs, video, and podcasts, and much more.

NOLO’S 40TH ANNIVERSARY

Our 40th anniversary celebration continues through the end of 2011. Stop by and help us celebrate at www.nolo.com/40years.



 Find us on Facebook (www.facebook.com/NoloLaw)

 Follow us on Twitter (www.twitter.com/NoloLaw)

 Watch us on YouTube (www.youtube.com/nololaw)

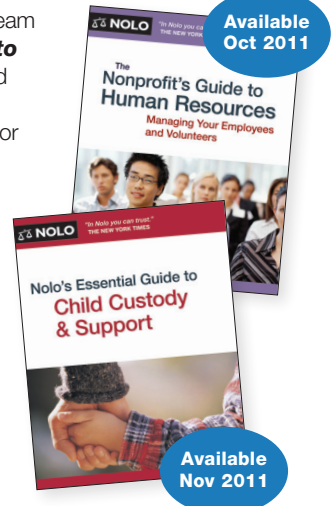


950 PARKER ST.
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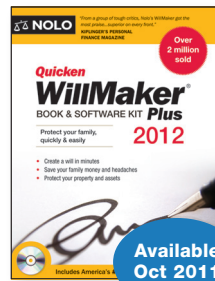
New fall titles, from Nolo

- A new national book on HR management in the nonprofit workplace
- A new national book on child custody and support for divorcing parents
- 20 new national editions in nearly every category of the law, updated to reflect important legal and practical changes

Filled with insights and advice from a team of experts, **The Nonprofit’s Guide to Human Resources** covers tasks and issues that are crucial in the nonprofit workplace, such as the board of director role in HR, managing volunteers, and handling an organization in crisis.



Nolo’s Essential Guide to Child Custody & Support provides solid information and resources to help divorcing parents make important decisions at every step. It covers types of custody, actions to take in the first and second months, trial court procedures, how to talk to kids about custody and court, and much more.



PAGE 11

SPECIAL FOCUS

Individuals can use **Quicken WillMaker Plus 2012** to create documents that legally protect their families and property. And with the help of a step-by-step interview, it often takes under an hour. The 2012 edition includes important legal updates to the will, limited power of attorney, and health care directive, and provides updated information on estate tax laws.

Newly redesigned user interface makes the program even easier to use!

EBOOKS

All Nolo books are available in eBook editions through [Nolo.com](http://www.nolo.com) or Google Editions. Or, read them on your favorite eBook reader: Kindle, Nook, Kobo, iPad, Sony Reader, and Blio.



NOLO ON NETGALLEY



Librarians, bloggers, booksellers and educators: Get free

digital galleys of Nolo titles! Look for the “Find it on NetGalley” bursts on new book pages to see when select fall titles will be available, or browse Nolo NetGalleys at www.bit.ly/Nolo_on_NetGalley.

Find it on NetGalley

TABLE OF CONTENTS

New Books	1–2	California Books.....	41–44
New Editions.....	3–11	Order Form.....	45–48
Currently Available Books.....	12–40	Top Sellers.....	49

Find the exact page listings on the order form.

The Nonprofit's Guide to Human Resources

Managing Your Employees and Volunteers

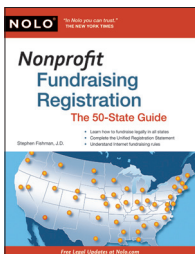


Find it on NetGalley, Aug '11



ABOUT THE AUTHOR:

Jan Masaoka is a leading writer and thinker on nonprofit organizations and has decades of experience consulting to nonprofits in board work, finance, and strategy. She is currently the director and editor-in-chief of *Blue Avocado*, an influential online nonprofit magazine with 62,000 subscribers. She was the executive director for 14 years at CompassPoint Nonprofit Services, a national consulting and training firm for nonprofits based in San Francisco and Silicon Valley. She was named Nonprofit Executive of the Year by *Nonprofit Times* in 2003, and has been named one of the "Fifty Most Influential People" in the nonprofit sector nationwide. She is coauthor of *Nonprofit Sustainability: Making Strategic Decisions for Financial Viability* (Jossey-Bass), and is a frequent keynote speaker at nonprofit conferences. She lives in the San Francisco Bay Area.



May we also recommend:

NONPROFIT FUNDRAISING REGISTRATION on page 18

Ships October 2011

\$49.99

978-1-4133-1375-8

HRNON1, 7 x 9, 450 pages

Legal, practical, friendly—and filled with insights from a team of nonprofit experts

The Nonprofit's Guide to Human Resources

Managing Your Employees & Volunteers

by Jan Masaoka

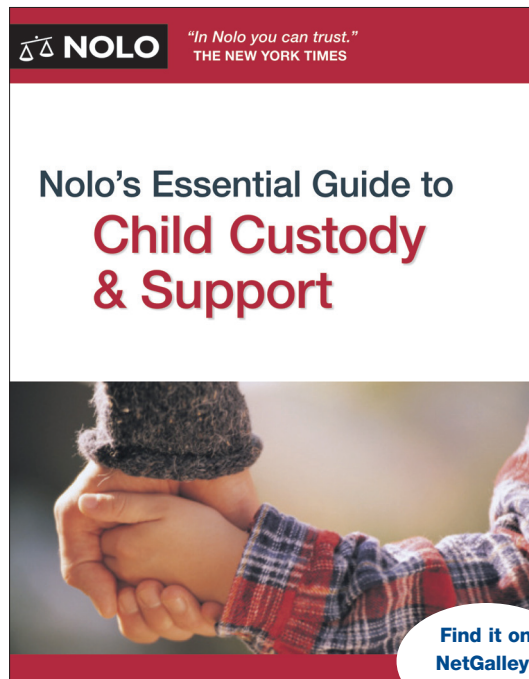
The nonprofit workplace has a culture of its own, shaped largely by the organization's mission and the staff attracted to the mission, which can include both paid employees and volunteers. And with nonprofits operating on slim budgets, HR positions are often filled by employees with little experience.

Geared to this unique culture, *The Nonprofit's Guide to Human Resources* provides legal information and best practices for anyone in charge of HR at small to medium sized organizations. It explains how to identify, face and resolve daily HR questions related to:

- hiring, including screening, testing, interviewing and background checks
- salaries and benefits, including comp time and flex time
- firings, layoffs and time reductions
- determining suitable volunteer positions and recruiting and training for them
- employee communications and other administrative tasks
- managing a multi-racial, multicultural and multi-generational workforce
- handling an organization in crisis

The Nonprofit's Guide to Human Resources offers the sound legal information found in Nolo's other books for employers while addressing specific nonprofit issues, such as the board of director role in HR and managing volunteers. It includes insights and advice from a team of experts in the nonprofit HR world. Best of all, the material is presented in a tone that nonprofits will find familiar and friendly.

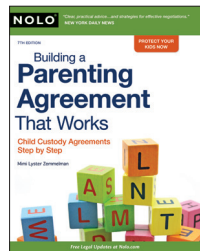
BUSINESS & ECONOMICS / Nonprofit Organizations & Charities

**ABOUT THE AUTHOR**

Emily Duskow is a practicing attorney and mediator who has worked with families in the San Francisco Bay Area since 1989. She specializes in family law, including adoption, parentage issues, domestic partnership formation and dissolution, and divorce. She

is the author of *Nolo's Essential Guide to Divorce*, a coauthor of *Making It Legal: A Guide to Same-Sex Marriage, Domestic Partnership & Civil Unions* and *The Sharing Solution: How to Save Money, Simplify Your Life & Build Community*, and the editor of many Nolo titles, including *Divorce Without Court: A Guide to Mediation and Collaborative Divorce*.

Emily blogs regularly at Nolo's Divorce, Custody & Family Law Blog (www.divorceandfamilylawblog.com/).



May we also recommend:

BUILDING A PARENT AGREEMENT THAT WORKS

on page 36

Ships November 2011

\$29.99

978-1-4133-1377-2

NOCS1, 7 x 9, 300 pages

From smooth-sailing to high-conflict situations, here's the go-to guide for divorcing parents with children

Nolo's Essential Guide to Child Custody & Support

by Attorney Emily Duskow

Whether divorcing parents agree on custody questions or are fighting it out in court, they need solid information to help them make important decisions.

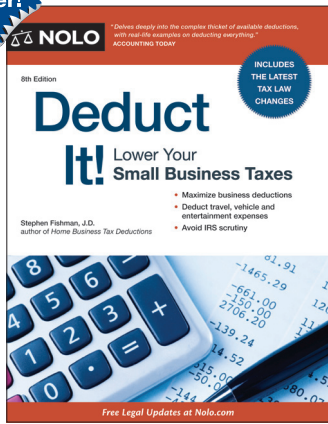
Useful for parents in the midst of a divorce or for those who want to modify custody or support later, as well as parents in high-conflict custody fights, *Nolo's Essential Guide to Child Custody & Support* offers guidance and resources at every step. From choosing a custody plan to enforcing child support orders, it covers:

- types of custody and the factors used in custody decisions
- how child support is determined and the role that state agencies play
- steps to take in the first month of divorce, including figuring out who stays, who goes, and how to protect the kids
- steps to take during the second month, including negotiating custody and support with the spouse
- hiring and working with a lawyer or gathering resources for self-representation
- custody trial court procedures and how to talk to the kids about the trial
- what happens when one parent wants to move away

The book also covers special issues such as military parents and custody, when to have kids testify or talk to the judge, and parental kidnapping. Charts help readers find resources to calculate child support themselves and list custody criteria, and sample documents help with document preparation for court hearings on custody and support.

LAW / Family Law / Children

Best Seller!



"Delves into the complex thicket of available deductions, with real-life examples on deducting everything..."

-ACCOUNTING TODAY

Deduct It!

Lower Your Small Business Taxes
by Stephen Fishman, J.D. :: 8th edition

Small business owners today can't afford to miss any of the valuable deductions they're legally entitled to take. Fortunately, *Deduct It!* covers all of them—in detail.

Deduct It! explains how to maximize small business deductions while plenty of relevant, real world examples make the book easy to read and understand. Chapters cover common types of deductions, including:

- start-up and operating expenses
- long-term assets
- inventory and equipment
- office expenses
- health care costs
- education expenses
- hiring employees and contractors

Plus, business owners learn basic record keeping and accounting methods, how to amend a tax return, and tips for avoiding an audit.

The 8th edition is fully updated to cover the most recent changes in the tax laws, including substantive changes and updated tax numbers.

BUSINESS & ECONOMICS / Taxation / Small Business

Ships November 2011

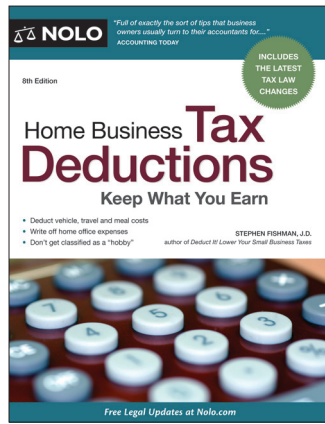
\$34.99

978-1-4133-1636-0

Previous ISBN: 978-1-4133-1276-8

DEDU, 7 x 9, 560 pages

Next edition: Nov 2012



"Full of exactly the sort of tips that business owners usually turn to their accountants for..."

-ACCOUNTING TODAY

Home Business Tax Deductions

Keep What You Earn

by Stephen Fishman, J.D. :: 8th edition

Many home business owners have little to no experience with business deductions, but know they must watch every dime to stay ahead.

Home Business Tax Deductions will help them do just that. It explains how to take advantage of every available tax deduction, in turn helping owners turn a profit and keep every hard earned cent. It shows how to deduct:

- home office operating expenses
- long-term assets (capital expenses)
- business travel
- meals and entertainment
- medical expenses
- interest on business loans

The book also explains how to distinguish a business from a hobby and discusses the tax consequences of investing and other income-producing activities.

The 8th edition reflects recent changes in the tax laws, including substantive changes and updated tax numbers.

BUSINESS & ECONOMICS / Home-Based Businesses

Ships November 2011

\$34.99

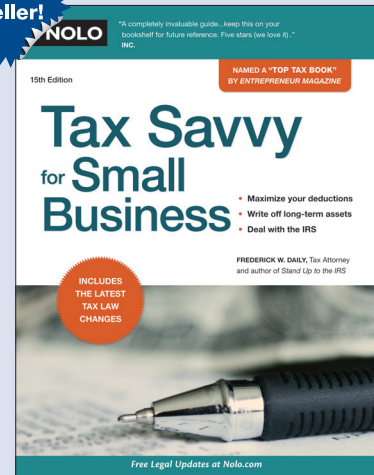
978-1-4133-1639-1

Previous ISBN: 978-1-4133-1278-2

DEHB, 7 x 9, 542 pages

Next edition: Nov 2012

Best Seller!



"...one of the best plain-language books on small-business taxes."

-THE WASHINGTON POST

Tax Savvy for Small Business

by Frederick W. Daily, J.D. :: 15th edition

Tax Savvy for Small Business provides valuable tax-related strategies and information to help small business owners save money, understand the tax consequences of their business decisions and run the business without running into trouble with the IRS. It explains how to:

- deduct current and capitalized expenses
- write off long-term assets
- take advantage of tax credits
- compare business structures for the best tax result
- keep solid records
- handle an IRS audit
- maximize retirement funds

Tax Savvy for Small Business is useful for any type of small business owner (sole proprietor, partnership, LLC, corporation), but will also help someone who is thinking about going into business decide which business entity is best for them. With a sound tax strategy in place, business owners will save money, and have more time and energy to put into their business.

The 15th edition is updated to cover the most recent changes in tax laws, including substantive changes and updated tax numbers.

BUSINESS & ECONOMICS / Taxation / Small Business

Ships November 2011

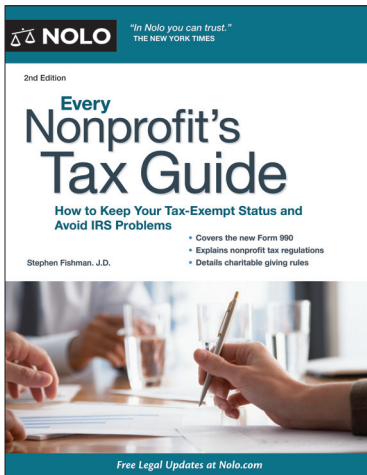
\$39.99

978-1-4133-1640-7

Previous ISBN: 978-1-4133-1279-9

SAVVY, 8.5 x 11, 380 pages

Next edition: Nov 2012



Ships November 2011

\$34.99

978-1-4133-1637-7

Previous ISBN: 978-1-4133-1065-8

NIRS, 7 x 9, 458 pages

Next edition: Nov 2013

From the author of Nolo's *Nonprofit Fundraising Registration* and the bestselling, *Deduct It! Lower Your Small Business Taxes*

Every Nonprofit's Tax Guide

How to Keep Your Tax-Exempt Status and Avoid IRS Problems

by *Stephen Fishman, J.D.* :: 2nd edition

Nonprofits enjoy privileges not available to other organizations, but they come at a price—special rules and regulations that nonprofits must comply with.

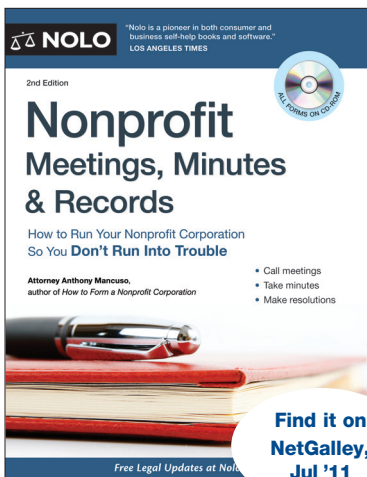
Every Nonprofit's Tax Guide explains these rules and what nonprofits must do to maintain their tax-exempt status and avoid problems with the IRS. Comprehensive yet easy to understand, it covers:

- ongoing and annual compliance requirements
- form 990
- rules for charitable giving and cash or property donations
- unrelated taxable business income
- hiring and working with independent contractors and volunteers
- restrictions on lobbying and political activities

The book provides line-by-line instructions for completing IRS Form 990-EZ and an overview of Form 990.

The 2nd edition reflects changes in tax laws, including substantive changes and updated tax numbers.

BUSINESS & ECONOMICS / Nonprofit Organizations & Charities



ALL FORMS ON CD AND ONLINE

Ships September 2011

\$39.99

978-1-4133-1628-5

Previous ISBN: 978-1-4133-0892-1

NORM, 7 x 9, 350 pages

Next edition: Sep 2014

The ultimate corporate housekeeping tool for nonprofits

Nonprofit Meetings, Minutes & Records

How to Run Your Nonprofit Corporation So You Don't Run Into Trouble

by *Attorney Anthony Mancuso* :: 2nd edition

Most nonprofits—pressed for time and resources—could use help complying with corporate governance rules and recordkeeping requirements.

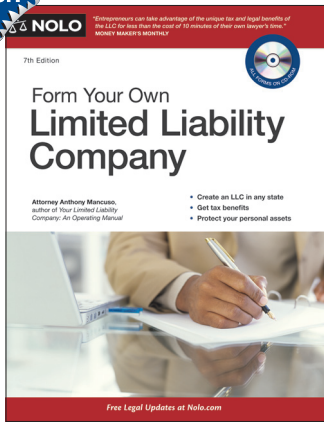
Nonprofit Meetings, Minutes & Records provides the information, forms and instructions that nonprofit corporations need to comply with legal formalities, such as holding and documenting meetings and approving ongoing legal, tax, program, and financial decisions by their board or members. Step by step, this book walks through:

- calling and adjourning meetings
- appointing officers
- setting up a corporate records book
- taking minutes
- making resolutions
- voting on proposals

The CD provides all necessary documents, including minutes, notice of meeting and consent forms.

The 2nd edition is updated to reflect current laws.

BUSINESS & ECONOMICS / Nonprofit Organizations & Charities



The easy and far less costly way to create an LLC in any state

Form Your Own Limited Liability Company

by Attorney Anthony Mancuso :: 7th edition

The small business owner today wants to form an LLC because it's an easy way to prevent creditors from seizing personal assets to pay off business debts. Plus, with an LLC, business owners get the informality and tax benefits of a sole proprietorship.

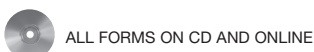
Form Your Own Limited Liability Company provides the step-by-step instructions and forms needed to form an LLC easily in all 50 states. It covers how to:

- choose a valid LLC name
- prepare and file articles of organization
- create an LLC operating agreement
- set up a member- or manager-run LLC
- take care of LLC legalities
- handle tax issues and paperwork

The CD provides all necessary forms, including minutes of meeting, articles of organization and operating agreements.

The 7th edition is revised to cover all changes in LLC law and related tax law.

BUSINESS & ECONOMICS /
Small Business



Ships September 2011

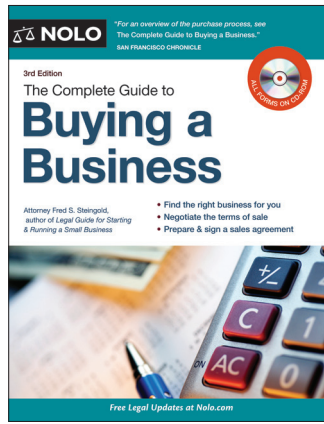
\$44.99

978-1-4133-1624-7

Previous ISBN: 978-1-4133-1054-2

LIAB, 8.5 x 11, 267 pages

Next edition: Sep 2013



From the author of Nolo's bestselling Legal Guide for Starting & Running a Small Business

The Complete Guide to Buying a Business

by Attorney Fred S. Steingold :: 3rd edition

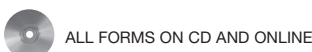
The Complete Guide to Buying a Business explains the critical legal and practical details of choosing, investigating, and contracting to buy a business. Geared to the first-time business owner, it provides the information, forms, and documents for taking ownership. Small business owners learn how to:

- choose the right business, including a potential moneymaker
- analyze the seller's numbers
- finance and structure the purchase
- negotiate a payment plan
- prepare and finalize the sales agreement and other documents
- protect themselves from existing liabilities

The CD provides all of the forms needed to create critical legal documents, including a sales agreement, confidentiality letter, promissory notes and noncompete agreements.

The 3rd edition is updated to reflect current tax laws and regulations, and provides updated information on bulk sales laws.

BUSINESS & ECONOMICS /
Small Business



Ships August 2011

\$29.99

978-1-4133-1267-6

Previous ISBN: 978-1-4133-0707-8

BUYBU, 7 x 9, 448 pages

Next edition: Aug 2015



"Illuminates some of the most important elements of this growing way to work..." -BOSTON GLOBE

Consultant & Independent Contractor Agreements

by Stephen Fishman, J.D. :: 7th edition

Whether one is contracting services to others or hiring an independent contractor's services, it's important to get deals in writing.

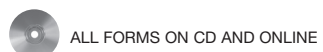
Consultant & Independent Contractor Agreements provides ready-to-use contracts that independent contractors and the businesses that hire them can use. The completed agreements will help either side:

- define the scope, components and duration of a project
- satisfy IRS requirements
- avoid disputes and lawsuits
- protect intellectual property

Included on CD and as tear-outs are agreements for real estate salespeople, consultants, accountants, bookkeepers, and creative contractors, among others. Contracts are also specialized for a number of common consulting fields, such as software consulting and sales. Explanations and step-by-step instructions are provided for all contracts.

The 7th edition includes updated forms that reflect current law.

BUSINESS & ECONOMICS / Consulting



Ships September 2011

\$34.99

978-1-4133-1622-3

Previous ISBN: 978-1-4133-0714-6

CICA, 8.5 x 11, 408 pages

Next edition: Sep 2014



Ships September 2011

\$24.99

978-1-4133-1627-8

Previous ISBN: 978-1-4133-0911-9

USFTL, 6 x 9, 300 pages

Next edition: Sep 2014

Silver Award Winner, 2010 **Robert Bruss Real Estate Book Awards**, National Association of Real Estate Writers and Editors

First-Time Landlord

Your Guide to Renting Out a Single-Family Home

by Attorney Janet Portman, Marcia Stewart & Ilona Bray, J.D. :: 2nd edition

First-time or “accidental” landlords, whether by way of inheritance, divorce, investment, or purchase, will find in this book the basics they need to rent and manage a single-family home or condo the right way—and make money doing it. New landlords learn how to:

- screen tenants
- prepare and sign a lease
- determine if a property will turn a profit
- comply with their states’ rental laws
- handle repairs
- deal with problem tenants
- prepare the property for sale

The 2nd edition is updated to cover special issues involved when renting out a house that is in or near foreclosure. It includes a new section on renting out a room in a house when owners are still living in their home, but are having difficulty selling it and need the revenue from rental income. The 2nd edition also includes a new section on lease-option-to-buy contracts (and when they might be appropriate or risky).

BUSINESS & ECONOMICS / Real Estate / General



ALL FORMS ON CD AND ONLINE

Ships August 2011

\$29.99

978-1-4133-1619-3

Previous ISBN: 978-1-4133-1051-1

LEAR, 8.5 x 11, 223 pages

Next edition: Aug 2013

“A comprehensive look at state and federal laws governing landlord-tenant relations. Recommended...” —**LIBRARY JOURNAL**

Leases & Rental Agreements

by Marcia Stewart and Attorneys Ralph Warner and Janet Portman :: 9th edition

Leases must comply with state law to be legally enforceable, but one need not hire a lawyer to do the job. Using the 50-state law charts, forms, and step-by-step instructions in *Leases & Rental Agreements*, landlords in any state can easily create a sound lease or rental agreement.

The CD provides over a dozen forms, including a rental application, month-to-month residential rental agreement, fixed-term residential lease and a landlord-tenant checklist. (The forms are also available as tear-outs.)

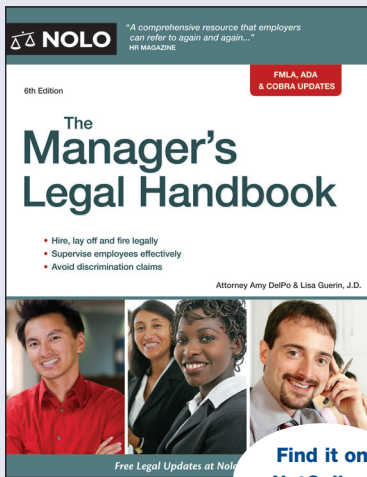
With *Leases & Rental Agreements* landlords will be able to:

- tailor documents
- make required disclosures
- check tenant references and credit
- get new tenants moved in
- change or end a tenancy

Plus, Spanish versions of the lease and rental agreement are included on both the CD and in the book.

The 9th edition is updated to reflect current law, including state security deposit rules.

BUSINESS & ECONOMICS / Real Estate / General



Find it on
NetGalley,
Oct '11

Ships November 2011

\$49.99

978-1-4133-1638-4

Previous ISBN: 978-1-4133-1070-2

ELBA, 7 x 9, 504 pages

Next edition: Nov 2013

“A comprehensive resource that employers can refer to again and again...” —HR MAGAZINE

The Manager's Legal Handbook

by Attorney Amy DelPo & Lisa Guerin, J.D. :: 6th edition

From hiring to layoffs, *The Manager's Legal Handbook* provides an overview of all of the topics a supervisor or HR professional needs to know to successfully manage employees—and avoid costly mistakes.

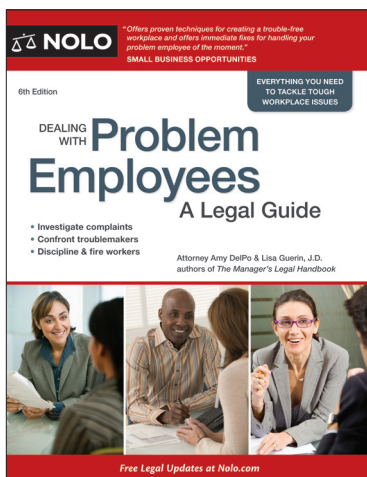
Especially useful for first-time managers and supervisors, or for HR staff to pass on to other managers or supervisors, *The Manager's Legal Handbook* explains how to handle employment issues that come up every day. Topics include:

- interviewing, testing and hiring
- compensation and hours
- discrimination and harassment
- privacy rights
- family, medical, military and other types of leave
- working with independent contractors
- firing and layoffs

The book also covers personnel basics, such as communicating effectively with employees and creating and maintaining personnel files.

The 6th edition covers new regulations on the Genetic Information Nondiscrimination Act, recent Supreme Court decisions on retaliation and discrimination, and employee rules for social networking.

BUSINESS & ECONOMICS / Human Resources & Personnel Management



Ships September 2011

\$49.99

978-1-4133-1623-0

Previous ISBN: 978-1-4133-1068-9

PROBM, 7 x 9, 402 pages

Next edition: Sep 2013

“...offers immediate fixes for handling your problem employee of the moment.” —SMALL BUSINESS OPPORTUNITIES

Dealing With Problem Employees

A Legal Guide

by Lisa Guerin, J.D., and Attorney Amy DelPo :: 6th edition

With the economy still struggling, companies can't afford employees who aren't pulling their weight—and they certainly can't afford a wrongful termination lawsuit.

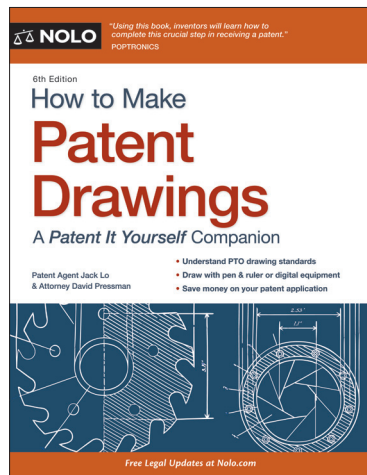
Dealing With Problem Employees is a comprehensive resource for preventing or managing workplace problems, getting better performance out of employees, and, if necessary, legally firing employees who fail to improve. HR professionals, supervisors and managers can use this guide to address problems related to:

- performance or productivity
- insubordination
- interpersonal problems
- drugs and alcohol
- theft and dishonesty
- excessive absenteeism

Employers learn how to implement effective policies and procedures, use mediation to resolve disputes, and provides information on severance packages and releases—an important topic for companies that are letting workers go.

The 6th edition includes updated 50-state charts, plus the latest legal developments, including Supreme Court decisions on retaliation and discrimination, and new regulations on the Americans with Disabilities Act. It also covers misconduct relating to social networking and technology, and more.

BUSINESS & ECONOMICS / Human Resources & Personnel Management



Ships August 2011

\$34.99

978-1-4133-1257-7

Previous ISBN: 978-1-4133-0653-8

DRAW, 8.5 x 11, 256 pages

Next edition: Aug 2015

“Even if you hire a patent attorney, this book is worth reading...”

–ENTREPRENEUR MAGAZINE

How to Make Patent Drawings

A Patent It Yourself Companion

by Attorney David Pressman & Patent Agent Jack Lo :: 6th edition

Great ideas won't get their inventors anywhere unless they are presented clearly. Inventors can either pay a professional patent drafter hundreds of dollars per hour, or let *How to Make Patent Drawings* show them, step by step, how to create formal patent drawings that comply with the strict rules of the U.S. Patent and Trademark Office (USPTO).

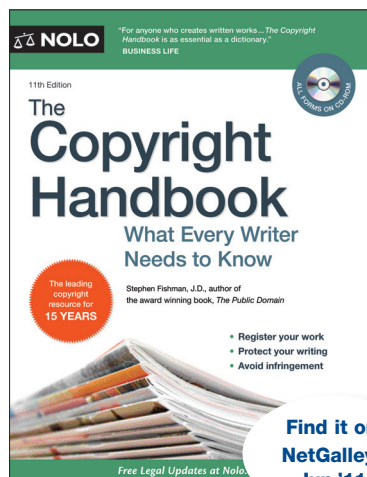
How to Make Patent Drawings shows how to make utility and design patent drawings using pens, rulers and instruments or digital equipment, including computers and cameras. It covers:

- basic drawing rules and techniques
- necessary tools, equipment and software
- general drawing standards for paper, margins, and more
- details and requirements for each type of drawing

Finally, inventors learn how to respond to USPTO objections and rejections, and how to correct drawings and file them.

The 6th edition is updated to reflect current patent law and Patent Office regulations.

LAW / Intellectual Property / Patent



ALL FORMS ON CD AND ONLINE

Ships August 2011

\$49.99

978-1-4133-1617-9

Previous ISBN: 978-1-4133-0893-8

COHA, 7 x 9, 530 pages

Next edition: Aug 2014

“Presents a lucid, jargon-free explanation of copyright laws...”

–LIBRARY JOURNAL

The Copyright Handbook

What Every Writer Needs to Know

by Stephen Fishman, J.D. :: 11th edition

In this information age, writers need to take steps to protect their hard work. *The Copyright Handbook* provides the plain-English information and easy-to-use forms writers need to protect their writings under copyright law. It explains how to:

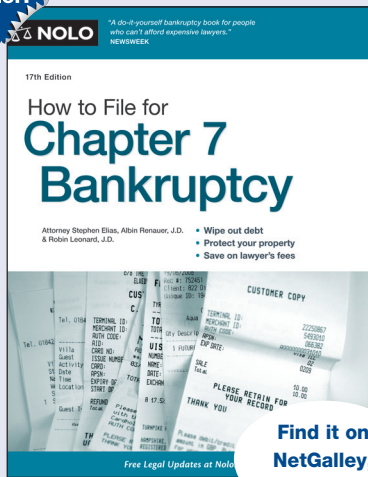
- register a work
- maximize copyright protection
- use a copyright notice
- transfer ownership of copyright
- get permission to use a copyrighted work
- avoid or deal with infringement
- profit from a copyright

Plenty of helpful sample forms are included in the book, such as an original screenplay by a single author and unpublished song lyric.

The CD provides over a dozen up-to-date legal and copyright forms, including a work made for hire agreement, copyright license, and copyright permission request.

The 11th edition is updated to reflect the latest case law and copyright regulations.

LAW / Intellectual Property / Patent



"Exceptionally clear..." -THE NEW YORK TIMES

How to File for Chapter 7 Bankruptcy

by Attorney Stephen Elias, Albin Renauer, J.D. & Robin Leonard, J.D. :: 17th edition

Bankruptcy filings are still on the rise in the continuing recession; they increased by 9% in 2010 over the prior year, according to a recent report by the National Bankruptcy Research Center. Because attorneys' fees are also on the rise, more people are filing for bankruptcy on their own and looking for comprehensive, reliable information to get the job done.

How to File for Chapter 7 Bankruptcy guides consumers step by step through the bankruptcy process, explaining bankruptcy law requirements and providing line-by-line instructions for filling out the necessary forms. It helps consumers:

- stop wage garnishments and attachments
- cancel as much debt as possible
- hang on to property
- deal with secured debts
- keep the house, if possible

Sample forms are included throughout the book with information filled in to provide clear examples. Plus, state and federal charts let readers quickly find their states' exemption laws.

The 17th edition includes the most recent Supreme Court cases on and interpretations of the new bankruptcy law, and provides updated forms, instructions, and state and federal exemption tables.

BUSINESS & ECONOMICS / Personal Finance / Money Management

Ships October 2011

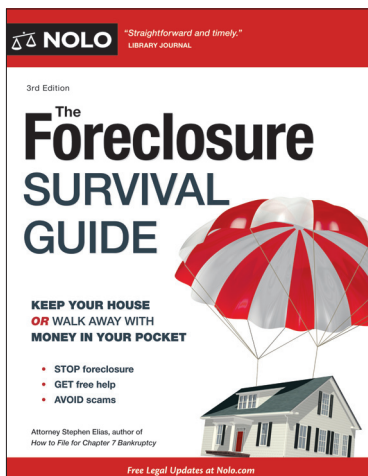
\$39.99

978-1-4133-1633-9

Previous ISBN: 978-1-4133-1060-3

HFB, 8.5 x 11, 555 pages

Next edition: Oct 2013



"Straightforward and timely." -LIBRARY JOURNAL

The Foreclosure Survival Guide

Keep Your House or Walk Away With Money in Your Pocket

by Attorney Stephen Elias :: 3rd edition

Foreclosure filings are still on the rise; there were 2.9 million filings in 2010, an increase of nearly 2% over 2009, according to a RealtyTrac report.

In *The Foreclosure Survival Guide*, homeowners at risk of losing their houses through foreclosure will find the up-to-date legal information they need to make the best decisions, whatever their situations. Written with compassion by an expert who has helped hundreds through the process, the book helps homeowners understand all of their options and take appropriate actions, such as:

- staying in the house payment-free while saving money
- negotiating a workout
- using Chapter 13 bankruptcy to save the home or delay foreclosure
- using Chapter 7 bankruptcy to buy time
- selling the house in a short sale
- fighting foreclosure in court

The book considers both the emotional and economic aspects of foreclosure, exploring when it might make sense to keep the house or give it up.

The updated 3rd edition discusses new federal legislation, programs offered by lenders to help homeowners in distress, and court decisions that make it easier to fight a foreclosure in court.

BUSINESS & ECONOMICS / Real Estate / General

Ships September 2011

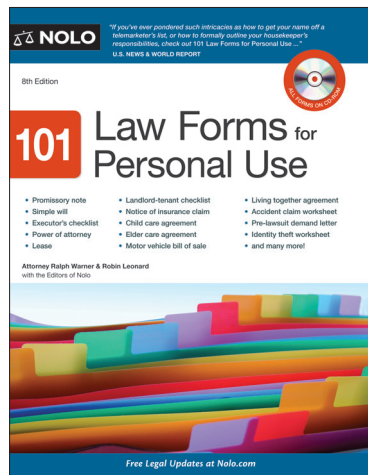
\$24.99

978-1-4133-1626-1

Previous ISBN: 978-1-4133-1059-7

FIFO, 7 x 9, 304 pages

Next edition: Sep 2013



ALL FORMS ON CD AND ONLINE

Ships October 2011

\$29.99**978-1-4133-1634-6**

Previous ISBN: 978-1-4133-1066-5

SPOT, 8.5 x 11, 368 pages

Next edition: Oct 2013

"If you've ever pondered such intricacies as how to get your name off a telemarketer's list, or how to formally outline your housekeeper's responsibilities, check out 101 Law Forms for Personal Use ..."

-U.S. NEWS & WORLD REPORT

101 Law Forms for Personal Use

by Robin Leonard, J.D., Attorney Ralph Warner with the Editors of Nolo :: 8th edition

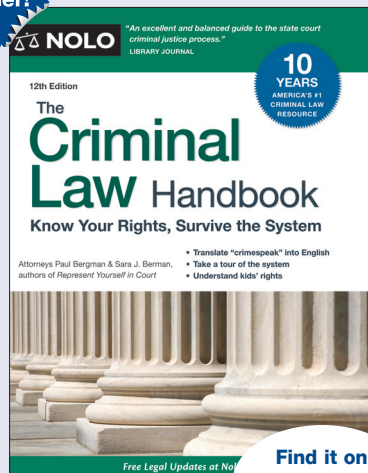
Putting agreements in writing helps avoid costly legal disputes. And one need not hire a lawyer to draft a simple contract, document or letter.

101 Law Forms for Personal Use provides more than 101 clearly written forms covering the legal and practical transactions consumers and individuals are most likely to face in their daily lives. This comprehensive selection of legally enforceable forms covers issues in nearly every category of the law. Here are just a few:

- Temporary Guardianship Authorization for Care of Minor
- Power of Attorney for Finances
- Power of Attorney for Real Estate
- Promissory Notes
- Overdue Payment Demand
- General Bill of Sale
- Release for Personal Injury
- Notice to Terminate Joint Account
- Child Care Agreement

The 8th edition contains updated forms, instructions and resource information. All forms are included both on CD and as tear-outs, as well as instructions which outline how to edit and sign. The first chapter discusses cases when a lawyer may be needed.

LAW / General



Ships August 2011

\$39.99**978-1-4133-1620-9**

Previous ISBN: 978-1-4133-1053-5

KYR, 7 x 9, 680 pages

Next edition: Aug 2013

"An excellent and balanced guide to the state court criminal justice process."

-LIBRARY JOURNAL

The Criminal Law Handbook

Know Your Rights, Survive the System

by Paul Bergman, J.D. & Sara Berman, J.D. :: 12th edition

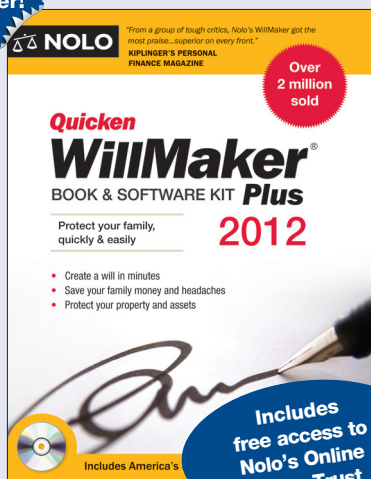
The criminal justice system is already a complex maze of rules and procedures. Add budget cuts and hiring freezes to the mix and the result is fewer resources and programs to assist the accused and their families.

The Criminal Law Handbook outlines every facet of a criminal case. From cop to court, readers learn just how the system and its rules and procedures work, and why police, lawyers and judges do what they do. It covers:

- police questioning
- search and seizure, including warrantless searches
- arrests, bookings, and preliminary hearings
- charges, bail, and arraignment
- eyewitness identification
- trials, plea bargains, and sentencing
- prisoners' rules and legal resources for families
- special concerns in juvenile cases

The 12th edition is updated to reflect the latest changes in criminal law and procedures.

LAW / Criminal Law / General



Includes free access to Nolo's Online Living Trust

BOOK WITH SOFTWARE (WINDOWS ONLY)

Ships October 2011

\$49.99

978-1-4133-1635-3

Previous ISBN: 978-1-4133-1274-4

QWMB, 7 x 9, 568 pages

Next edition: Oct 2012

"This program felt like the most substantial, given the sheer amount of information it provided throughout the form-filling process." —THE NEW YORK TIMES

Quicken WillMaker Plus 2012

Book & Software Kit

by the Editors of Nolo :: 2012 edition

Almost every American adult needs a will. And while most adults suspect they need a will, they continue to put it off because it sounds hard, expensive or just plain unpleasant. But with *Quicken WillMaker Plus 2012*, it doesn't have to be. In fact, using this powerful estate planning software, many people can make a will in under an hour.

Quicken WillMaker Plus 2012 lets individuals create customized estate planning documents that protect their families and property. Guided by a friendly step-by-step interview, they'll be able to produce an estate plan that suits their wishes and the laws of their state.* Plain-English onscreen help is available at every stage, while the book provides more detailed legal information when it's needed.

Estate planning documents include:

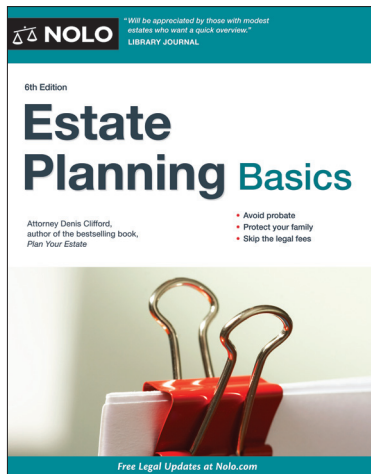
- legal will
- health care directive (power of attorney for health care and living will)
- financial powers of attorney
- executor documents
- final arrangements

Quicken WillMaker Plus 2012 also provides dozens of personal finance and home and family documents, such as promissory notes, a general bill of sale, temporary guardianship authorization for care of minor, and child care instructions.

The 2012 edition includes important legal updates to the will, limited power of attorney and health care directive documents. The legal manual includes new information on 2011-2012 estate tax laws and contains a new section that addresses "leaving your digital legacy." Finally, a completely redesigned user interface makes the program even easier to use.

**Quicken WillMaker Plus 2012* is not valid in Louisiana or in the U.S. Territories.

LAW / Estates & Trusts



Ships August 2011

\$24.99

978-1-4133-1621-6

Previous ISBN: 978-1-4133-1050-4

ESPN, 7 x 9, 232 pages

Next edition: Aug 2013

"Will be appreciated by those with modest estates who want a quick overview." —LIBRARY JOURNAL

Estate Planning Basics

by Attorney Denis Clifford :: 6th edition

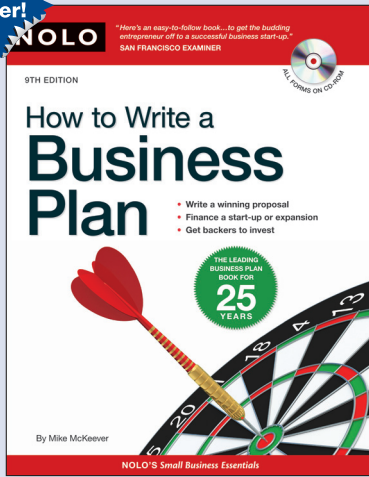
Estate Planning Basics is just the resource for those who want need-to-know information about estate planning—without overwhelming details that apply only to the very rich.

This slim but informative resource covers the core estate planning documents—including key information about wills, trusts, health care directives, estate taxes and other essentials. It discusses:

- making a will
- easy ways to avoid probate
- naming beneficiaries
- creating a living trust
- naming an executor
- living wills and durable powers of attorney
- the basics of state and federal taxes

The 6th edition includes updated estate and gift tax information.

BUSINESS & ECONOMICS / Personal Finance / Retirement Planning



“An essential book to help entrepreneurs.”

–DALLAS MORNING NEWS

How to Write a Business Plan

by Mike McKeever :: 10th edition

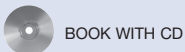
A written business plan, along with its concise financial forecast, helps business owners predict risk, attract investors and reach goals.

How to Write a Business Plan shows business owners how to create a thoroughly thought-out plan that will help them get the money they need from lenders or investors, improve their odds of success, and stay on track. The book outlines how to:

- assess the money-making potential of a business idea
- estimate operating expenses
- determine assets, liabilities and net worth
- find sources of financing
- present the plan to lenders and investors

Spreadsheets help business owners forecast cash flow and sales revenue, and prepare financial statements. Also included are sample business plans that can be modified to suit unique situations.

BUSINESS & ECONOMICS / Small Business

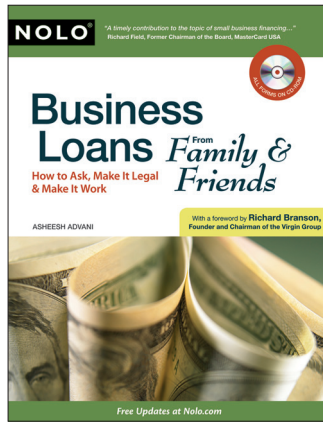


\$34.99

978-1-4133-1280-5

SBS, 7 x 9, 288 pages

Next edition: Nov 2012

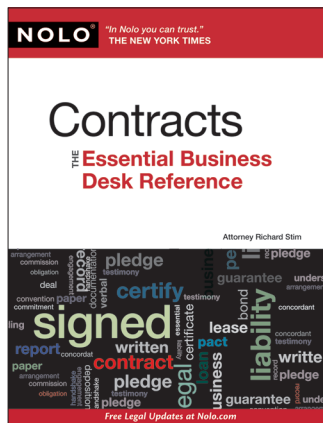


BUSINESS LOANS FROM FAMILY & FRIENDS

How to Ask, Make It Legal, & Make it Work
 Asheesh Advani, with a foreword by Sir Richard Branson, Founder and Chairman of the Virgin Group
 1st edition / Next edition: Oct 2012
 LOAN, 7 x 9, 287 pages

978-1-4133-1078-8
 \$29.99 Book with CD

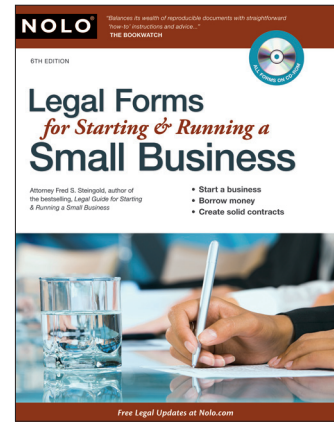
This book helps the small business start-up raise capital through loans from family and friends while structuring an agreement that protects both sides. It explains how to identify the best loan prospects, draft a loan request letter, make an effective “kitchen table pitch,” and prepare promissory notes and other documents. The CD provides all needed worksheets and forms.



CONTRACTS

The Essential Business Desk Reference
 Attorney Richard Stim
 1st edition / Next edition: Nov 2013
 CTRCT, 7 x 9, 400 pages
978-1-4133-1281-2
 \$39.99

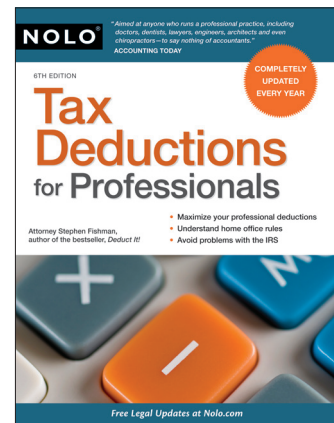
Contracts provides plain-English definitions of over 300 contract terms. An indispensable guide for any business person who regularly works with or signs contracts, it covers common negotiating strategies, examples of contract provisions, tips on amending and modifying agreements, and sample contracts with explanations.



LEGAL FORMS FOR STARTING & RUNNING A SMALL BUSINESS

Attorney Fred S. Steingold, author of the bestselling *Legal Guide for Starting & Running a Small Business*
 6th edition / Next edition: Feb 2012
 RUNSF, 8.5 x 11, 464 pages
978-1-4133-1098-6
 \$29.99 Book with CD

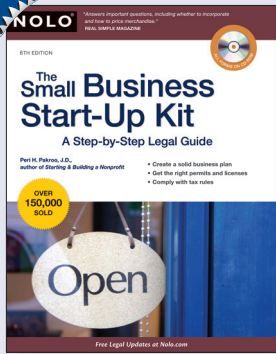
Here, small business owners will find the most important forms required to run a small business. More than 60 forms with explanations and line-by-line instructions help users create legal contracts, hire employees and consultants, protect trade secrets, prepare an LLC operating agreement, and much more.



TAX DEDUCTIONS FOR PROFESSIONALS

Stephen Fishman, J.D.
 6th edition / Next edition: Dec 2011
 DEPO, 7 x 9, 528 pages
978-1-4133-1330-7
 \$39.99

Organized into practical, easy-to-use categories of the most commonly used business deductions, this book shows licensed professionals how to legally reduce their taxes. They’ll learn how to deduct start-up and operating expenses, health care costs, travel, entertainment and meals, continuing education costs, home office expenses, professional fees and licenses, and more.



The Small Business Start-Up Kit

A Step-by-Step Legal Guide

by Peri Pakroo, J.D. :: 6th edition

The Small Business Start-Up Kit outlines how to launch a business as quickly, easily and with confidence and deal effectively with any hurdles along the way. It explains how to:

- choose the best business structure
- price, bid and bill projects
- draft and use simple contracts
- be prepared for required taxes
- use social media and other online and offline marketing strategies

The CD provides all necessary forms and instructions.

BUSINESS & ECONOMICS / Small Business



BOOK WITH CD

\$29.99

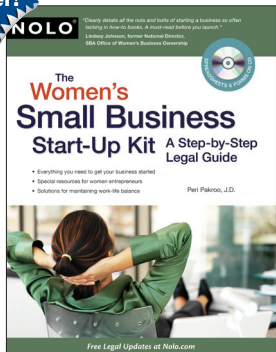
978-1-4133-1099-3

SMBU, 8.5 x 11, 352 pages

Next edition: Feb 2012

“Answers important questions, including whether to incorporate and how to price merchandise.”

—REAL SIMPLE MAGAZINE



The Women's Small Business Start-Up Kit

A Step-by-Step Legal Guide

by Peri Pakroo, J.D. :: 1st edition

The Women's Small Business Start-Up Kit provides the need-to-know information related to business startup and management—drafting an effective business plan, choosing a legal structure, managing finances and taxes, and more—while giving attention to the concerns commonly reported by women entrepreneurs, such as how to:

- obtain start-up or expansion financing
- find and make use of programs that give government contracting preferences to women-owned businesses
- adopt creative ways to maintain a desired work-life balance

The CD provides essential financial forms, such as a profit/loss forecast worksheet.

BUSINESS & ECONOMICS / Small Business



BOOK WITH CD

\$29.99

978-1-4133-1188-4

WBIZ, 7 x 9, 520 pages

Next edition: Apr 2012



Legal Guide for Starting & Running a Small Business

by Attorney Fred S. Steingold :: 12th edition

Hiring a lawyer to help with routine legal issues can devastate a small business owner's bottom line.

Legal Guide for Starting & Running a Small Business is an affordable alternative; it provides the practical and legal information entrepreneurs need to start a business—and keep it running smoothly. It explains how to:

- choose the right business structure
- raise start-up funds
- obtain licenses and permits
- create binding contracts
- hire, fire and manage employees
- protect personal assets

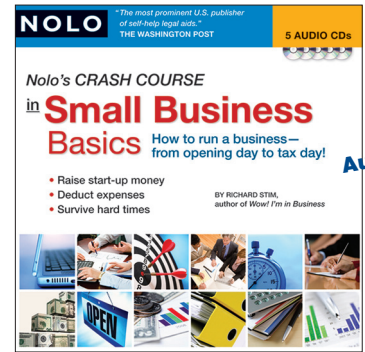
BUSINESS & ECONOMICS / Small Business

\$39.99

978-1-4133-1381-9

RUNS, 8.5 x 11, 458 pages

Next edition: Oct 2012



Nolo's Crash Course in Small Business Basics

by Attorney Richard Stim :: 1st edition

In friendly audio format, *Nolo's Crash Course in Small Business Basics* provides the essential information entrepreneurs need to get a business off the ground and running. The five disc collection is organized by topic and broken into short segments, making it easy for listeners to find the information they need. Topics include:

- cash flow and accounting
- personal liability, insurance, and business structures
- marketing and advertising
- business taxes and deductions
- contracts, permits, and licenses

BUSINESS & ECONOMICS / Small Business



5 AUDIO CDS, 5 HOURS

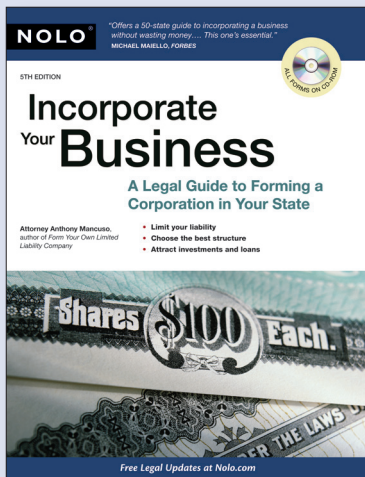
\$34.99

978-1-4133-0914-0

ABBIZ, 5 audio CDs, 5 hours

Next version: Nov 2013





“Offers a 50-state guide to incorporating a business without wasting money... This one’s essential.”
—MICHAEL MAIELLO, FORBES

Incorporate Your Business

A Legal Guide to Forming a Corporation in Your State

by Attorney Anthony Mancuso :: 6th edition

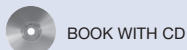
Incorporate Your Business explains the advantages, disadvantages and tax consequences of incorporation, and shows how the corporation compares with other business legal structures.

Business owners who are certain that incorporation is right for them will learn, step by step, how to form a corporation in any state, and handle key tasks, including:

- choosing a corporate name
- preparing and filing articles of incorporation
- setting up a corporate records book
- appointing initial corporate directors
- preparing minutes of the first board meeting
- issuing shares of stock

The CD provides all needed forms, including bylaws, minutes and resolutions.

BUSINESS & ECONOMICS / Small Business

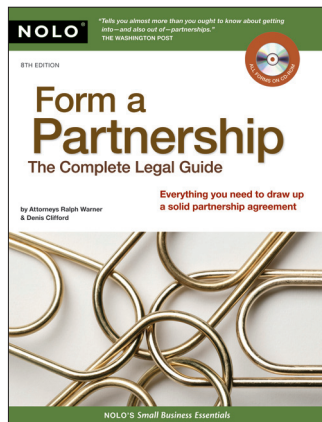


\$49.99

978-1-4133-1388-8

NIBS, 8.5 x 11, 536 pages

Next edition: May 2013



FORM A PARTNERSHIP The Complete Legal Guide

Attorneys Denis Clifford & Ralph Warner

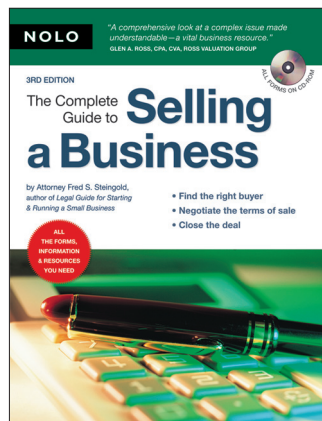
8th edition / Next edition: Aug 2012

PART, 8.5 x 11, 312 pages

978-1-4133-0863-1

\$39.99 Book with CD

This book explains the legal and practical issues involved in forming a partnership, including partners’ financial and tax liabilities, cash, property and service contributions, valuing assets, admitting new partners, and what to do when a partner wants out. A partnership agreement and step-by-step instructions for completing it are included on the CD.



THE COMPLETE GUIDE TO SELLING A BUSINESS

Attorney Fred S. Steingold

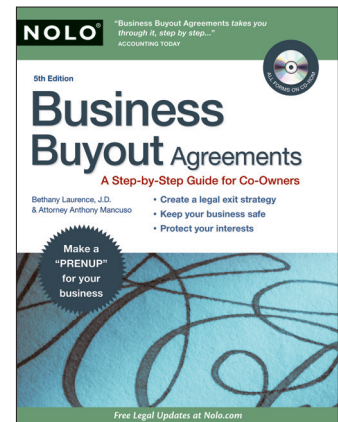
3rd edition / Next edition: Aug 2012

SELBU, 7 x 9, 496 pages

978-1-4133-0706-1

\$34.99 Book with CD

This book guides business owners through making the sale of their business legal while protecting their interests and maximizing profit. It explains how to prepare the business for sale, price the business and value assets, find the right buyer, analyze tax issues, negotiate a payment plan, and close the deal. The CD provides crucial legal documents, including sales and noncompete agreements.



BUSINESS BUYOUT AGREEMENTS A Step-by-Step Guide for Co-Owners

Attorney Anthony Mancuso & Bethany K. Laurence, J.D.

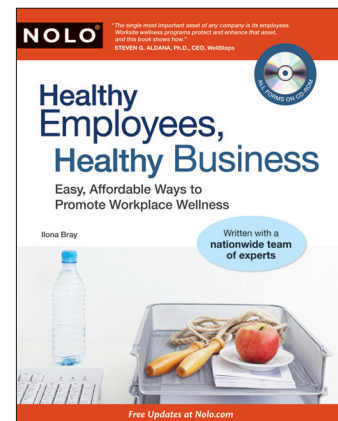
5th edition / Next edition: Jun 2013

BSAG, 7 x 9, 336 pages

978-1-4133-1195-2

\$49.99 Book with CD

Using this book and the buy-sell agreement included on CD, business owners can create simple but effective and legal buyout agreements that clarify important issues such as when co-owners can sell their interests, who can buy into the business, what price will be paid, and what happens if an owner dies or goes bankrupt. The book also explains how to structure the agreement to avoid estate taxes.



HEALTHY EMPLOYEES, HEALTHY BUSINESS Easy, Affordable Ways to Promote Workplace Wellness

Ilona Bray, J.D.

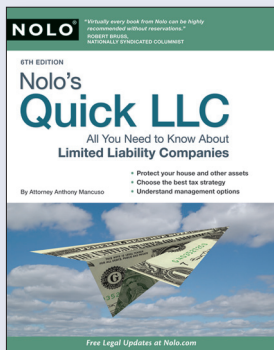
1st edition / Next edition: Feb 2012

HLTH, 7 x 9, 347 pages

978-1-4133-1074-0

\$29.99 Book with CD

This book helps small business owners or managers target the main health concerns in their workplace and implement low-cost or even free wellness programs that increase productivity, boost morale, lower workplace stress, and potentially lower health insurance costs. The book includes insights and tips from an advisory board of doctors, benefits specialists, workplace wellness program planners, and other experts.



Nolo's Quick LLC

All You Need to Know About Limited Liability Companies

by Attorney Anthony Mancuso :: 6th edition

Nolo's Quick LLC will help anyone who is considering forming an LLC make certain that an LLC is the right business entity for them.

The book simplifies complex issues such as how LLC profits are distributed, what duties and liabilities LLC owners take on, and how the IRS treats LLCs come tax time. It also covers how to:

- compare LLCs with other types of business entities, including corporations and sole proprietorships
- choose between a member- or manager-run LLC
- keep tax obligations simple at the start
- elect corporate tax treatment if and when ready
- comply with ongoing legal and tax paperwork requirements

BUSINESS & ECONOMICS / Small Business

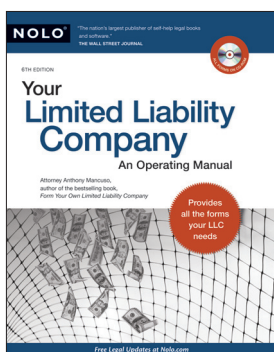
\$29.99

978-1-4133-1324-6

LLCQ, 7 x 9, 224 pages

Next edition: Feb 2013

By the author of Nolo's bestselling *How to Form a Nonprofit Corporation*



Your Limited Liability Company

An Operating Manual

by Attorney Anthony Mancuso :: 6th edition

Your Limited Liability Company provides everything that members and managers need to maintain the legal validity of their LLCs before the courts and the IRS. It outlines how to:

- hold legal meetings
- document legal, tax, and business decisions
- organize and maintain records
- avoid mistakes

The CD provides all necessary forms, including: minutes and written consents; standard LLC business resolutions; tax and membership resolutions; and promissory notes.

BUSINESS & ECONOMICS / Small Business



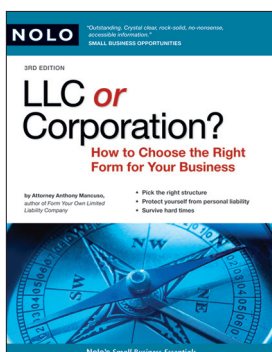
BOOK WITH CD

\$49.99

978-1-4133-1209-6

LOP, 8.5 x 11, 464 pages

Next edition: Jul 2013



LLC or Corporation?

How to Choose the Right Form for Your Business

by Attorney Anthony Mancuso :: 4th edition

This book helps small business owners compare the LLC and corporation and choose the business structure that's right for them. It discusses how each structure affects the legal and tax status of the business, as well as the owner's ability to raise capital, all of which will affect the bottom line. Topics include:

- using insurance to limit liability
- dealing with money issues
- doing business out of state
- dissolving or selling a corporation
- converting from one entity to another

Plus, real-world business and conversion scenarios to help readers visualize their options.

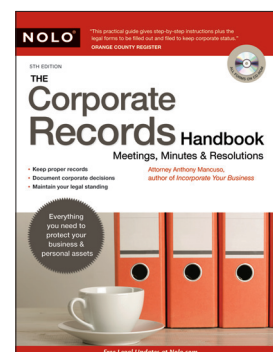
BUSINESS & ECONOMICS / Entrepreneurship

\$24.99

978-1-4133-1282-9

CHENT, 7 x 9, 288 pages

Next edition: Nov 2012



The Corporate Records Handbook

Meetings, Minutes & Resolutions

by Attorney Anthony Mancuso :: 5th edition

Here, business owners will find the guidance and forms they need to carry out their corporate housekeeping responsibilities and protect their corporation's legal status. The book details how or when to:

- use meetings, minutes, and consents
- hold a meeting of directors or shareholders
- prepare written minutes
- use resolutions
- hire and pay corporate employees

The CD provides all necessary forms, including notices, minutes and more than 75 resolutions.

BUSINESS & ECONOMICS / Small Business



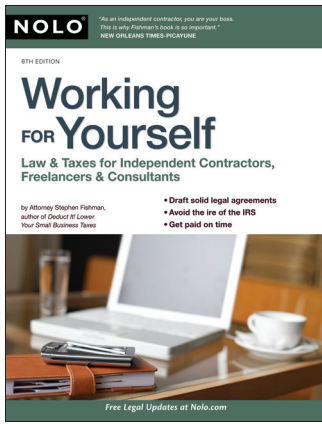
BOOK WITH CD

\$69.99

978-1-4133-1203-4

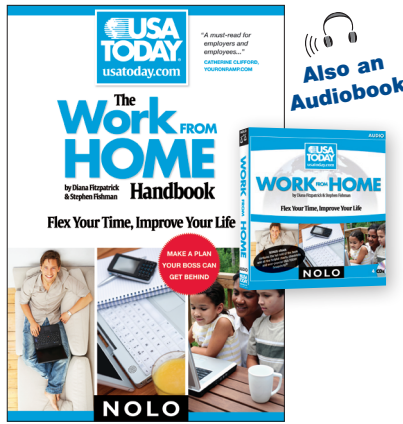
CORMI, 8.5 x 11, 621 pages

Next edition: Jul 2013



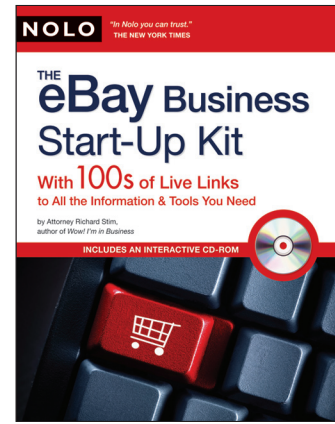
WORKING FOR YOURSELF
Law & Taxes for Independent Contractors, Freelancers & Consultants
 Stephen Fishman, J.D.
 8th edition / Next edition: Feb 2014
 WAGE, 8.5 x 11, 384 pages
978-1-4133-1331-4
 \$39.99

This book will help anyone start and maintain a successful enterprise as a freelancer or independent contractor. It explains how to meet business start-up requirements, pick a business structure, set up an office, obtain licenses and permits, avoid unfair contracts, make the most of tax deductions, and get paid in full and on time.



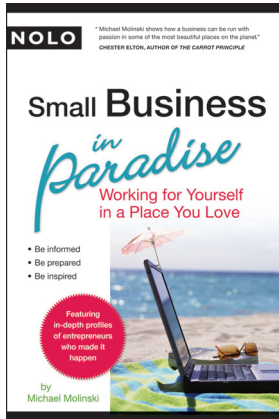
THE WORK FROM HOME HANDBOOK
Flex Your Time, Improve Your Life
 Diana Fitzpatrick, J.D. & Stephen Fishman, J.D.
 1st edition / Next edition: TBD
 USHOM, 6 x 9, 151 pages
978-1-4133-0701-6
Audiobook: 978-1-4133-0959-1
 \$19.99

Employees who dream of ditching the office cubicle will find here the information, real-life success stories, and tips they need to create a work-from-home plan that suits their personal, financial and professional goals. The book outlines how to prepare a proposal that will please the boss, demonstrate ongoing productivity, land the first freelance job, or explore other opportunities.



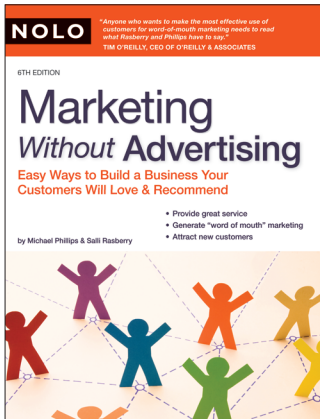
THE EBAY BUSINESS START-UP KIT
With 100s of Live Links to All the Information & Tools You Need
 Attorney Richard Stim
 1st edition / Next edition: Aug 2012
 EBIZ, 7 x 9, 300 pages
978-1-4133-0865-5
 \$24.99 Book with CD

Online sellers don't need to troll the Internet for information and resources to help them start and manage their eBay business—all of the collected research is in this book! It explains how to find and use auction-management tools, obtain licenses and permits, deal with taxes, become a "PowerSeller," and more.



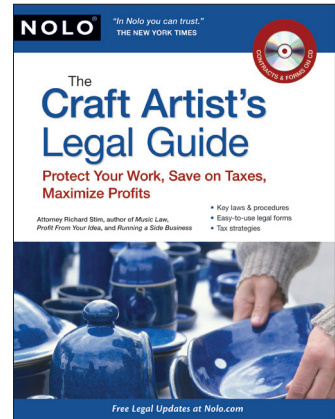
SMALL BUSINESS IN PARADISE
Working for Yourself in a Place You Love
 Michael Molinski
 1st edition / Next edition: TBD
 SPAR, 6 x 9, 250 pages
978-1-4133-0743-6
 \$19.99

This book explains what it takes to build a business and make it succeed in a place one has always wanted to call "home." Topics include researching a chosen market, building a seasonal business, hiring the right people, promoting the business, and complying with local regulations. Included checklists help readers stay on track with key tasks.



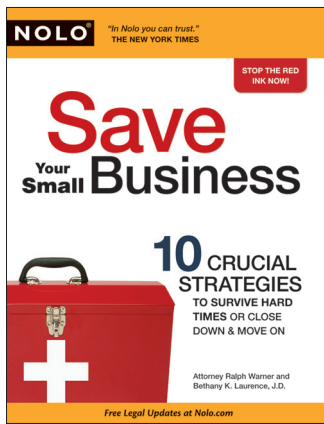
MARKETING WITHOUT ADVERTISING
Easy Ways to Build a Business Your Customers Will Love & Recommend
 Michael Phillips & Salli Rasberry
 6th edition / Next edition: May 2013
 MWAD, 7 x 9, 400 pages
978-1-4133-0632-3
 \$20.00

Marketing Without Advertising illustrates practical, simple, and low-cost marketing strategies that will help business owners win the trust and recommendation of their customers and associates. Topics include attracting long-term customers, improving customer service, encouraging customer referrals, and planning effective and low-cost marketing events.



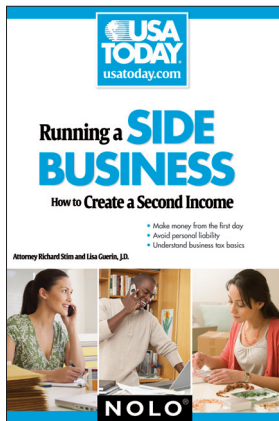
THE CRAFT ARTIST'S LEGAL GUIDE
Protect Your Work, Save On Taxes, Maximize Profits
 Attorney Richard Stim
 1st edition / Next edition: May 2013
 CRBIZ, 7 x 9, 325 pages
978-1-4133-1212-6
 \$39.99 Book with CD

This book helps artists efficiently deal with major legal, business, and tax issues so they can put more of their time and energy into creating new products. It explains how to get a design patent, price and sell work (online and offline), use low cost or free promotion methods, complete and file required business forms, and much more.



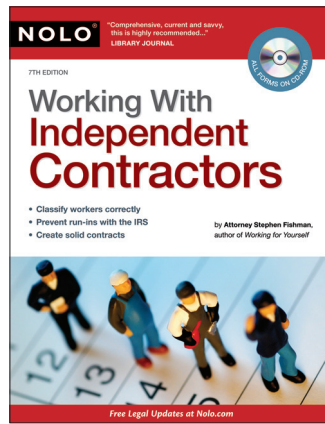
SAVE YOUR SMALL BUSINESS
10 Crucial Strategies to Survive Hard Times or Close Down and Move On
 Attorney Ralph Warner & Bethany K. Laurence, J.D.
 1st edition / Next edition: Jul 2013
 SAVE, 7 x 9, 250 pages
978-1-4133-1041-2
 \$29.99

How to Save Your Small Business provides no-nonsense strategies for protecting personal assets from creditors and coming out of the economic downturn ahead of competitors. Business owners will learn how to control cash flow, make the most effective cuts, minimize personal liability for debts, handle layoffs fairly, and keep the best employees.



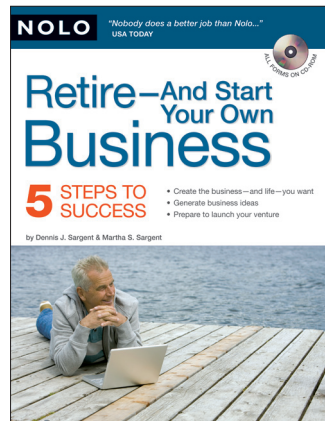
RUNNING A SIDE BUSINESS
How to Create a Second Income
 Attorney Richard Stim and Lisa Guerin, J.D.
 1st edition / Next edition: TBD
 USSIDE, 6 x 9, 270 pages
978-1-4133-1067-2
 \$21.99

Here, entrepreneurs will find strategies and tips for starting and running a successful side business. The book covers choosing a business that will succeed, managing a home-based business while keeping the day job, taxes and deductions, avoiding personal liability, legal rules for online business, keeping costs down, and much more.



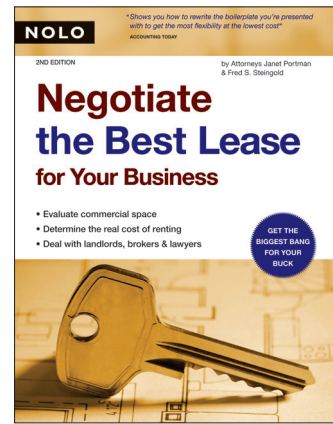
WORKING WITH INDEPENDENT CONTRACTORS
 Stephen Fishman, J.D.
 7th edition / Next edition: Jul 2014
 HICI, 7 x 9, 288 pages
 978-1-4133-1398-7
 \$34.99 Book with CD

Working With Independent Contractors helps businesses of all sizes, including the self-employed and HR staff or managers of larger organizations, hire and work with independent contractors legally. It explains how to classify a worker as an independent contractor, comply with state labor and antidiscrimination laws, draft and sign agreements, protect intellectual property, and avoid legal trouble.



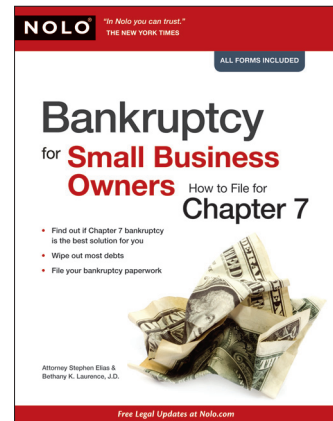
RETIRE—AND START YOUR OWN BUSINESS
Five Steps to Success
 Dennis J. Sargent & Martha S. Sargent
 1st edition / Next edition: Apr 2013
 BOSS, 7 x 9, 300 pages
978-1-4133-0765-8
 \$24.99 Book with CD

In this book, retirees who want or need to keep working after retirement will find practical information to help them choose and run a business that fits their goals, values, and work style. The book and CD provide dozens of action plans and exercises that help retirees create their business profile and determine their available hours, living expenses, assets, and more.



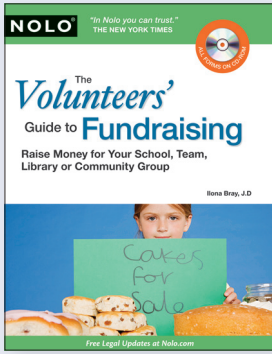
NEGOTIATE THE BEST LEASE FOR YOUR BUSINESS
 Attorneys Janet Portman & Fred S. Steingold
 2nd edition / Next edition: TBD
 LESP, 7 x 9, 400 pages
978-1-4133-0216-5
 \$24.99

This book shows business owners how to find and evaluate space and negotiate a favorable lease. It covers common lease terms, such as security deposits, parking, and insurance clauses, plus how to analyze space needs, compute the true rental cost, choose and work with a broker, allocate the cost of improvements and alterations, modify or break a lease, and more.



BANKRUPTCY FOR SMALL BUSINESS OWNERS
How to File for Chapter 7
 Attorney Stephen R. Elias & Bethany K. Laurence, J.D.
 1st edition / Next edition: Feb 2012
 BUSB, 8.5 x 11, 590 pages
978-1-4133-1080-1
 \$39.99

Small business owners should use this book to evaluate their debts and determine whether Chapter 7 bankruptcy or a different option is right for their situation. Owners who choose to file for Chapter 7 learn how to eliminate debts, complete and file necessary paperwork, and keep the maximum amount of property—possibly even the house.



New!

The Volunteers' Guide to Fundraising

Raise Money for Your School, Team, Library or Community Group

by Iona Bray :: 1st edition

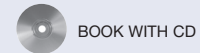
Parents, staff in small libraries, and others faced with fundraising for the first time often wonder, "How do we begin to raise the money we need—and quickly?" *The Volunteers' Guide to Fundraising* will show them how to mobilize additional volunteers, legally raise and handle money, plan fundraising strategies, and promote their events and activities—and have fun in the process. The book covers:

- special events, such as festivals, walkathons and auctions
- raffles and sales of products
- benefit concerts and lectures
- sponsorships and donations from businesses
- dinners and other food events
- grant opportunities

Plus, the book contains insights and tips from a team of nonprofit experts.

The CD provides handy forms and sample letters.

BUSINESS & ECONOMICS / Nonprofit Organization & Charities



\$27.99

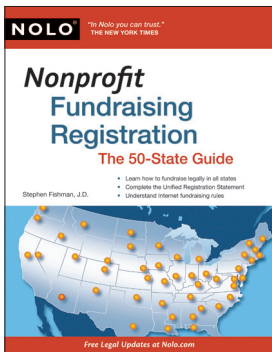
978-1-4133-1332-1

FLIB, 7 x 9, 250 pages

Next edition: May 2014

"The Volunteers' Guide to Fundraising is an invaluable resource that covers just about every detail imaginable regarding the nuts and bolts of fundraising. Volunteers will especially appreciate the personal stories and tips from real-life fundraisers."

—SYDNEY GOLDSTEIN, FOUNDING EXECUTIVE DIRECTOR OF CITY ARTS & LECTURES, INC.



Nonprofit Fundraising Registration

The 50-State Guide

by Stephen Fishman, J.D. :: 1st edition

Here is the nonprofit's guide to the varied registration requirements for fundraising in every state. The book provides each state's rules for:

- initial and annual filing requirements
- which types of solicitations trigger registration requirements
- exemptions from registration
- Internet fundraising

The book also includes line-by-line instructions the Unified Registration Statement, a registration application form accepted in 36 states, plus state-specific supplemental forms.

BUSINESS & ECONOMICS / Nonprofit Organizations & Charities

\$39.99

978-1-4133-1273-7

NREG, 7 x 9, 300 pages

Next edition: Oct 2012



Starting & Running a Successful Newsletter or Magazine

by Cheryl Woodard :: 5th Edition

Starting & Running a Successful Newsletter or Magazine shows how to bring any publication—from the very simple to the highly sophisticated—to life, in print or on the Web, and make it profitable. It covers:

- evaluating the competition
- building a reader relationship
- developing a circulation and publishing strategy
- subscription budgeting and profitability
- raising start-up money

The book also covers blogging and other forms of web publishing.

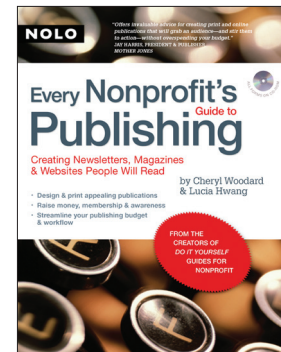
BUSINESS & ECONOMICS / Small Business

\$29.99

978-1-4133-0523-4

MAG, 7 x 9, 416 pages

Next edition: TBD



Every Nonprofit's Guide to Publishing

Creating Newsletters, Magazines & Websites People Will Read

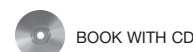
by Cheryl Woodard & Lucia Hwang :: 1st edition

This book covers every step of the publishing process while keeping in mind the budget constraints and inexperience common among nonprofits. It explains how to:

- design and print engaging publications
- present core messages
- develop a website that gets traffic
- locate the best freelancers and vendors
- streamline budget and workflow

The CD provides permission agreements and other essential documents.

BUSINESS & ECONOMICS / Nonprofit Organizations & Charities



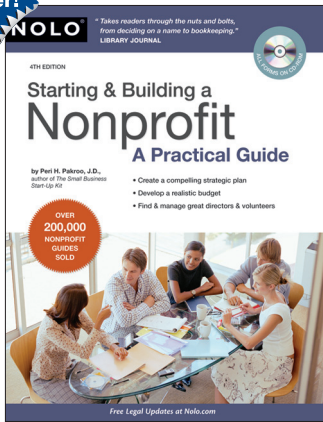
\$29.99

978-1-4133-0658-3

EPNO, 7 x 9, 440 pages

Next edition: TBD

Best Seller!



"Takes readers through the nuts and bolts, from deciding on a name to bookkeeping."
-LIBRARY JOURNAL

Starting & Building a Nonprofit

A Practical Guide

by Peri Pakroo, J.D. :: 4th edition

Most nonprofits, pressed for resources and operating on slim budgets, could use advice on the day-to-day running of their organizations. And those who dream of starting a nonprofit could use some information on how to begin.

Starting & Building a Nonprofit will help anyone get a nonprofit up and running and—most importantly—keep it going! Combining legal information on forming a nonprofit corporation with practical tips on starting and running a business, it explains how to:

- choose the right name for the organization
- structure a nonprofit to achieve goals
- develop a strategic plan and budget
- launch a successful fundraising plan
- hire and train staff
- obtain federal tax-exempt status

The book also discusses the latest strategies for using social media and networking sites.

BUSINESS & ECONOMICS /
Nonprofit Organizations & Charities



BOOK WITH CD

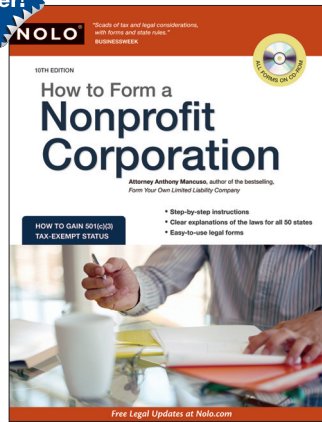
\$34.99

978-1-4133-1329-1

SNON, 8.5 x 11, 310 pages

Next edition: Mar 2013

Best Seller!



"A helpful resource to help you get underway..."

-ENTREPRENEUR

How to Form a Nonprofit Corporation

by Attorney Anthony Mancuso :: 10th edition

How to Form a Nonprofit Corporation provides the background information and step-by-step instructions that budding nonprofits need to apply for federal 501(c)(3) tax-exempt status and qualify as a public charity with the IRS.

Social service agencies, arts groups, historical preservation societies, environmental groups and other organizations will learn how to:

- complete the IRS 501(c)(3) tax exemption application
- prepare and file nonprofit articles of incorporation
- prepare nonprofit bylaws
- prepare meeting minutes
- follow state requirements for incorporating and obtaining tax-exempt status
- handle key tasks after the corporation is organized

The book provides clear explanations of the laws for all 50 states. The CD provides all necessary forms, including bylaws, minutes, and tax articles.

BUSINESS & ECONOMICS /
Nonprofit Organizations & Charities



BOOK WITH CD

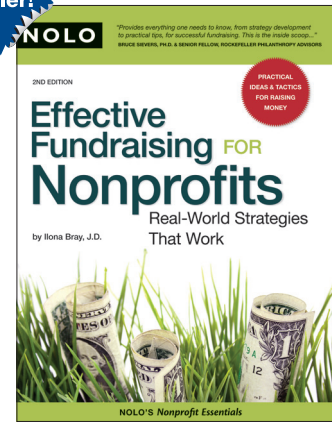
\$49.99

978-1-4133-1386-4

NNP, 8.5 x 11, 368 pages

Next edition: May 2013

Best Seller!



"If you have room for only one book on your fundraising shelf, *Effective Fundraising for Nonprofits* should be that book." -ADVANCING PHILANTHROPY

Effective Fundraising for Nonprofits

Real World Strategies That Work

by Ilona Bray, J.D. :: 3rd edition

Effective Fundraising for Nonprofits offers strategies for raising donations from individuals, companies and institutions, and covers the tools and staff required for the job. Featuring input and stories from professionals across the country, including foundation staffers, journalists, and experienced fundraisers, it explains how to:

- set goals, evaluate assets, and develop a fundraising strategy
- attract individual, midscale and major donors
- choose and plan the right special events
- solicit grants from foundations and corporations
- outreach using the Web and social media
- start a side business to raise funds

The book also offers tips for raising money in a down economy.

Tear-out worksheets are included to help fundraisers strategize, project expenses and income, and more.

BUSINESS & ECONOMICS /
Nonprofit Organizations & Charities



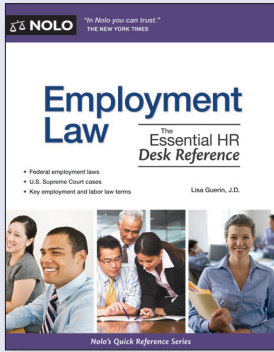
BOOK WITH CD

\$29.99

978-1-4133-1253-9

EFFN, 7 x 9, 528 pages

Next edition: Aug 2013



New!

Employment Law

The Essential HR Desk Reference

by *Lisa Guerin, J.D. :: 1st edition*

The latest in Nolo's Quick Reference Series, *Employment Law: The Essential HR Desk Reference*, provides employers and HR managers with the basic legal information they need to make good decisions in the workplace. Organized in easy-to-use A-to-Z format, the book defines, in plain English, over 200 employment and labor law terms. It covers:

- important employment laws, such as the Family and Medical Leave Act (FMLA) and Title VII of the Civil Rights Act
- need-to-know Supreme Court decisions on employment law
- labor law terms, such as "agency shop" and "unfair labor practice"
- key employment law issues, such as sexual harassment and privacy

Real-life case references, and the intriguing stories behind them, plus statistics and trends, enliven each entry's summary of the law.

BUSINESS & ECONOMICS / Human Resources & Personnel Management

\$49.99

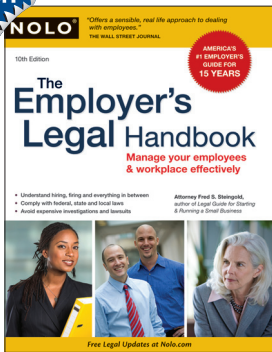
978-1-4133-1333-8

DRHR, 7 x 9, 450 pages

Next edition: Mar 2014

From Absenteeism to Zero-Tolerance Policy: Employment and labor law topics explained in one comprehensive guide

Best Seller!



The Employer's Legal Handbook

Manage Your Employees & Workplace Effectively

by *Attorney Fred S. Steingold :: 10th edition*

Employment laws change, and they affect every task employers handle.

The Employer's Legal Handbook shows how to comply with current employment laws and regulations, run a fair workplace, and avoid costly lawsuits. It covers:

- legal guidelines for hiring
- wage and hour requirements
- payroll, benefits, and time off
- discrimination and harassment
- discipline and firing

50-state legal charts help employers follow their state-specific laws on drug and alcohol testing, employee access to personnel records, and more.

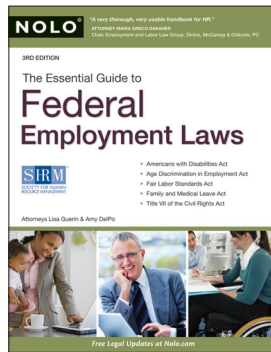
BUSINESS & ECONOMICS / Human Resources & Personnel Management

\$49.99

978-1-4133-1390-1

EMPL, 7 x 9, 374 pages

Next edition: May 2013



The Essential Guide to Federal Employment Laws

by *Lisa Guerin, J.D. & Attorney Amy DelPo :: 3rd edition*

The Essential Guide to Federal Employment Laws covers 20 major federal employment laws that most businesses must comply with regularly, including the Americans with Disabilities Act, COBRA, and the Family and Medical Leave Act (FMLA).

Each chapter addresses a single law, explaining:

- what each law requires and prohibits
- which businesses must comply with each law
- where to find the text of each law
- which federal agency enforces the law

The book also discusses related state laws and provides federal and state agency resources and contact information.

BUSINESS & ECONOMICS / Human Resources & Personnel Management

\$49.99

978-1-4133-1379-6

FEMP, 7 x 9, 526 pages

Next edition: Apr 2013



The Essential Guide to Family & Medical Leave

by *Lisa Guerin, J.D., & Attorney Deborah C. England :: 2nd edition*

The Family and Medical Leave Act (FMLA) helps employees balance the demands of work and family. But the law can be hard to apply in the real world, especially since the rules for administering it have significantly changed.

The Essential Guide to Family & Medical Leave provides all the state-by-state information and forms managers need to comply with the FMLA. It helps companies figure out which employees qualify for leave, how much leave they can take, how to implement the new military family leave provisions, and more.

BUSINESS & ECONOMICS / Human Resources & Personnel Management

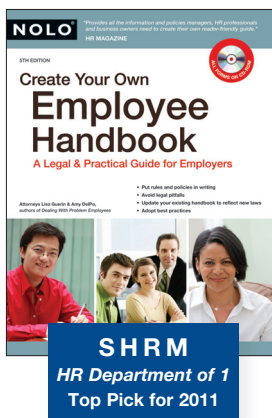
BOOK WITH CD

\$49.99

978-1-4133-1033-7

FMLA, 7 x 9, 426 pages

Next edition: Jul 2012



Create Your Own Employee Handbook

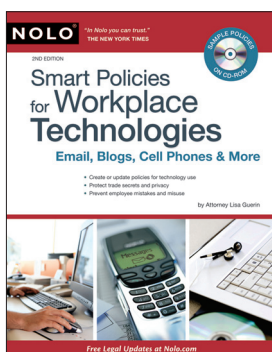
A Legal & Practical Guide

by Lisa Guerin, J.D. & Attorney Amy DelPo :: 5th edition

With new employment laws and technology affecting the workplace every day, adopting clearly defined employee policies is more important than ever.

Create Your Own Employee Handbook helps managers and HR professionals put solid policies in place for any size company, in any state. Using the book's current legal information and sample policies, employers can create or update an employee handbook that outlines the rules on at-will employment, wages and hours, discrimination and harassment, time off, email and Internet use, and more.

BUSINESS & ECONOMICS / Human Resources & Personnel Management



Smart Policies for Workplace Technologies

Email, Blogs, Cell Phones & More

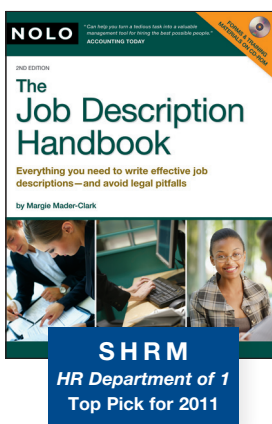
by Lisa Guerin, J.D. :: 2nd edition

The practical and legal problems caused by misuse of technology in the workplace consistently rank high on the list of employers' concerns.

Smart Policies for Workplace Technologies shows managers and HR professionals how to prevent these problems by developing policies for appropriate use of email, Internet access, social media sites, blogging, cell phones, software downloads, and other technologies. The book also covers company-sponsored media, like corporate blogs.

The CD provides sample policies and instructions.

BUSINESS & ECONOMICS / Human Resources & Personnel Management



The Job Description Handbook

by Margie Mader-Clark :: 2nd edition

A poorly written job description can lead to bad hires, performance problems, and even legal problems.

The Job Description Handbook shows how to create or update effective job descriptions that accurately determine job functions and qualifications. It explains how to use job descriptions to market the job, set pay, conduct interviews, hire the most qualified employee, measure performance, and plan for the company's future needs.

The CD provides job description and job posting templates and a PowerPoint presentation that can be used to train managers.

BUSINESS & ECONOMICS / Human Resources & Personnel Management



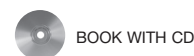
Hiring Your First Employee

A Step-by-Step Guide

by Attorney Fred S. Steingold :: 1st edition

Hiring Your First Employee guides small business owners and managers through the first-time hiring process—and helps ensure it goes smoothly. The book provides legal and practical information at every step, from figuring out if it's the right time to hire to finding and screening applicants, determining fair compensation and maintaining employee files. The book also explains how to avoid legal pitfalls and troubleshoot problems.

BUSINESS & ECONOMICS / Small Business



\$49.99

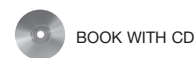
978-1-4133-1385-7

EMHA, 8.5 x 11, 409 pages

Next edition: May 2013

"You don't have to shell out the big bucks to a professional handbook developer. Instead, turn to the pages of Create Your Own Employee Handbook."

—ENTREPRENEURIALCONNECTION.COM



\$34.99

978-1-4133-1326-0

TECH, 7 x 9, 216 pages

Next edition: Jan 2013



\$29.99

978-1-4133-0757-3

JOB, 7 x 9, 256 pages

Next edition: Mar 2013

"Can help you turn a tedious task into a valuable management tool for hiring the best possible people."

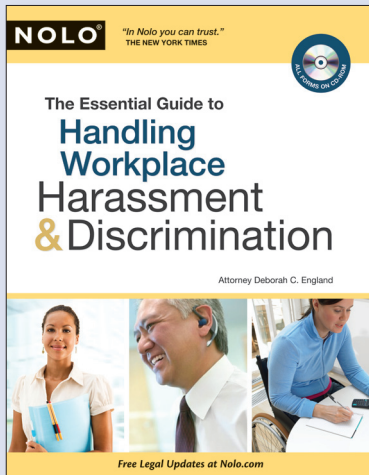
—ACCOUNTING TODAY

\$24.99

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Includes audio files that illustrate real-world scenarios

The Essential Guide to Handling Workplace Harassment & Discrimination

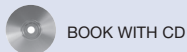
by Attorney Deborah C. England :: 1st edition

Discrimination and harassment can poison the work environment, prevent employees from succeeding, undermine company diversity efforts, and even lead to costly investigations and lawsuits. *The Essential Guide to Handling Workplace Harassment & Discrimination* shows managers and HR professionals how to quickly and effectively identify and handle incidents that arise. It explains how to:

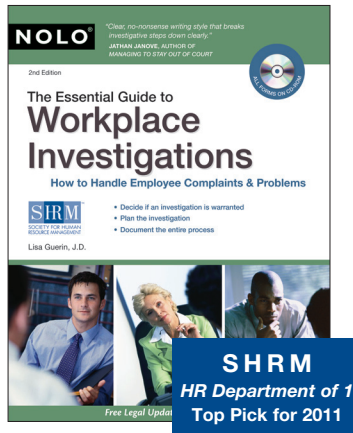
- develop and communicate policies that prohibit harassment and discrimination
- train employees and managers
- conduct and conclude fair and thorough investigations
- document the investigation
- prepare for an agency investigation or lawsuit

The CD provides helpful forms, including an intake form for employee complaints and a sample policy prohibiting discrimination and harassment.

BUSINESS & ECONOMICS /
Human Resources & Personnel Management



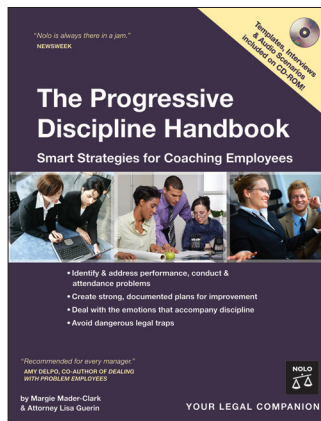
\$39.99
978-1-4133-1049-8
HDAB, 7 x 9, 300 pages
Next edition: Oct 2012



THE ESSENTIAL GUIDE TO WORKPLACE INVESTIGATIONS *How to Handle Employee Complaints & Problems*

Lisa Guerin, J.D.
2nd edition / Next edition: Jun 2013
NVST, 7 x 9, 435 pages
978-1-4133-1204-1
\$44.99 Book with CD

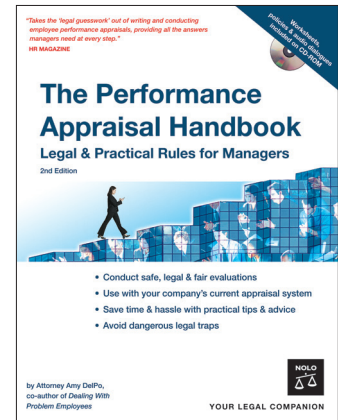
This resource shows HR professionals how to investigate and resolve every kind of workplace problem—from illegal discrimination to employee theft and violence—and keep the company out of legal trouble. It explains how to know when to investigate, how to interview, gather and evaluate evidence, and document and conclude the investigation.



THE PROGRESSIVE DISCIPLINE HANDBOOK *Smart Strategies for Coaching Employees*

Attorney Margie Mader-Clark & Lisa Guerin, J.D.
1st edition / Next edition: TBD
SDHB, 7 x 9, 485 pages
978-1-4133-0561-6
\$34.99 Book with CD

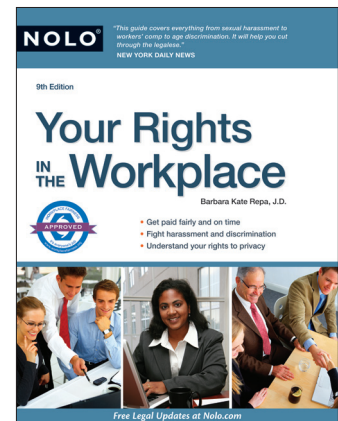
Managers must ensure that they discipline employees fairly and effectively. This book helps managers determine when discipline is necessary, identify the appropriate level of discipline, monitor and correct problems, and avoid future trouble. The CD provides a sample disciplinary form, evaluation checklist, quizzes and audio dialogues.



THE PERFORMANCE APPRAISAL HANDBOOK *Legal & Practical Rules for Managers*

Attorney Amy DelPo
2nd edition / Next edition: Feb 2013
PERF, 7 x 9, 225 pages
978-1-4133-0567-8
\$29.99 Book with CD

This book and CD provide legal information, sample forms and policies, and audio dialogues to help managers conduct legal and fair employee evaluations. Managers will learn how to motivate staff, encourage employee growth, monitor employee performance, and avoid common legal traps and problems.



YOUR RIGHTS IN THE WORKPLACE

Barbara Kate Repa, J.D.
9th edition / Next edition: Jun 2013
YRW, 7 x 9, 528 pages
978-1-4133-1210-2
\$29.99

This book gives employees the facts on illegal firings, layoffs, privacy rights, sexual harassment, illegal discrimination, disability insurance, workers' compensation, and more. Employees learn how to discuss and document a problem, what to do when losing or leaving a job, including how to challenge a job loss, and when to consider taking legal action.



Patent It Yourself

Your Step-by-Step Guide to Filing at the U.S. Patent Office

by Attorney David Pressman :: 15th edition

Patent It Yourself helps scientists, business people, engineers and basement tinkerers protect their inventions—at a fraction of the cost of a hired lawyer. Written by patent attorney David Pressman, the book walks inventors through the entire process of obtaining a patent. It provides details on:

- conducting a patent search
- evaluating the commercial worth of an idea
- filing a provisional patent application
- enforcing and maintaining a patent
- marketing the invention
- licensing invention rights

Nearly three dozen tear-out forms, including a nondisclosure agreement, patent application declaration, and universal license agreement help inventors through every step of the patent process.

LAW / Intellectual Property / Patent

\$49.99

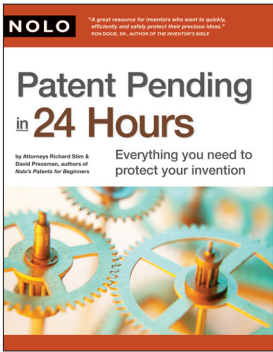
978-1-4133-1382-6

PAT, 8.5 x 11, 596 pages

Next edition: Oct 2012

“The best roll-up-your-sleeve guide for filers who don’t want to pay a ransom.”

-INC.



Patent Pending in 24 Hours

by Attorneys Richard Stim & David Pressman :: 5th edition

Filing a provisional patent application (PPA) is a cost effective method of protecting an invention while awaiting funding, and it gives the inventor time to assess the commercial worth of an idea before pursuing a full-blown patent. This book explains the PPA process, step by step, from evaluating and dealing with hurdles to writing a clear PPA and filing it with the U.S. Patent and Trademark Office. Tear-out forms, including nondisclosure and joint-ownership agreements, help inventors preserve their rights when showing or marketing their inventions.

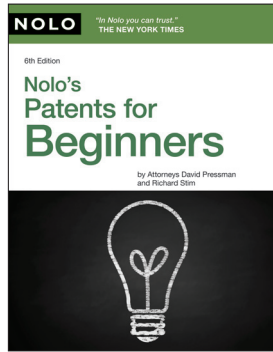
LAW / Intellectual Property / Patent

\$34.99

978-1-4133-1072-6

PEND, 7 x 9, 440 pages

Next edition: Nov 2012



Nolo's Patents for Beginners

by Attorneys David Pressman & Richard Stim :: 6th edition

First-time inventors, whether they work at home or in the professional, academic or corporate environment, gain a clear understanding of patent law with this book. It explains what a patent is, the different types of patents, how long patent rights last and how they can be lost. Inventors learn the principles of patent searching, plus how to:

- qualify for a patent
- document an invention
- deal with patent infringement

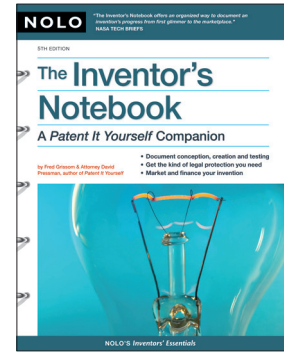
LAW / Intellectual Property / Patent

\$29.99

978-1-4133-1024-5

QPAT, 7 x 9, 209 pages

Next edition: May 2012



The Inventor's Notebook

A Patent It Yourself Companion

by Fred Grissom & Attorney David Pressman :: 5th edition

The best way to protect an invention is to keep good records. *The Inventor's Notebook* explains how to document an invention at every step—from conception to creation to testing. Inventors can use this process to assess the commercial potential of a creation, calculate needed capital, make refinements while building and testing and organize their search for funds. Notebook record sheets, checklists, sample agreements and over a dozen worksheets are included.

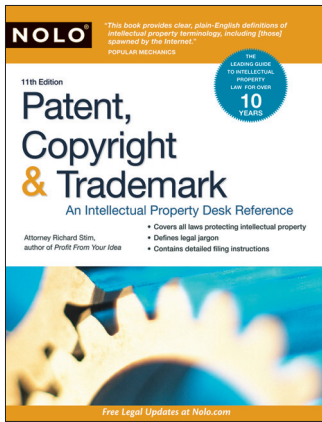
LAW / Intellectual Property / General

\$24.99

978-1-4133-0644-6

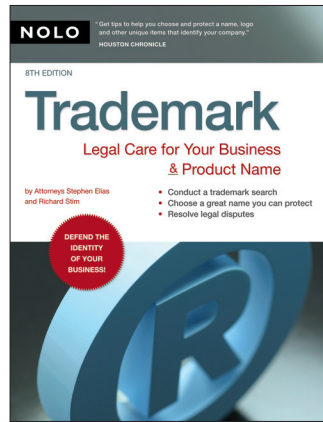
INOT, 8.5 x 11, 235 pages

Next edition: Apr 2013



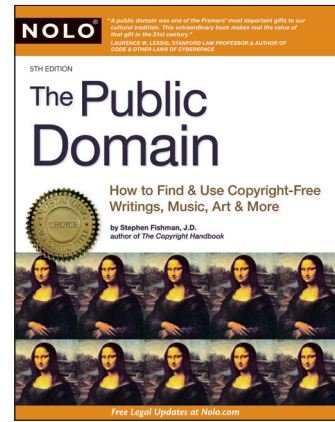
PATENT, COPYRIGHT & TRADEMARK
An Intellectual Property Desk Reference
 Attorney Richard Stim
 11th edition / Next edition: Jan 2012
 PCTM, 7 x 9, 612 pages
978-1-4133-1200-3
 \$44.99

This book provides an encyclopedic overview of intellectual property (IP) law, plus plain-English definitions of common IP terms. Inventors, writers, designers and other content publishers will learn how to recognize different types of protection offered by patents, copyrights, and trademarks, choose the right protection for a given work or idea, protect and enforce ownership rights, and more.



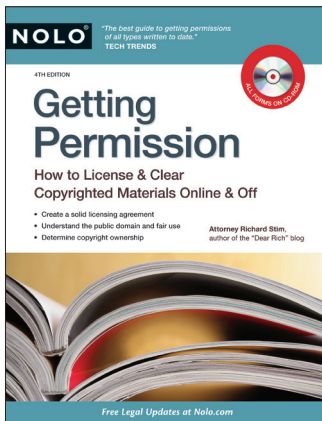
TRADEMARK
Legal Care for Your Business & Product Name
 Attorneys Stephen Elias & Richard Stim
 9th edition / Next edition: Aug 2013
 TRD, 7 x 9, 368 pages
978-1-4133-1256-0
 \$39.99

Trademark helps the small business owner choose a great product name, along with any associated logos, packaging, and slogans—and protect them vigilantly. It shows how to choose distinctive marks that competitors can't copy, search for existing, conflicting marks, register marks with the USPTO, protect marks from unauthorized use, and more.



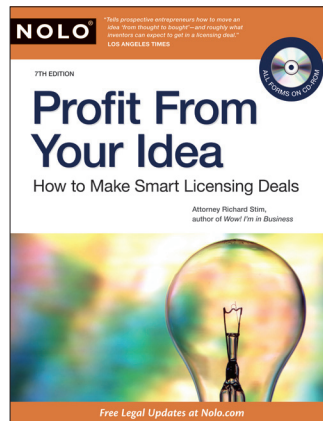
THE PUBLIC DOMAIN
How to Find & Use Copyright-Free Writings, Music, Art & More
 Stephen Fishman, J.D.
 5th edition / Next edition: May 2012
 PUB, 7 x 9, 446 pages
978-1-4133-1205-8
 \$39.99

With this reference, writers, artists, programmers, and other content publishers learn how to identify creative works that can be used without permission. The book explains how to find public domain materials, determine if they're valuable, handle challenges to public domain claims, understand copyright protections and expirations, get permission to use work that is not in the public domain, and more.



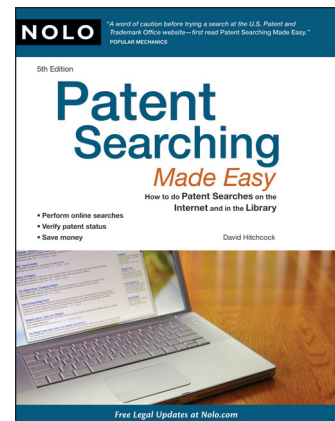
GETTING PERMISSION
How to License & Clear Copyrighted Materials Online & Off
 Attorney Richard Stim
 4th edition / Next edition: Oct 2013
 RIPER, 7 x 9, 464 pages
978-1-4133-1270-6
 \$34.99 Book with CD

Getting Permission explains how to reduce the legal risks involved in the copyright permissions process by obtaining the appropriate rights to use creative work that belongs to someone else. Content publishers learn whom they should ask for permission, when to ask, and how much they can expect to pay. The book covers school-related and website permissions, license and merchandise agreements, and the “fair use” rule.



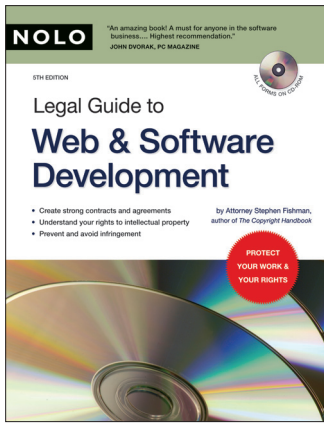
PROFIT FROM YOUR IDEA
How to Make Smart Licensing Deals
 Attorney Richard Stim
 7th edition / Next edition: Mar 2014
 LICE, 7 x 9, 432 pages
978-1-4133-1325-3
 \$39.99 Book with CD

From start to finish, *Profit From Your Idea* guides inventors through the licensing process. It explains how to determine ownership rights, find potential licensees, publicly show inventions while protecting rights, identify risks, such as disclosing inventions to employees and contractors, work with agents effectively, handle international licensing and more.



PATENT SEARCHING MADE EASY
How to Do Patent Searches on the Internet and in the Library
 David Hitchcock
 5th edition / Next edition: Apr 2013
 PATSE, 7 x 9, 208 pages
978-1-4133-1036-8
 \$39.99

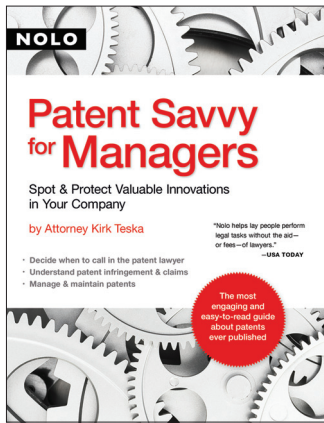
Patent Searching Made Easy explains how to use the Internet to conduct a search of U.S. patents. It covers how to classify an invention properly, find all relevant patents issued within that class, and verify patent status. Whether browsing infant flotation devices or computerized pet toys, readers will find out quickly whether they're in the running to be the “first!”



LEGAL GUIDE TO WEB & SOFTWARE DEVELOPMENT

Stephen Fishman, J.D.
5th edition / Next edition: TBD
SFT, 7 x 9, 568 pages
978-1-4133-0532-6
\$44.99 Book with CD

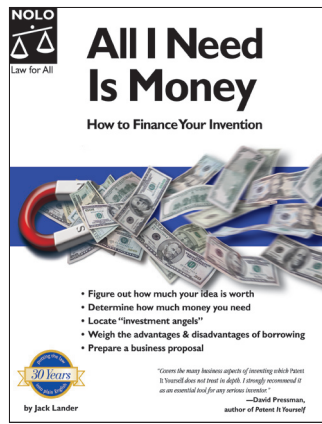
This book offers legal guidance for software programmers and web developers. It discusses low cost ways of protecting a website or software, explaining how to identify needed legal protection, draft a solid contract or agreement, prevent infringement, and more. The CD provides contractor, consultant, development, and license agreements.



PATENT SAVVY FOR MANAGERS
Spot & Protect Valuable Innovations in Your Company

Attorney Kirk Teska
1st edition / Next edition: Nov 2012
PATM, 7 x 9, 250 pages
978-1-4133-0694-1
\$29.99

Here, managers will find all of the information they need to protect company innovations and potentially save the company money and jobs. Managers learn essential patent principles, what to patent and when, how to apply cost-benefit analysis, organize patent committees, and work with patent attorneys. Lively case studies help to illuminate the patent process.



ALL I NEED IS MONEY
How to Finance Your Invention

Jack Lander
1st edition / Next edition: TBD
FINA, 8.5 x 11, 320 pages
978-1-4133-0190-8
\$19.99

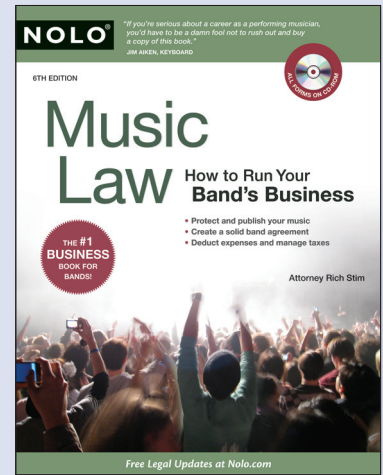
All I Need Is Money is packed with real-world tips and strategies for securing funding for an invention. It shows how to identify sources of personal funding, locate “big league” investors, find strategic, manufacturing, and financial partners, avoid misspending, and more. It also provides sample business plans and proposals and dozens of online and offline resources.



WHAT EVERY INVENTOR NEEDS TO KNOW ABOUT BUSINESS & TAXES

Stephen Fishman, J.D.
2nd edition / Next edition: TBD
ILAX, 7 x 9, 384 pages
978-1-4133-0193-9
\$21.99 Book with CD

Inventors must embrace basic business principles if they hope to gain anything from their creations. With this book, they’ll find out how to choose the right name and legal form for their invention business, set up shop, deduct invention expenses, protect intellectual property rights, and more. The CD provides independent contractor and joint ownership agreements, and other legal forms.



“I usually hate books written by attorneys. This one is an exception.”

—MOSES AVALON, AUTHOR OF CONFESSIONS OF A RECORD PRODUCER

Music Law

How to Run Your Band's Business

by Attorney Richard Stim :: 6th edition

Music Law is the all-in-one guide for those who love being in a band but need some solid information to help them make the right legal and business decisions.

Written by musician and lawyer Richard Stim, the book helps bands protect their money, assets and rights. It explains how to:

- interpret record contracts
- sample audio and use artwork legally
- sell the band’s music
- protect copyrights
- manage multiple band websites
- deal with taxes

It includes guidance on filling out the new “Form CO” when preparing a copyright application for a song, and provides information on musical collaborations between DJs and musicians.

The CD provides essential legal forms and agreements for handling partnerships, artwork, independent distribution, and more.

MUSIC / Business Aspects

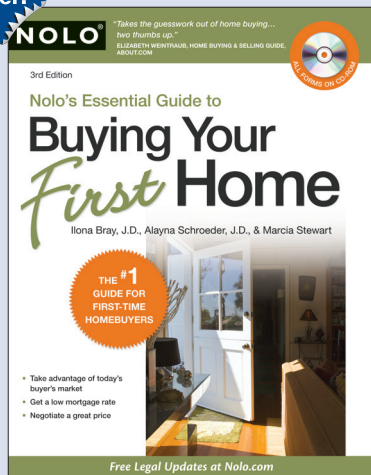


\$39.99

978-1-4133-1056-6

ML, 7 x 9, 464 pages

Next edition: Sep 2012



“...rates an off-the-chart 12.”

—ROBERT BRUSS, NATIONALLY SYNDICATED COLUMNIST

Nolo's Essential Guide to Buying Your First Home

by Ilona Bray, J.D., Alayna Schroeder, J.D. & Marcia Stewart :: 3rd edition

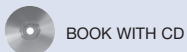
Updated to reflect the current market conditions and stricter-than-ever mortgage criteria, *Nolo's Essential Guide to Buying Your First Home* breaks the home-buying process down into manageable steps, in friendly, easy-to-understand language.

Filled with insights from a team of real estate professionals, including brokers, attorneys, mortgage specialists, a home inspector, and others, it covers how to:

- decide between a house, condo, co-op or townhouse
- explore the local market for the best value
- qualify for an affordable loan
- consider fixer-uppers and foreclosures
- negotiate with sellers or home builders
- close the deal successfully

The CD provides dozens of forms and audio files to help buyers crunch numbers, interview real estate agents and mortgage brokers, and more.

BUSINESS & ECONOMICS / Real Estate / General

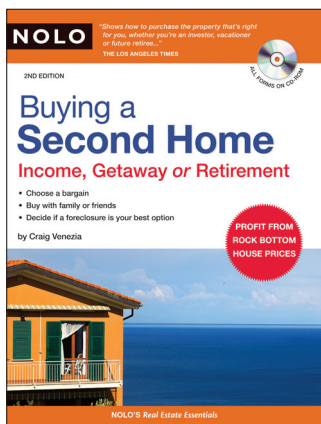


\$24.99

978-1-4133-1322-2

HTBH, 7 x 9, 400 pages

Next edition: Dec 2012

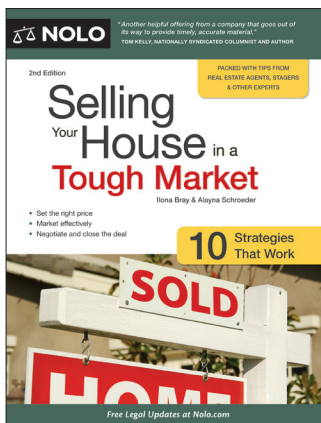


BUYING A SECOND HOME

Income, Getaway or Retirement

Craig Venezia
2nd edition / Next edition: Jan 2013
SCND, 7 x 9, 384 pages
978-1-4133-0925-6
\$24.99 Book with CD

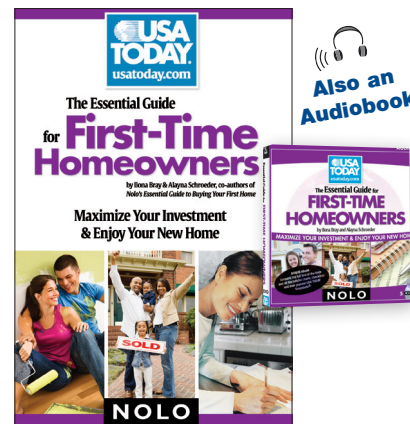
This book helps people make smart choices when buying a second home. Topics include determining the real cost of owning a second home, using creative strategies to overcome financial roadblocks, choosing the right real estate team, searching for overlooked houses, and handling all tasks before closing the deal. The CD provides handy worksheets and checklists.



SELLING YOUR HOUSE IN A TOUGH MARKET

10 Strategies That Work
Ilona Bray, J.D. & Alayna Schroeder, J.D.
2nd edition / Next edition: Apr 2013
DOWN, 7 x 9, 226 pages
978-1-4133-1383-3
\$24.99

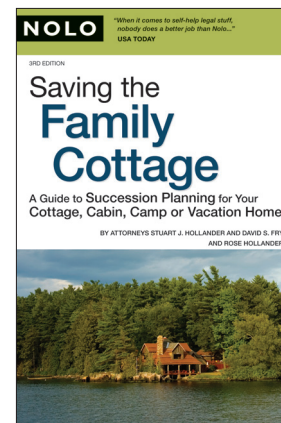
This book provides strategies for selling a home successfully and for the maximum amount, while giving special consideration to the depressed housing market. It explains how to gauge the local market, pick the right price, consider options such as renting when the house doesn't sell, offer seller financing and other buyer incentives, adjust strategies to keep cash flowing, and more.



THE ESSENTIAL GUIDE FOR FIRST-TIME HOMEOWNERS

Maximize Your Investment & Enjoy Your New Home
Ilona Bray, J.D. & Alayna Schroeder, J.D.
1st edition / Next edition: TBD
USOWN, 6 x 9, 300 pages
978-1-4133-0895-2
Audiobook: 978-1-4133-0962-1
\$19.99

First-time home buyers who want to start enjoying rather than worrying about their new homes will appreciate this book's mix of critical information and fun tips. It covers first-year finances, maintenance and repairs, insurance claims, tax breaks, working with contractors, remodeling and greening the house on a budget, and more.

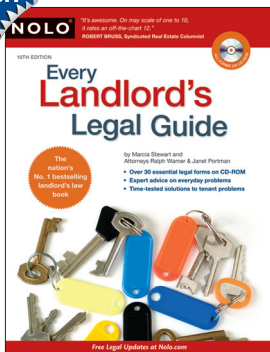


SAVING THE FAMILY COTTAGE

A Guide to Succession Planning for Your Cottage, Cabin, Camp or Vacation Home
Attorneys Stuart J. Hollander & David S. Fry and Rose Hollander
3rd edition / Next edition: Mar 2013
COTT, 6 x 9, 250 pages
978-1-4133-1034-4
\$29.99

This book explains how to keep a vacation home in the family—peacefully—for generations. Topics include setting objectives, choosing the right legal entity for the cottage, scheduling fair and sustainable use, whether or not to rent, minimizing taxes, establishing an endowment, and more.

Best Seller!



Every Landlord's Legal Guide

by Marcia Stewart and Attorneys Ralph Warner & Janet Portman
10th edition

From move-in to move-out, *Every Landlord's Legal Guide* tackles the wide range of issues that all residential landlords are likely to face—and provides real solutions. It covers screening and choosing tenants, preparing leases or rental agreements, collecting and returning deposits, hiring property managers, keeping up with repairs and maintenance, and minimizing liability.

The CD provides over 30 essential forms, including leases, rental agreements, a security deposit itemization form, and a warning letter for rental agreement violation. 50-state charts provide the rules on security deposits, rental termination notices, and other important issues.

BUSINESS & ECONOMICS / Real Estate / General



BOOK WITH CD

\$44.99

978-1-4133-1197-6

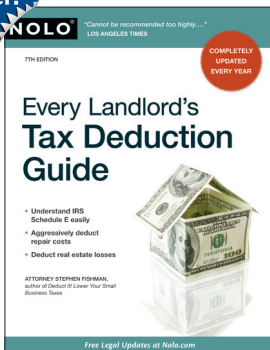
ELLI, 8.5 x 11, 483 pages

Next edition: Apr 2012

"Complete, detailed, accurate, practical, easy-to-understand and superb..."

-LOS ANGELES TIMES

Best Seller!



Every Landlord's Tax Deduction Guide

by Stephen Fishman, J.D. :: 7th edition

One of the chief benefits of owning rental property is the numerous tax write-offs available to landlords. But this area of tax law is also one of the most complex.

Every Landlord's Tax Deduction Guide shows landlords how to legally and aggressively maximize deductions so they'll owe the IRS less. It explains, in detail, how to deduct repairs and losses, depreciate improvements, fill out IRS Schedule E, deduct 100% of operating expenses, properly classify employees and contractors, keep proper tax records, and more.

BUSINESS & ECONOMICS / Real Estate / General

\$39.99

978-1-4133-1277-5

DELL, 7 x 9, 520 pages

Next edition: TBD

"This unusual book makes tax tactics actually interesting, whether you are a novice or a serious full-time investor."

-THE WASHINGTON POST



Every Landlord's Guide to Finding Great Tenants

by Attorney Janet Portman :: 2nd edition

Every Landlord's Guide to Finding Great Tenants explains how to attract, screen, and choose long-term renters who pay on time, respect the property, and generally make great tenants.

The book covers effective advertising, showing the unit, evaluating applications, examining credit reports, checking references, making a rental offer, and the basics of discrimination.

BUSINESS & ECONOMICS / Real Estate / General



BOOK WITH CD

\$24.99

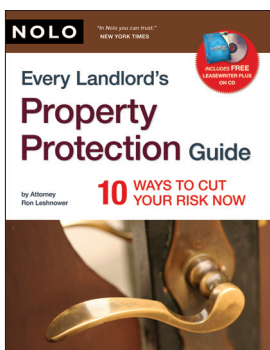
978-1-4133-0864-8

FIND, 7 x 9, 470 pages

Next edition: Jun 2012

"At last, the long-needed, ultra-complete guidebook every residential landlord should have to find and select quality tenants."

-ROBERT J. BRUSS, SYNDICATED REAL ESTATE COLUMNIST



Every Landlord's Property Protection Guide

10 Ways to Cut Your Risk Now

by Attorney Ron Leshnower :: 1st edition

Every Landlord's Property Protection Guide shows landlords how to protect their rental property investments by solving problems before they become expensive, time-consuming headaches. It explains how to get the right insurance (property, liability, natural disasters, and more), make the property accessible, lower the risk of crime, and avoid discrimination claims and personal injury lawsuits.

Each chapter features real-life "It won't happen to you" stories from landlords who have learned the hard way.

BUSINESS & ECONOMICS / Real Estate / General



BOOK WITH CD

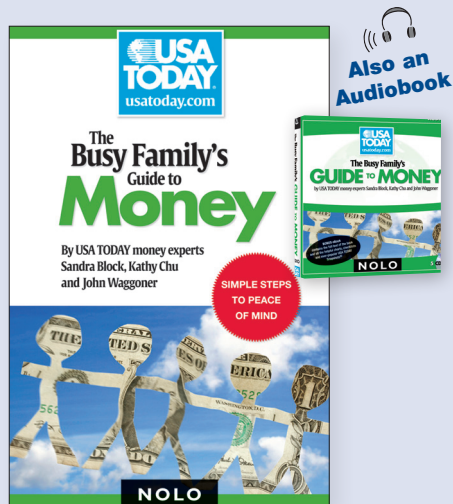
\$29.99

978-1-4133-0700-9

RISK, 7 x 9, 250 pages

Next edition: Jan 2013

Includes *LeaseWriter Plus* software, which lets landlords create a legal lease or rental agreement in any state.



“Clear, practical, and nicely enhanced by charts and checklists.” –LIBRARY JOURNAL

The Busy Family's Guide to Money

by USA TODAY money experts Sandra Block, Kathy Chu & John Waggoner :: 1st edition

Parents don't often have the extra hours to think through important financial decisions when they're busy earning an income and raising a family.

Drawing on the experience and insights of respected USA TODAY columnists and reporters, this concise book delivers quick solutions to the most pressing financial problems that families face. It covers:

- discussing money issues with a spouse
- creating a realistic family spending plan
- prioritizing and taking control of debt
- teaching kids about money
- managing health care expenses
- planning for college and retirement

The book also discusses setting aside a “rainy-day fund” for major, one-time expenses, investing intelligently without obsessing over it, and protecting the family with life insurance and essential estate planning documents.

BUSINESS & ECONOMICS /
Personal Finance / Money Management

\$19.99

978-1-4133-0836-5

Audiobook: 978-1-4133-0958-4

USMONY, 6 x 9, 304 pages

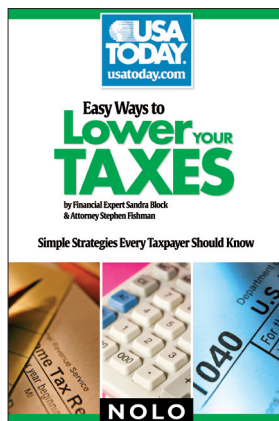
Next edition: TBD



STAND UP TO THE IRS

Frederick W. Daily, J.D.
10th edition / Next edition: Jan 2012
SIRS, 7 x 9, 416 pages
978-1-4133-0922-5
\$34.99

Containing solid strategies and insider tips, *Stand Up to the IRS* helps people deal with tax bills they can't pay, audits, and tactics frequently used by the IRS. It explains how to file a delinquent return, negotiate a long-term payment plan, stop collection efforts, avoid property seizure, respond to an audit, appeal an auditor's decision, go to tax court without a lawyer, and more. Tear-out forms used by IRS agents are included.

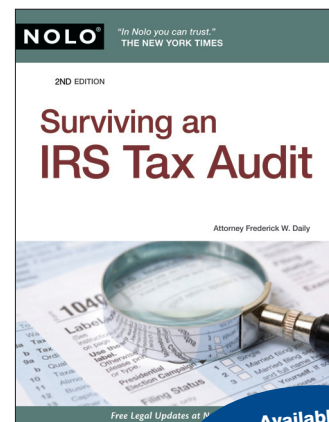


EASY WAYS TO LOWER YOUR TAXES

Simple Strategies Every Taxpayer Should Know

Sandra Block & Stephen Fishman, J.D.
1st edition / Next edition: TBD
USLOTX, 6 x 9, 250 pages
978-1-4133-0913-3
\$19.99

Easy Ways to Lower Your Taxes provides useful insights and legitimate tactics that people can use to lower their tax bills. It explains how to boost tax-free income, get a lower tax rate, defer paying taxes, make the most of deductions, take advantage of exemptions, reduce taxes through investing, identify and use credits, and legally shift income to other taxpayers.



SURVIVING AN IRS TAX AUDIT

Frederick W. Daily, J.D.
2nd edition / Next edition: Jun 2014
SAUD, 7 x 9, 272 pages
978-1-4133-1236-2
\$34.99

Based on material pulled directly from IRS training manuals, this book provides an overview of the audit process. Taxpayers learn why they were chosen for an audit and what their rights are during an audit. They'll learn how to schedule and prepare for an office or field audit, what to bring to the audit, how to behave during an audit, how to negotiate with an auditor, and how to appeal an audit.

Available only through Amazon or Ingram

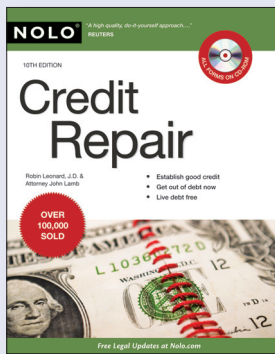


STOPPING IDENTITY THEFT

10 Easy Steps to Security

Scott Mitic
1st edition / Next edition: TBD
USIDT, 6 x 9, 250 pages
978-1-4133-0956-0
Audiobook: 978-1-4133-0980-5
\$19.99

Written by an identity protection expert, *Stopping Identity Theft* outlines 10 strategies to help prevent the theft of personal information. It explains how to scrutinize credit reports, keep a secure online presence, prevent medical ID theft, shop safely (online and off), detect the latest scamming techniques, protect the identities of kids and elders, and deal with identity theft if it occurs.



Credit Repair

by Robin Leonard, J.D. & Attorney Margaret Reiter :: 10th edition

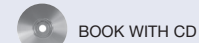
Credit Repair is a complete how-to guide for improving credit, useful for anyone who wants to clean up a credit report, maintain or improve a credit score, reduce debt and build good credit for the future. It explains how to:

- assess any financial situation and choose the best repair strategy
- correct errors and outdated information on credit repairs
- negotiate with creditors
- avoid the latest credit scams
- reduce mortgage debt through new government loan modification and refinancing programs
- take long-term steps to improve credit

The 10th edition has been completely reorganized with new chapters and more information on how bankruptcy and foreclosure affect credit.

The CD provides dozens of forms to help readers handle existing debts, deal with collection agencies, and avoid overspending.

BUSINESS & ECONOMICS / Personal Finance / Money Management



\$24.99

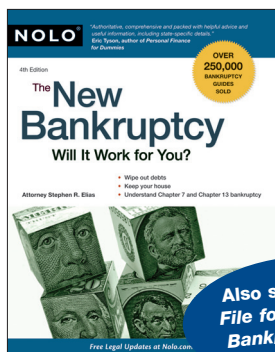
978-1-4133-1420-5

CREP, 7 x 9, 268 pages

Next edition: May 2013

"...offers the concrete answers you need to regain financial stability."

-KIPLINGER'S PERSONAL FINANCE



Also see: *How to File for Chapter 7 Bankruptcy*, p. 9

The New Bankruptcy

Will It Work For You?

by Attorney Stephen Elias :: 4th edition

Many people are looking for basic, high quality information about bankruptcy so they can decide whether it's the right option for them. But bankruptcy laws aren't easy to decipher.

The New Bankruptcy is a comprehensive, plain-English guide to the two most popular types of consumer bankruptcy—Chapter 7 and Chapter 13. It provides the information people need to make the right decisions about their debt situations. It covers qualification rules for Chapter 7, how Chapter 13 repayment plans work, which debts are wiped out by bankruptcy, whether cars, homes, and other property can be kept, and alternate ways to handle debt.

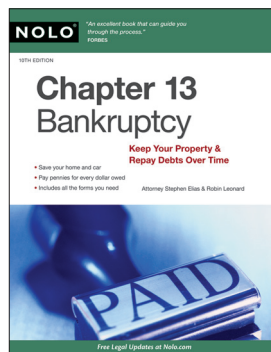
BUSINESS & ECONOMICS / Personal Finance / Money Management

\$24.99

978-1-4133-1391-8

FIBA, 7 x 9, 385 pages

Next edition: May 2013



Chapter 13 Bankruptcy

Keep Your Property & Repay Debts Over time

by Attorney Stephen R. Elias & Robin Leonard, J.D. :: 10th edition

This step-by-step guide explains how to hang onto a house, car, and other valuable property by filing for Chapter 13 bankruptcy. Readers learn how to stop most bill collectors, cancel a portion of debts, devise an affordable repayment plan, use income to pay off remaining debts over time, delay many evictions, and stop a house foreclosure.

All required bankruptcy forms are included along with line-by-line instructions for completing them.

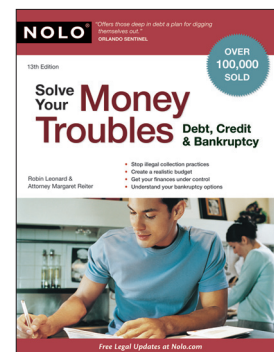
BUSINESS & ECONOMICS / Personal Finance / Money Management

\$39.99

978-1-4133-1069-6

CHB, 8.5 x 11, 475 pages

Next edition: TBD



Solve Your Money Troubles

Debt, Credit & Bankruptcy

by Robin Leonard, J.D. & Attorney Margaret Reiter :: 13th edition

Americans who are out of work, in foreclosure, on fixed incomes, or struggling with high credit card, student loan, or other debt, need a comprehensive guide to managing debt.

Solve Your Money Troubles is written for anyone who is ready to regain financial freedom, but can use help managing money and getting out of debt. It shows how to prioritize debts, deal with debt collectors, negotiate with creditors, take advantage of consumer protection laws, deal with foreclosure, and determine if bankruptcy is a good option.

BUSINESS & ECONOMICS / Personal Finance / Money Management

\$24.99

978-1-4133-1421-2

MT, 7 x 9, 520 pages

Next edition: Apr 2013



"The standard book on government benefits for retirees."

—LIBRARY JOURNAL

Social Security, Medicare & Government Pensions

Get the Most Out of Your Retirement & Medical Benefits

by Attorney Joseph Matthews with Dorothy Matthews Berman :: 16th edition

Everyone wants the highest possible retirement and pension income—and the best medical coverage. *Social Security, Medicare and Government Pensions* helps anyone over age 55, along with their dependent or surviving family members, navigate the Medicare, Medicaid and Social Security Systems and maximize their benefits.

Also useful for disabled workers, this concise guide to these often daunting and complex insurance programs explains how to:

- apply for and maximize Medicare & Medicaid
- get retirement and disability benefits
- claim earned government pensions
- get dependents and survivors benefits, and SSI
- compare different types of Medigap plans
- time retirement claims to get the best benefits

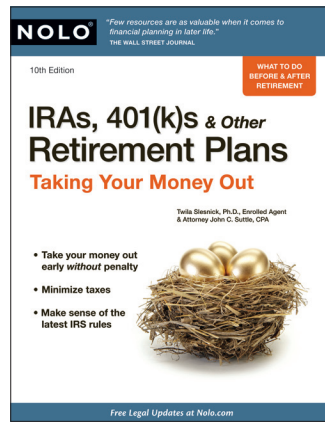
BUSINESS & ECONOMICS /
Personal Finance / Retirement Planning

\$29.99

978-1-4133-1327-7

SOA, 7 x 9, 482 pages

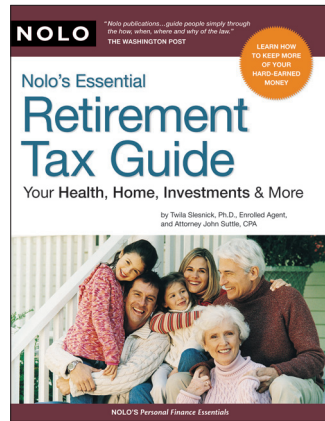
Next edition: Feb 2012



IRAS, 401(KS) & OTHER RETIREMENT PLANS Taking Your Money Out

Twila Slesnick, Ph.D., Enrolled Agent & Attorney John C. Suttle, CPA
10th edition / Next edition: June 2013
RET, 7 x 9, 308 pages
978-1-4133-1393-2
\$34.99

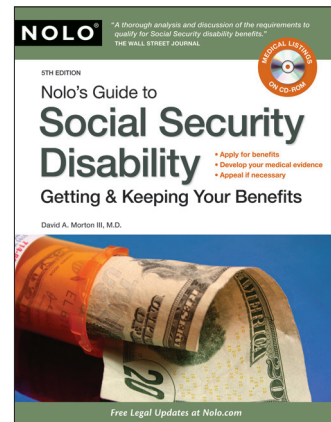
Whether readers hope to buy a house with their retirement funds or just need some extra cash in the down economy, this book will help them evaluate whether they should take money out and when. The book provides strategies for minimizing taxes before and after retirement, dividing a plan at divorce, and reducing or avoiding penalties for drawing money out early.



NOLO'S ESSENTIAL RETIREMENT TAX GUIDE Your Health, Home, Investments & More

Twila Slesnick, Ph.D., Enrolled Agent, & Attorney John C. Suttle, CPA
1st edition / Next edition: Nov 2012
RTAX, 7 x 9, 410 pages
978-1-4133-0912-6
\$24.99

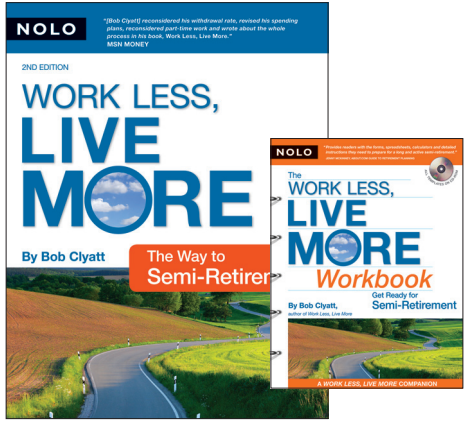
This book explains how deductions, exemptions and credits work, and details the tax benefits associated with retirement issues and activities, such as increased medical expenses, selling or renting out a home, buying a second home, doing volunteer work, making charitable donations, paying for a grandchild's education, and living off investments.



NOLO'S GUIDE TO SOCIAL SECURITY DISABILITY Getting & Keeping Your Benefits

David A. Morton III, M.D.
5th Edition / Next edition: Mar 2012
QSS, 7 x 9, 512 pages
978-1-4133-1104-4
\$39.99 Book with CD

This book explains what Social Security disability (SSD) is and how to qualify, apply for, and retain SSD benefits. Useful for first-time applicants and existing recipients of SSD, it explains how to prove a disability, what benefits are available to disabled children, how age, education and work experience affect benefits, whether one can work while receiving benefits, how to appeal denial of benefits, and more.



WORK LESS, LIVE MORE The Way to Semi-Retirement

Bob Clyatt
2nd Edition /
Next edition: Oct 2012
RECL, 7 x 9, 350 pages
978-1-4133-0705-4
\$17.99

THE WORK LESS, LIVE MORE WORKBOOK Get Ready for Semi-Retirement

Bob Clyatt
1st Edition / Next edition: Oct 2012
RECW, 7 x 9, 200 pages
978-1-4133-0695-8
\$19.99 Book with CD

Work Less, Live More and its companion workbook help readers adopt a personal semi-retirement plan and make it stick. They'll learn how to determine their means, create a spending plan, invest rationally, and meet the challenges of semi-retirement. The workbook with CD provides numerous forms and worksheets for tracking cash and spending, allocating assets, and gathering tax data.



Make Your Own Living Trust

by Attorney Denis Clifford :: 10th edition

Make Your Own Living Trust addresses the human emotions involved in living trusts, as well as the common questions people have about them. It clearly explains the probate court process—most notably, why someone would want to avoid it. Finally, it provides all of the forms and step-by-step instructions people need to create a valid living trust and do all of the following:

- transfer property to a trust
- name beneficiaries
- leave property to minors
- provide for trust property management in case of incapacity
- register, amend or revoke a trust

The CD provides a living trust for an individual, a shared living trust, an AB disclaimer trust, basic wills, beneficiary worksheets, and other key forms.

LAW / Estates & Trusts



BOOK WITH CD

\$39.99

978-1-4133-1316-1

LITR, 8.5 x 11, 368 pages

Next edition: Feb 2013

“There are important differences between the trust-mill approach and that of such well-respected products as Nolo’s Make Your Own Living Trust.”

—THE WALL STREET JOURNAL



Plan Your Estate

by Attorney Denis Clifford :: 10th edition

Plan Your Estate provides comprehensive but straightforward explanations about every estate-planning option—from wills to sophisticated tax-saving strategies—so that readers can select the right goals and make the best decisions for themselves and their loved ones.

Topics include leaving property through a will or trust, naming guardians for children, providing for loved ones with life insurance, planning for incapacity, reducing estate taxes, and making final arrangements.

Sample estate plans help illustrate options.

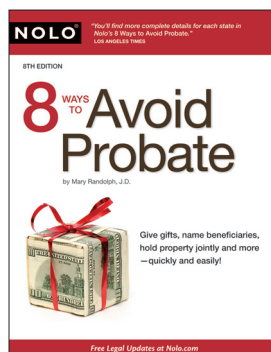
LAW / Estates & Trusts

\$44.99

978-1-4133-1201-0

NEST, 7 x 9, 548 pages

Next edition: Apr 2012



8 Ways to Avoid Probate

by Mary Randolph, J.D. :: 8th edition

Here, readers will find simple but effective methods for avoiding the often lengthy and costly probate court process and ensuring that property is distributed quickly to beneficiaries.

8 Ways to Avoid Probate discusses:

- naming payable-on-death beneficiaries for financial accounts
- owning property jointly
- transfer-on-death deeds for real estate
- naming beneficiaries for IRAs and other retirement plans
- probate shortcuts for small estates
- making gifts of property and money

Charts provide the laws for every state.

LAW / Estates & Trusts

\$21.99

978-1-4133-1194-5

PRAV, 7 x 9, 300 pages

Next edition: Apr 2012



Special Needs Trusts

Protect Your Child’s Financial Future

by Attorneys Stephen Elias & Kevin Urbatsch :: 4th edition

Special Needs Trusts contains everything that a parent or legal guardian needs to provide financial security for a child or loved one with a disability—without jeopardizing eligibility for government benefits.

With the book’s clear legal information, step-by-step guidance, and forms, parents can create a special needs trust that covers many needs and expenses, including essential dietary needs and rehabilitation. The book covers how trust funds can and can’t be used, what assets to put into the trust, choosing trustees, and much more.

LAW / Estates & Trusts



BOOK WITH CD

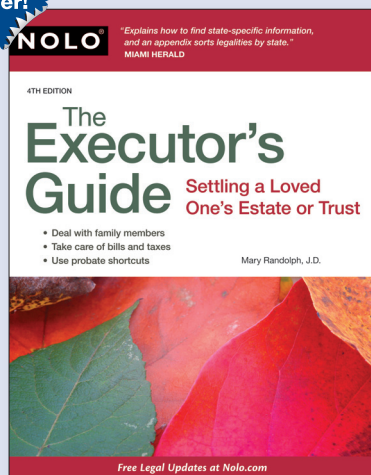
\$34.99

978-1-4133-1384-0

SPNT, 7 x 9, 266 pages

Next edition: Apr 2013

Best Seller!



"Covers the gamut of estate chores and helps you get through them."

—KIPLINGER'S RETIREMENT REPORT

The Executor's Guide

Settling a Loved One's Estate or Trust

by Mary Randolph, J.D. :: 4th edition

Family members faced with wrapping up the financial affairs of a loved one who has died can feel overwhelmed by all the work ahead—especially while they're grieving. But with the right legal and practical information, the job can be accomplished.

The Executor's Guide helps executors handle paperwork, deal with experts, and keep beneficiaries informed. It covers:

- preparing for, and accepting, the job of executor
- handling immediate tasks
- claiming life insurance, Social Security and other benefits
- caring for children and their property
- handling taxes
- managing assets and paying bills
- wrapping up a simple living trust
- reading a will, and what to do if there isn't one

Also included are tables outlining key points of each state's laws.

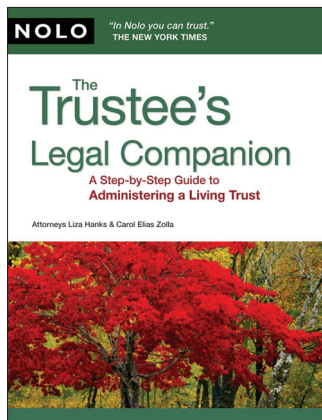
LAW / Estates & Trusts

\$39.99

978-1-4133-1093-1

EXEC, 7 x 9, 536 pages

Next edition: Jan 2012



THE TRUSTEE'S LEGAL COMPANION A Step-by-Step Guide to Administering a Living Trust

Attorneys Liza Hanks & Carol Elias Zolla

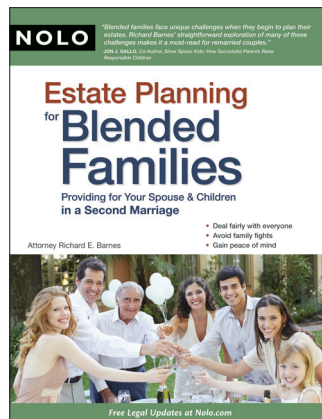
1st edition / Next edition: Apr 2012

TRUG, 7 x 9, 300 pages

978-1-4133-1189-1

\$39.99

This guide shows bewildered trustees how to administer a living trust, step by step. It considers both the human element and the legal and practical aspects of the trustee's job. Topics include handling first tasks, such as getting assets appraised, handling assets that should be in the trust, but aren't, communicating with beneficiaries, dealing with taxes, and managing ongoing trusts.



ESTATE PLANNING FOR BLENDED FAMILIES Providing for Your Spouse & Children in a Second Marriage

Attorney Richard E. Barnes

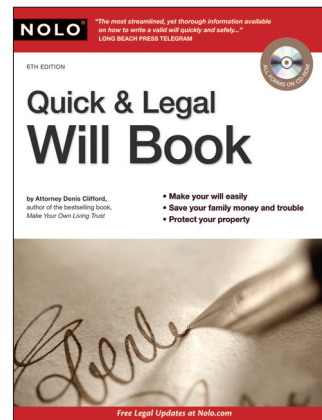
1st edition / Next edition: Apr 2013

SMAR, 7 x 9, 350 pages

978-1-4133-1018-4

\$34.99

This book helps any parent provide fairly for his or her current spouse and for children from the current and prior marriages. It outlines how couples can discuss delicate issues, update old insurance policies and beneficiary designations, plan for children and stepchildren, use wills and trusts to balance competing desires, and more.



QUICK & LEGAL WILL BOOK

Attorney Denis Clifford

6th edition / Next edition: Feb 2013

QUIC, 8.5 x 11, 176 pages

978-1-4133-1389-5

\$24.99 Book with CD

Quick & Legal Will Book is a no-nonsense guide for people who want to write a simple will that suits their needs—without a lot of time and trouble. With a minimum of fuss, the book covers all of the major issues that may arise when writing a will, such as naming beneficiaries, setting up trusts for minors, choosing guardians, naming executors, and signing a will in front of witnesses.



THE MOM'S GUIDE TO WILLS & ESTATE PLANNING

Attorney Liza Hanks

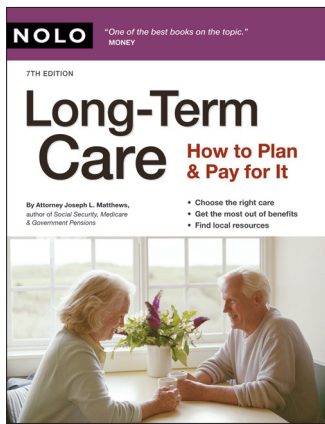
1st edition / Next edition: TBD

USFAM, 6 x 9, 200 pages

978-1-4133-1071-9

\$21.99

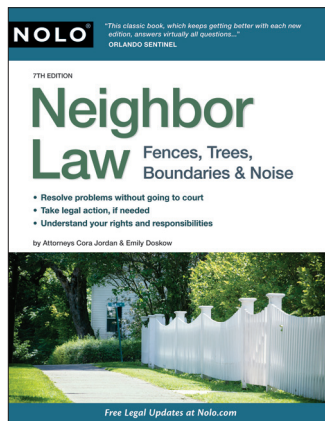
Written by experienced estate planning attorney and mom Liza Hanks, this book outlines critical estate planning steps that every family should take to protect loved ones and property. It considers the time and cash restraints of the real-world family when discussing options, ultimately recommending a solid estate plan that every family can follow.



LONG-TERM CARE
How to Plan and Pay for It

Attorney Joseph L. Matthews
8th edition / Next edition: Oct 2012
ELD, 7 x 9, 384 pages
978-1-4133-1272-0
\$29.99

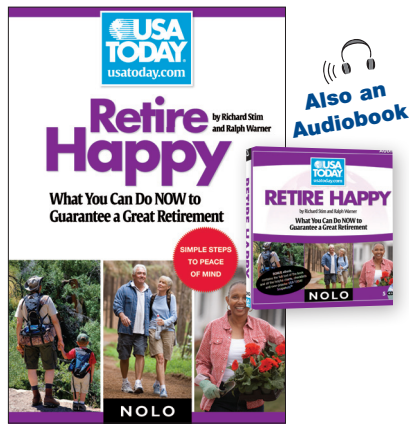
This book helps readers choose a long-term care plan that matches their needs and budget, whether they are facing this decision for themselves, a spouse, a parent, or any loved one. Topics include evaluating long-term care insurance, arranging home care, choosing a nursing facility, protecting assets, getting the most out of benefit programs, and exploring options beyond the nursing home.



NEIGHBOR LAW
Fences, Trees, Boundaries & Noise

Attorneys Cora Jordan & Emily Doskow
7th edition / Next edition: Mar 2014
NEI, 7 x 9, 432 pages
978-1-4133-1320-8
\$29.99

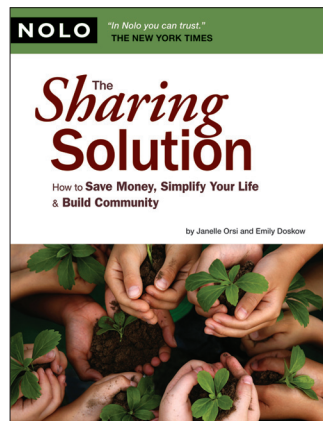
This book helps homeowners avoid or resolve conflicts and ease tensions with neighbors. It outlines homeowners' rights and responsibilities and offers strategies for dealing with problems involving noise, damaged or encroaching trees, obstruction of views, property lines, dangers to children, and more. The book also discusses when to try mediation or seek the help of authorities.



RETIRE HAPPY
What You Can Do NOW to Guarantee a Great Retirement

Attorneys Richard Stim & Ralph Warner
1st edition / Next edition: TBD
USRICH, 6 x 9, 264 pages
978-1-4133-0835-8
Audiobook: 978-1-4133-0960-7
\$19.99

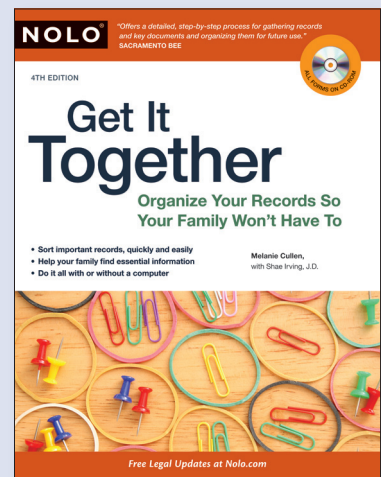
Written with a big picture perspective, *Retire Happy* provides information that people can use now to carve out a more rewarding retirement. It covers the financial basics, such as helping future retirees calculate how much money they'll really need, but also discusses ways to create and maintain valuable relationships, stay healthy and active, and develop lifelong interests and activities.



THE SHARING SOLUTION
How to Save Money, Simplify Your Life & Build Community

Attorneys Janelle Orsi & Emily Doskow
1st edition / Next edition: May 2013
SHAR, 7 x 9, 250 pages
978-1-4133-1021-4
\$24.99

The Sharing Solution is a practical and legal guidebook designed to help people create and maintain successful sharing arrangements. Busy parents, neighbors, retirees, homeowners, commuters, and others will learn ways to share cars, housing, meals, household goods, caregiving, business resources, and more, while protecting against liability and maintaining individual security.



"Essential for everyone."
-PORTLAND OBSERVER

Get It Together
Organize Your Records So Your Family Won't Have To

by *Melanie Cullen, with Shae Irving, J.D.*
4th edition

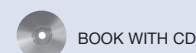
Getting organized is a hot topic, especially among the rapidly growing market of aging Americans. *Get it Together* is the complete guide to collecting and organizing important papers and information for those who want to leave things in good order for their family and survivors. This straight-forward planner helps people keep track of:

- estate planning documents
- secure places and passwords
- tax and employment records
- bank, brokerage, and retirement accounts
- memberships and membership benefits
- final arrangements

The book outlines what the planner should contain, how to prepare it, keep information and documents up to date, and even offers tips for writing a letter to loved ones.

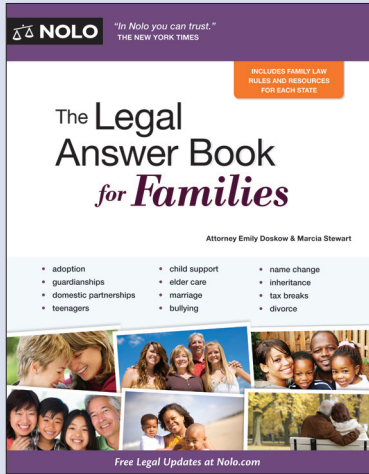
The 28-page planner is included on CD and as a tear-out.

LAWS / Estates & Trusts



\$24.99
978-1-4133-1271-3

GET, 8.5 x 11, 432 pages
Next edition: Oct 2012



New!

The quick legal reference for every family member

The Legal Answer Book for Families

by Attorney Emily Doskow & Marcia Stewart :: 1st edition

The Legal Answer Book for Families provides an overview of the laws that affect personal relationships and families, and covers hundreds of everyday legal questions that nearly everyone encounters eventually.

Useful for couples, families, and individuals of all ages, the book also discusses legal documents that are useful for a wide range of family issues. Key areas covered include:

- **Couples:** Marriage requirements, prenuptial agreements, green cards for fiancés, rights of same-sex partners, obligations for a spouse's debt, divorce.
- **Children:** Rights of birth and adoptive parents, rights of adopted children, foster care, guardianships, child support, custody and visitation, bullying, juvenile court, special education.
- **Seniors:** Government programs for health insurance and residential care, essential estate planning documents.

Detailed legal information and resources for all U.S. states are provided for all of the topics above, and more.

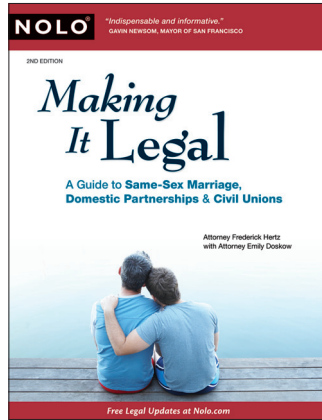
LAW / Family Law / General

\$24.99

978-1-4133-1373-4

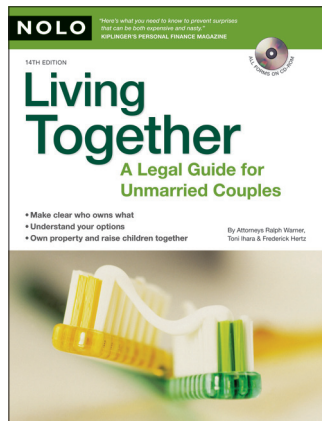
FAB, 6 x 9, 386 pages

Next edition: Feb 2013



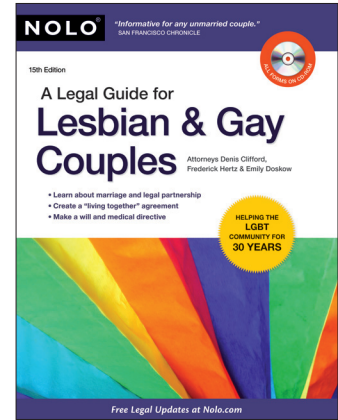
MAKING IT LEGAL
A Guide to Same-Sex Marriage, Domestic Partnerships & Civil Unions
 Attorney Frederick Hertz with Attorney Emily Doskow
 2nd edition / Next edition: Jan 2013
 LGM, 7 x 9, 269 pages
978-1-4133-1318-5
 \$29.99

Making It Legal defines relationship law and outlines the newest legal options for same-sex partners in every U.S. state, while providing practical guidance on how to make one of life's most important decisions. The book discusses when a prenup is advisable, how federal tax rules affect shared lives, when a will or a living trust is needed, and more.



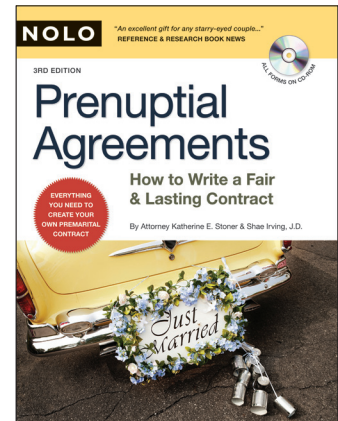
LIVING TOGETHER
A Legal Guide for Unmarried Couples
 Attorney Ralph Warner, Toni Ihara & Attorney Frederick Hertz
 14th edition / Next edition: Feb 2013
 LTK, 8.5 x 11, 272 pages
978-1-4133-0755-9
 \$34.99 Book with CD

Living Together explains the legal steps that unmarried couples need to take to define and protect their relationships. Both partners will understand all of their options as they apply to naming, legitimizing and raising children, making medical decisions for one another, leaving property to loved ones as preferred, purchasing a home together, and more.



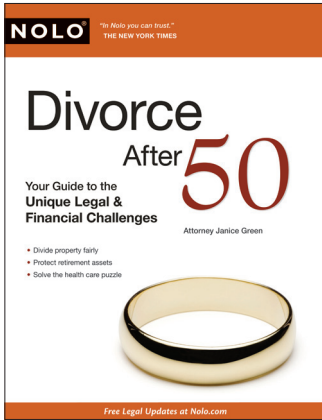
A LEGAL GUIDE FOR LESBIAN & GAY COUPLES
 Attorneys Denis Clifford, Frederick Hertz & Emily Doskow
 15th edition / Next edition: Feb 2012
 LG, 7 x 9, 344 pages
978-1-4133-1091-7
 \$34.99 Book with CD

This guide provides legal information to help same-sex couples exercise their rights and make sound decisions together. It covers co-purchasing and co-owning property, planning for medical emergencies, obtaining domestic partnership benefits, providing for each other upon death, and more. The CD provides forms that let couples create living-together contracts, powers of attorney, and other documents.



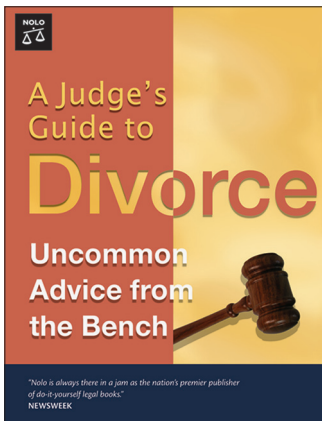
PRENUPTIAL AGREEMENTS
How to Write a Fair & Lasting Contract
 Attorney Katherine E. Stoner & Shae Irving, J.D.
 3rd edition / Next edition: Oct 2012
 PNUP, 8.5 x 11, 320 pages
978-1-4133-0715-3
 \$34.99 Book with CD

Here, couples will find everything they need to negotiate effectively and create a solid prenuptial agreement that suits the needs of the relationship. Worksheets available on the CD and as tear-outs help couples clarify financial responsibilities, protect each other from debts, care for children from a previous marriage, and protect hard-earned assets.



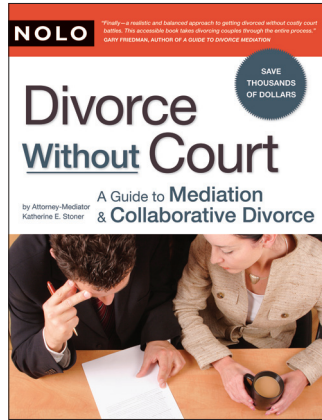
DIVORCE AFTER 50
Your Guide to the Unique Legal & Financial Challenges
 Attorney Janice Green
 1st edition / Next edition: Feb 2013
 DIVL, 7 x 9, 250 page
978-1-4133-1081-8
 \$29.99

Divorce After 50 addresses the financial and emotional challenges and issues that are unique to divorce among those 50 and older. It covers ethical ways to divorce, how divorce affects health care and estate planning, retirement plan rules, dividing marital property and debts, getting the best guidance from friends, how to survive financially during and after divorce, and more.



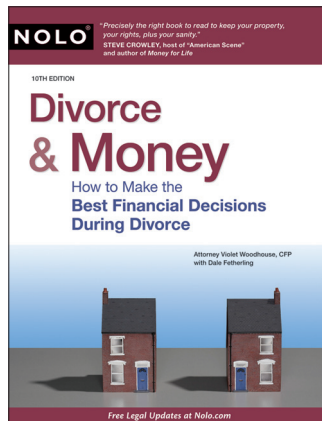
A JUDGE'S GUIDE TO DIVORCE
Uncommon Advice From the Bench
 Judge Roderic Duncan
 1st edition / Next edition: TBD
 JDIV, 7 x 9, 250 pages
978-1-4133-0568-5
 \$24.99 Book with CD

This guide helps divorcing couples reach agreements outside the courtroom—in the most civil manner possible. And if court is unavoidable, this book will, again, help at every step. It covers courtroom etiquette, alternatives to divorce court, how and where to get legal help, enforcing court orders, and more. The CD contains an interview with the author, Judge Roderic Duncan, plus audio scenarios to illustrate options.



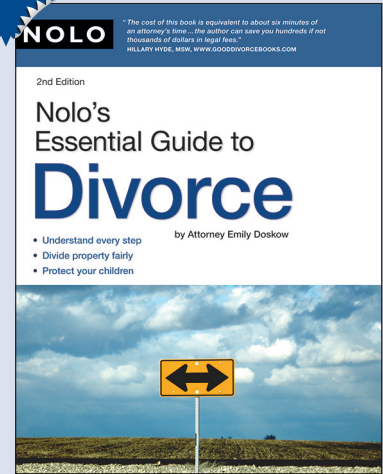
DIVORCE WITHOUT COURT
A Guide to Mediation & Collaborative Divorce
 Attorney-Mediator Katherine E. Stoner
 2nd edition / Next edition: Jul 2012
 DWCT, 7 x 9, 402 pages
978-1-4133-1032-0
 \$34.99

Divorce Without Court explains how two methods of divorce—mediation and collaboration—work, and how each method can save divorcing couples a lot of time, money, and heartache. It explains how to use either method to end a marriage, get an agreement in writing, maximize opportunities for settlement, find the best advisers, and deal with last minute changes and demands.



DIVORCE & MONEY
How to Make the Best Financial Decisions During Divorce
 Attorney Violet Woodhouse, CFP with Dale Fetherling
 10th edition / Next edition: Dec 2013
 DIMO, 7 x 9, 504 pages
978-1-4133-1314-7
 \$34.99

Divorce & Money helps people make smart financial decisions during divorce and get a confident new start. It covers what to do with the house, protecting against misuse of joint accounts, dividing debts fairly, reducing risks to investments, negotiating and finalizing the best possible settlement, and more. Real-life stories illustrate the legal and financial realities of divorce.



"...the gold standard. It is the superior book owing to its breadth of coverage..."
 —LIBRARY JOURNAL

Nolo's Essential Guide to Divorce

by Attorney Emily Doskow :: 3rd edition

Today, more people are choosing to complete their divorce with minimal help from lawyers. And, it can be done successfully—with the right legal and practical information.

Nolo's Essential Guide to Divorce walks readers through every aspect of the divorce process, explaining what can be expected at every step and how to deal effectively with hurdles. It discusses how to:

- use different types of divorce, including mediated, collaborative and contested
- identify and divide property and assets
- enforce child support
- negotiate and settle spousal support
- avoid expensive and painful court battles
- get help from lawyers and other professionals

With its focus on taking the high road, *Nolo's Essential Guide to Divorce* not only shows readers how to get through the divorce process, but how to do so with dignity and sanity intact.

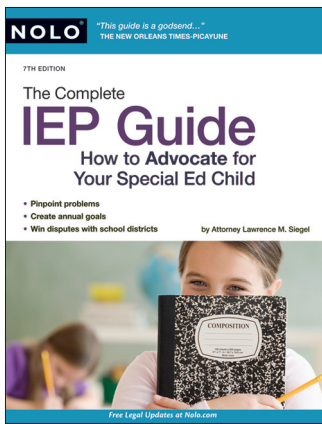
LAW / Family Law / Divorce & Separation

\$24.99

978-1-4133-1255-3

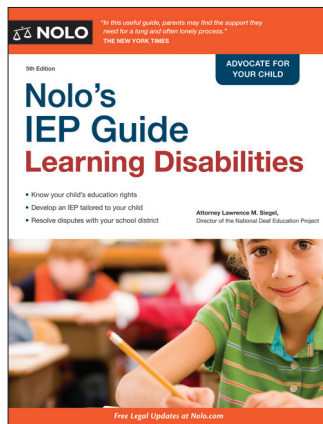
NODV, 7 x 9, 488 pages

Next edition: Aug 2012



THE COMPLETE IEP GUIDE
How to Advocate for Your Special Ed Child
 Attorney Lawrence M. Siegel
 7th edition / Next edition: Feb 2014
 IEP, 8.5 x 11, 384 pages
978-1-4133-1313-0
 \$34.99

The Complete IEP Guide provides the law, step-by-step guidance, and forms that parents or guardians of children with disabilities need to secure an appropriate education for their child. The book untangles the complexity of eligibility rules and explains how to pinpoint specific problems, draft goals and objectives, research school programs, develop an IEP program blueprint, and prepare for IEP meetings.



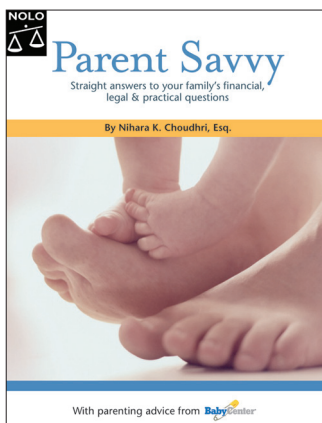
NOLO'S IEP GUIDE
Learning Disabilities
 Attorney Lawrence M. Siegel
 5th edition / Next edition: Mar 2014
 IELD, 8.5 x 11, 420 pages
978-1-4133-1323-9
 \$34.99

Specifically focused on learning disabilities (LDs), *Nolo's IEP Guide* clarifies special education law and empowers parents to advocate for their child. From start to finish, it walks parents through the Individual Education Program (IEP) process, providing all of the LD-specific information, instructions, suggestions, resources, and forms that parents need to create and maintain an IEP for their child.



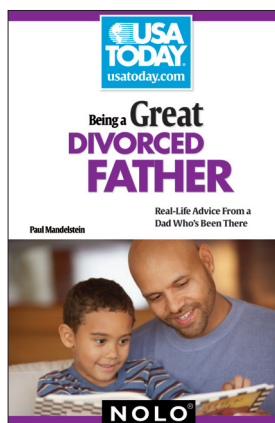
NANNIES & AU PAIRS
Hiring In-Home Child Care
 Ilona Bray, J.D.
 1st edition / Next edition: TBD
 USHELP, 6 x 9, 250 pages
978-1-4133-1190-7
 \$19.99

Nannies & Au Pairs is written for new parents, or those returning to work after a period of staying home with children, who have decided that hiring child care may be best for their situation. It discusses how to find the ideal candidate, compare in-home care with other options, assess the pros and cons of hiring an au pair, evaluate affordability and privacy, and more.



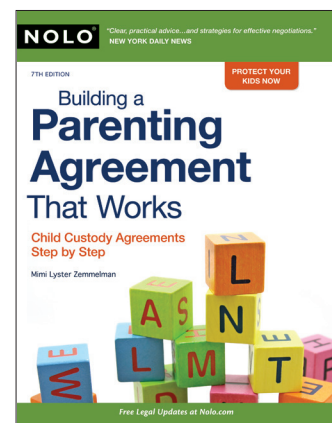
PARENT SAVVY
Straight Answers to Your Family's Financial, Legal & Practical Questions
 Attorney Nihara Choudhri
 1st edition / Next edition: TBD
 PRINT, 7 x 9, 396 pages
978-1-4133-0368-1
 \$19.99

Parent Savvy covers the financial, legal, and practical aspects of raising a child. New parents or parents-to-be learn how to balance work with family, determine the best type of child care, save for a child's education, take advantage of tax credits, take pregnancy or family leave, and more.



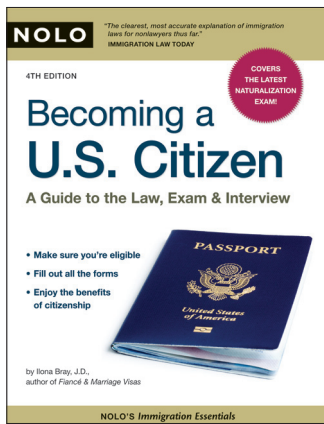
BEING A GREAT DIVORCED FATHER
Real-Life Advice From a Dad Who's Been There
 Paul Mandelstein
 1st edition / Next edition: TBD
 USDIFA, 6 x 9, 250 pages
978-1-4133-1264-5
 \$19.99

This book shows fathers how to maintain a great relationship with their kids while going through a divorce. It also offers strategies for building a new life after divorce, in which the kids are front and center. It covers creating a new home and making room for the kids, sharing custody between two homes, communicating effectively with the ex, settling legal issues, dating and remarriage, and more.



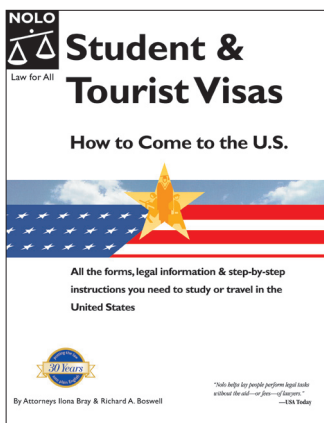
BUILDING A PARENTING AGREEMENT THAT WORKS
Child Custody Agreements Step by Step
 Mimi Lyster Zimmelman
 7th edition / Next edition: Sept 2013
 CUST, 8.5 x 11, 352 pages
978-1-4133-1252-2
 \$29.99

This book shows separating or divorcing parents how to overcome common obstacles and create a parenting plan that everyone can live with. It helps parents make decisions about education, health care, holidays and travel, living arrangements, and more. A sample agreement and worksheets let parents pick and choose options that suit their needs. 50-state custody charts are included.



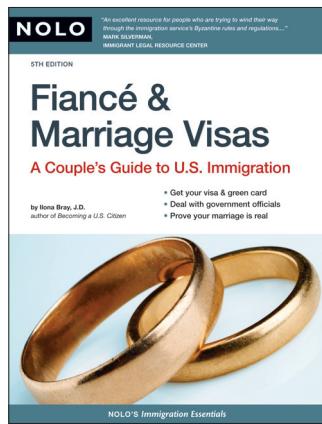
BECOMING A U.S. CITIZEN
A Guide to the Law, Exam & Interview
 Ilona Bray, J.D.
 5th edition / Next edition: Sept 2012
 USCIT, 7 x 9, 336 pages
978-1-4133-1265-2
 \$29.99

Becoming a U.S. Citizen provides everything prospective applicants need in one handy resource. It covers eligibility requirements, exam preparation, and submission procedures. Applicants learn how to fill out the required forms, interview successfully, appeal the exam, deal with setbacks, delays and government officials, and help family members immigrate.



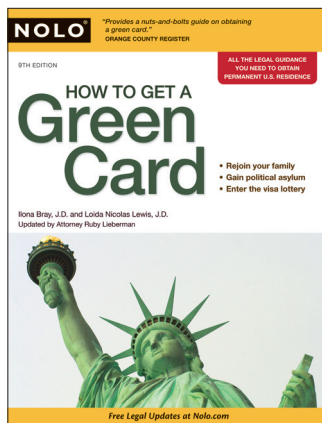
STUDENT & TOURIST VISAS
How to Come to the U.S.
 Ilona Bray, J.D. & Attorney Richard A. Boswell
 1st edition / Next edition: TBD
 ISTU, 8.5 x 11, 304 pages
978-0-87337-789-8
 \$29.99

Student & Tourist Visas outlines the two most common ways of coming to the U.S. for a short stay. Students and tourists will learn how to apply for—and extend—their visas. The book covers all of the major issues that relate to obtaining, using and enjoying one's visa, such as preparing for meetings with USCIS and border officials, transferring schools, switching visa status and remaining a good visa candidate.



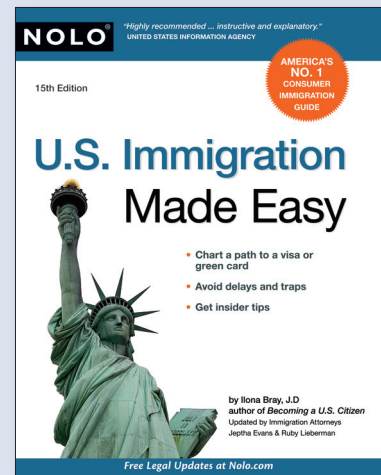
FIANCÉ & MARRIAGE VISAS
A Couple's Guide to U.S. Immigration
 Ilona Bray, J.D.
 6th edition / Next edition: Aug 2012
 IMAR, 7 x 9, 512 pages
978-1-4133-1254-6
 \$39.99

Fiancé and Marriage Visas walks couples through the entire complicated process of obtaining the legal right to live together in the United States. U.S. citizens or permanent residents and their immigrant spouses will learn how to adopt the best application strategy, collect, prepare and manage paperwork, prepare for meetings with officials and deal with bureaucrats and denials.



HOW TO GET A GREEN CARD
 Ilona Bray, J.D. & Loida N. Lewis, J.D.
 9th edition / Next edition: Mar 2012
 GRN, 8.5 x 11, 326 pages
978-1-4133-1103-7
 \$39.99

How to Get a Green Card is a highly detailed, step-by-step guide to obtaining U.S. residence by various non-work-related means, including by political asylum, the visa lottery, or as a family member. It covers how to prepare documents, and deal with inevitable delays and bureaucratic obstacles. Filled-out sample forms offer a visual illustration of how the application process works.



"Thoughtfully organized...a vast amount of useful information."
-LIBRARY JOURNAL

U.S. Immigration Made Easy

by Ilona Bray, J.D. :: 15th edition

U.S. Immigration Made Easy explains how the immigration system works, and details almost every way a person can legally enter and live in the U.S. The book opens with a detailed description of the typical application process and provides an immigration eligibility self-quiz.

Step-by-step instructions show readers how to qualify, and fill out and file required forms, for:

- work visas (business and various temporary worker)
- automatic citizenship through family
- student and exchange visas
- other temporary visas through work or family
- refugee or political asylum status
- green cards

The book covers special rules that apply to Canadians and Mexicans and explains how to obtain needed documents and deal with paperwork, government officials, delays and denials. It also addresses how and when to look for a lawyer, and provides immigration petition addresses, average processing times, and information about e-filing and bars to asylum.

LAW / Emigration & Immigration

\$44.99
978-1-4133-1207-2
 IMEZ, 7 x 9, 616 pages
 Next edition: Jan 2013



“Beat Your Ticket gives responsible motorists the means to protect their rights.”

**—JAMES BAXTER, PRESIDENT,
NATIONAL MOTORISTS ASSOCIATION**

Beat Your Ticket

Go to Court and Win

by Attorney David W. Brown
6th edition

Beat Your Ticket is the complete how-to manual on fighting traffic violations in every state. Whether contesting a speeding ticket, right-of-way violation, stop sign citation, or any other type of moving violation, motorists will learn how to adopt the best strategy for fighting a citation in court. The book shows how to:

- analyze a case and decide whether to fight or fold
- conduct legal research or find and use a lawyer
- present a case to the judge or through trial by jury
- prepare witnesses and testimony
- cross-examine the citing officer
- avoid defenses that rarely work

The book also includes specific chapters on dealing with DUI tickets and fighting tickets received by way of speed detection equipment, such as radar, laser and aircraft.

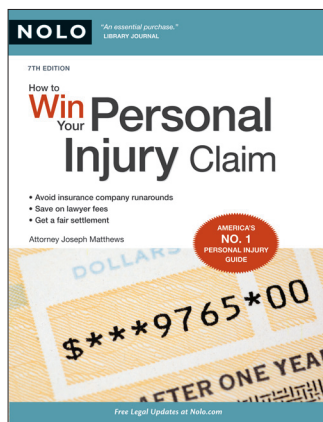
LAW / General Practice

\$24.99

978-1-4133-1251-5

BEYT, 7 x 9, 272 pages

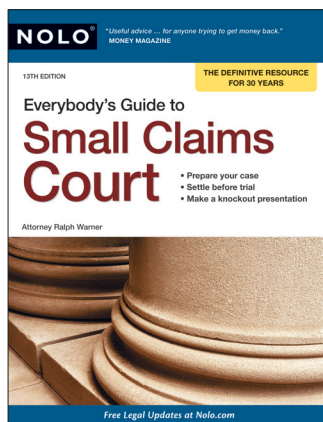
Next edition: Aug 2013



HOW TO WIN YOUR PERSONAL INJURY CLAIM

Attorney Joseph L. Matthews
7th edition / Next edition: Mar 2012
PICL, 8.5 x 11, 289 pages
978-1-4133-1016-0
\$34.99

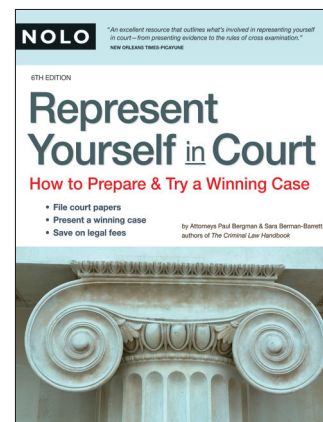
How to Win Your Personal Injury Claim outlines how to handle almost every accident situation and guides readers through the insurance claim process, step by step. It explains how to evaluate the worth of a claim, safeguard rights after an accident, prepare a claim for compensation, deal with uncooperative doctors and insurance companies, and negotiate a full and fair settlement.



EVERYBODY'S GUIDE TO SMALL CLAIMS COURT

Attorney Ralph Warner
13th edition / Next edition: Mar 2012
NSCC, 7 x 9, 528 pages
978-1-4133-1102-0
\$29.99

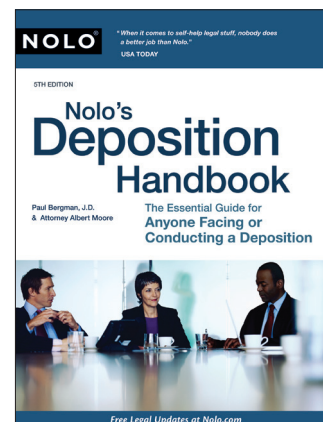
Everybody's Guide to Small Claims Court provides step-by-step instructions for bringing or defending a small claims case without a lawyer. It explains how to write a demand letter, file and serve papers, prepare and present evidence, mediate a settlement, pay the judgment, and collect payment.



REPRESENT YOURSELF IN COURT

How to Prepare & Try a Winning Case
Paul Bergman, J.D. & Sara J. Berman, J.D.
7th edition / Next edition: Oct 2013
RYC, 8.5 x 10, 544 pages
978-1-4133-1269-0
\$39.99

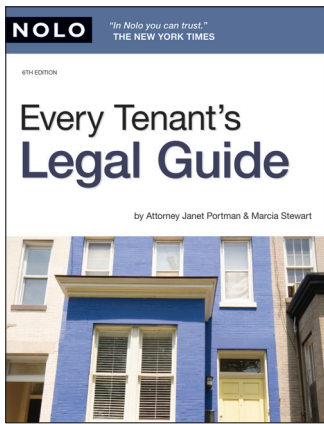
Represent Yourself in Court walks readers through the process of bringing or defending a civil lawsuit—from preparing and filing paperwork to collecting a judgment. It covers courtroom rules, customs and etiquette, pretrial procedures and deadlines, how to conduct case investigation, and proving the case at trial. Plus, the book contains sample documents, checklists, and a glossary of terms.



NOLO'S DEPOSITION HANDBOOK

Paul Bergman, J.D. & Attorney Albert Moore
5th edition / Next edition: May 2013
DEP, 7 x 9, 366 pages
978-1-4133-1199-0
\$34.99

This book provides an overview of the deposition process and includes the straightforward information and sample forms that anyone needs to confidently face or conduct a deposition. It explains how to arrange a convenient date, prepare for a deposition, respond to common and trick questions, depose hostile and friendly witnesses, and much more.



“Virtually every book from Nolo can be highly recommended without reservations. This book is no exception.” —**CHICAGO TRIBUNE**

Every Tenant's Legal Guide

by Attorney Janet Portman & Marcia Stewart :: 6th edition

Every Tenant's Legal Guide provides renters in every state with the legal and practical information they need to deal effectively with their landlords and other tenants, and protect their rights when things go wrong. From visiting prospective rentals to collecting the security deposit when moving out, it covers every action a tenant may take, including:

- negotiating a lease or rental agreement
- inspecting the rental unit
- getting the landlord to make major or minor repairs
- negotiating partial or delayed rent payments
- changing or ending a tenancy
- handling security deposit disputes

The book provides state laws and includes a dozen helpful tear-out forms, including a rental application, receipt and holding deposit agreement, agreement regarding tenant improvements to rental unit, and a demand for return of security deposit.

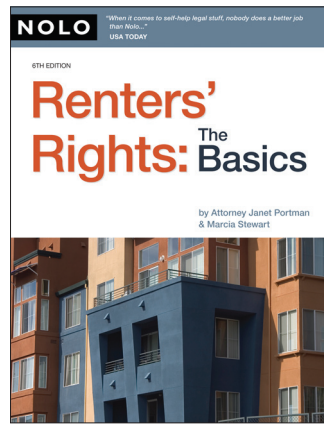
LAW / Landlord & Tenant

\$34.99

978-1-4133-1015-3

EVTEN, 8.5 x 11, 447 pages

Next edition: Apr 2012



“On my scale of one to 10, this outstanding book rates an off-the-chart 12.”

—**ROBERT BRUSS, NATIONALLY SYNDICATED COLUMNIST**

Renters' Rights: The Basics

by Attorney Janet Portman & Marcia Stewart :: 6th edition

First-time renters, as well as more seasoned tenants who simply want to know and protect their legal rights, will find here everything they need. *Renters' Rights: The Basics* provides critical legal and practical information about:

- rent rules (including increases and late fees)
- leases & rental agreements
- illegal discrimination
- privacy rights
- security deposits
- repairs & maintenance

Renters also get information on rent control, landlord retaliation, and how to get help with a dispute, whether through use of a mediator or by going to small claims court.

The book provides state laws on security deposits, rent withholding, landlord's access to rental property, and more.

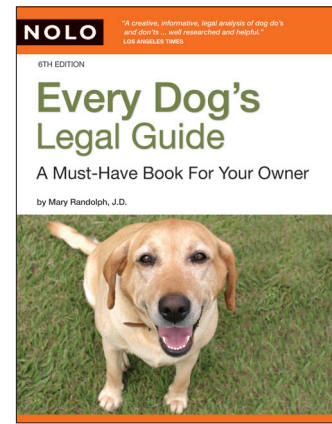
BUSINESS & ECONOMICS / Real Estate / General

\$24.99

978-1-4133-0938-6

RENT, 7 x 9, 275 pages

Next edition: Mar 2012



“Addresses practically every legal predicament a pup (or pup owner) can get entangled in.”

—**SAN FRANCISCO EXAMINER**

Every Dog's Legal Guide

A Must-Have Book for Your Owner

by Mary Randolph, J.D. :: 6th edition

Every Dog's Legal Guide covers the rights and responsibilities of dog ownership and explains how these rights and responsibilities affect dogs, dog owners, neighbors, or anyone else who interacts with dogs. It discusses:

- leash laws, licenses and other state and local regulations
- the owner-veterinary relationship and veterinary malpractice
- restrictions on dangerous dogs
- owner liability for injuries
- guide, service and therapy dogs
- how to handle suspected cruelty and neglect
- traveling with dogs
- trusts for pets

The book also provides state statutes on dog bites, assistance dogs, and access to housing and public accommodations.

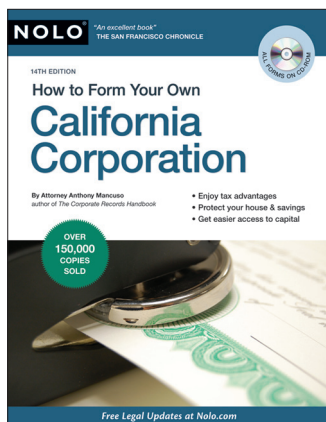
PETS / Dogs / General

\$19.99

978-1-4133-0703-0

DOG, 7 x 9, 336 pages

Next edition: TBD



“An excellent book.”
–THE SAN FRANCISCO CHRONICLE

How to Form Your Own California Corporation

by Attorney Anthony Mancuso
 14th edition

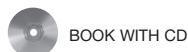
How to Form Your Own California Corporation provides comprehensive information, forms and step-by-step instructions for incorporating a business in California.

The book compares different types of California corporations to help business owners choose a legal structure that’s right for their business. It covers:

- securities laws and exemptions
- issuing and selling stock
- corporate taxation
- obtaining licenses and permits
- workers’ compensation and private insurance
- working with lawyers and accountants

The CD provides articles of incorporation, bylaws, a bill of sale for assets of a business and other forms needed to form a California corporation.

BUSINESS & ECONOMICS /
 Small Business

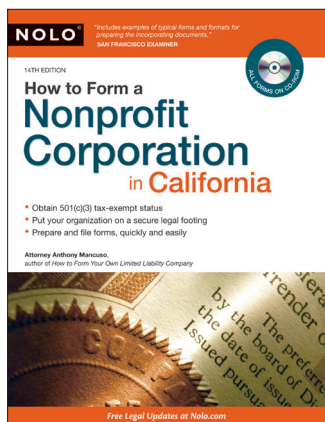


\$39.99

978-1-4133-1319-2

CCOR, 8.5 x 11, 304 pages

Next edition: Feb 2013



“A useful resource to help you get underway.”
–ENTREPRENEUR

How to Form a Nonprofit Corporation in California

by Attorney Anthony Mancuso :: 14th edition

How to Form a Nonprofit Corporation in California provides educators, environmental groups, social service agencies, art organizations, and other groups everything they need to obtain 501(c)(3) tax-exempt status in California.

Comprehensive and easy to use, the book guides nonprofits step by step through the incorporation process, explaining how to:

- choose a name and file articles of incorporation
- take advantage of tax benefits
- qualify for public charity status
- create legal bylaws
- prepare minutes of a first meeting
- prepare a federal 501(c)(3) tax exemption application

The book covers new online services and options related to forming a nonprofit corporation. It also includes bylaws that allow for electronic transmission of meetings and notices.

The CD provides all required forms, including articles for a public benefit corporation, bylaws, and bill of sale for assets.

BUSINESS & ECONOMICS /
 Nonprofit Organizations & Charities



\$49.99

978-1-4133-1387-1

NON, 8.5 x 11, 392 pages

Next edition: May 2013



“Excellent advice...for would-be small business owners, and heeding it can help you avoid many early mistakes.”
–LOS ANGELES TIMES

The Small Business Start-Up Kit for California

by Peri Pakroo, J.D. :: 8th edition

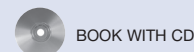
From selecting a marketable name to reaching customers online, *The Small Business Start-Up Kit for California* outlines how to set up an enterprise in the Golden State quickly, easily and with confidence, pointing out the hurdles, fees and required forms along the way. User-friendly and loaded with practical tips, the book explains how to:

- choose the best business structure
- write an effective business plan
- get the proper licenses and permits
- adopt technology to manage bookkeeping
- price, bid and bill projects
- file the right forms in the right place

Plus, the book devotes attention to eBusiness trends, including how to use social media to promote the business, and the latest search engine optimization (SEO) strategies.

The CD includes forms and helpful worksheets, including a profit/loss forecast worksheet.

BUSINESS & ECONOMICS / Small Business

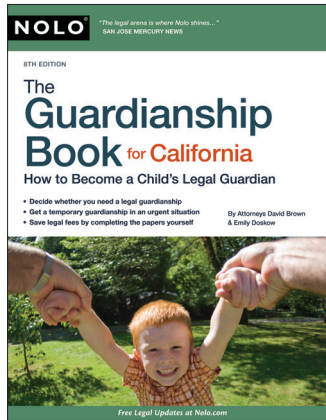


\$29.99

978-1-4133-1100-6

OPEN, 8.5 x 11, 400 pages

Next edition: Feb 2012



Includes a *Petition for Appointment of Guardian of Minor* and other critical forms

The Guardianship Book for California

How to Become a Child's Legal Guardian

by Attorneys David Brown & Emily Doskow :: 8th edition

The Guardianship Book for California provides an overview of guardianship law, and includes all of the forms and instructions needed to obtain a legal guardianship for a minor in California without a lawyer's help.

Adults—very often grandparents—who need or wish to serve as the guardian of a minor will appreciate the book's step-by-step format, and family counselors and social workers can benefit from the book, too. It covers:

- making the decision to be a minor's guardian
- notifying a minor's relatives and obtaining consent
- preparing and filing guardianship papers with the court
- preparing for and attending the hearing
- obtaining and extending a temporary guardianship
- dealing with schools and other institutions and agencies

Over a dozen tear-out forms are included.

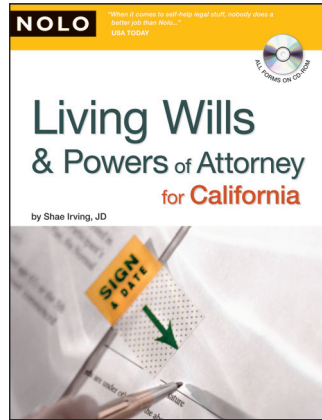
LAW / Family Law / Children

\$44.99

978-1-4133-1360-4

GB, 8.5 x 11, 368 pages

Next edition: Feb 2014



Contains official California forms and easy-to-follow instructions

Living Wills & Powers of Attorney for California

by Shae Irving, J.D. :: 3rd edition

Living Wills & Powers of Attorney for California helps California residents draw up legal documents that will protect their property, should they become incapacitated. Using the book's step-by-step instructions and forms, readers can create or revoke a:

- living will (also known as an advance health care directive)
- durable power of attorney for finance
- do not resuscitate (DNR) order

The book explains the importance of these documents, how they work, and how to revoke them. It also provides information to help people plan final arrangements and help family members make difficult decisions.

The CD supplies all necessary forms, including a California advance health care directive, California statutory power of attorney, and a California wallet emergency card to alert others of the existence of the advance health care directive.

LAW / Wills

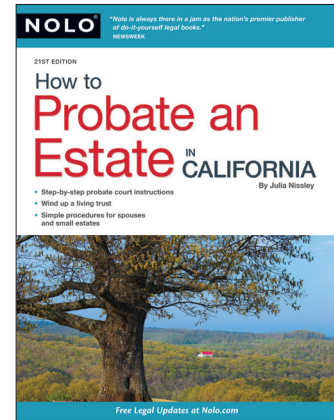


\$29.99

978-1-4133-0957-7

CPOA, 8.5 x 11, 175 pages

Next edition: Jan 2012



Includes over two dozen critical forms

How to Probate an Estate in California

by Julia Nissley :: 21st edition

In California, handling the probate court process independently—without a lawyer—can save a family thousands of dollars in lawyer's fees. *How to Probate an Estate in California* provides all of the forms, guidance, and step-by-step instructions needed to wrap up the financial affairs of a loved one who has died in California. It explains how to:

- read a will
- determine who inherits property if there is no will
- handle probate paperwork
- collect life insurance and other benefits
- transfer property to a spouse
- pay bills and taxes
- distribute property left through trusts

Even if family members decide to hire a lawyer, *How to Probate an Estate in California* will help them make informed decisions and communicate efficiently with the attorney, saving them time and money.

A petition for probate, notice of hearing, and other judicial council and non-judicial council forms are included as tear-outs.

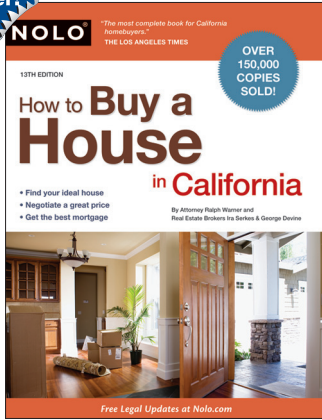
LAW / Estates & Trusts

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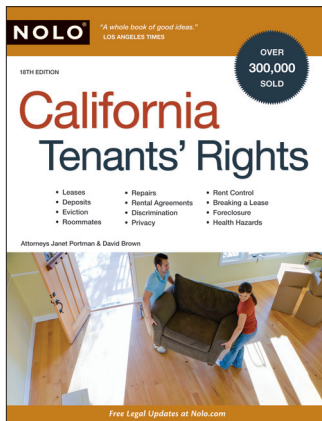
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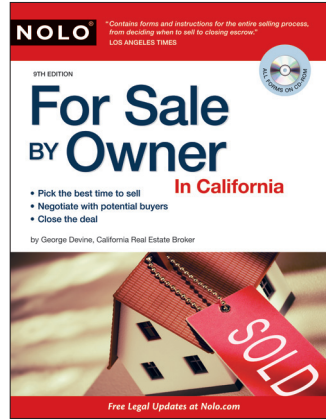
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 Attorney Ralph Warner and Real Estate Brokers
 Ira Serkes & George Devine
 13th edition / Next edition: Jan 2013
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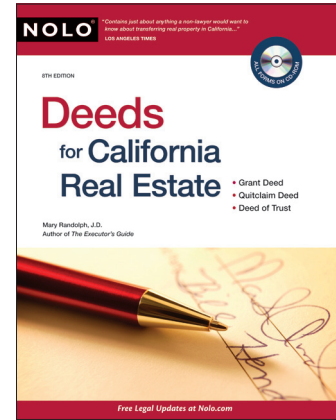
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 Attorneys Janet Portman & David Brown
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This guide to California landlord-tenant law helps renters understand, protect, and assert their rights. Armed with legal information, including specifics on California's many rent control ordinances, tenants will be better prepared to interpret and negotiate a lease, confidently request repairs and maintenance, demand returns on security deposits, deal with health hazards, fight discrimination and evictions, and more.



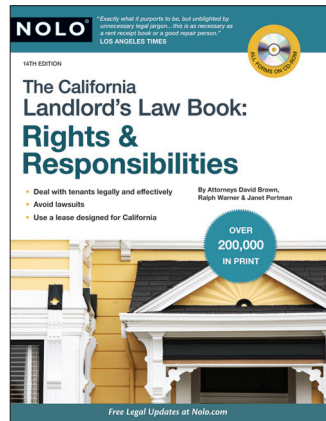
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This book provides the legal information, forms, and practical guidance that California homeowners need to sell their homes independently—and save. It covers property sales rules, how to pick the right time to sell, tax considerations, setting the price, qualifying buyers, negotiating, and proceeding through escrow.



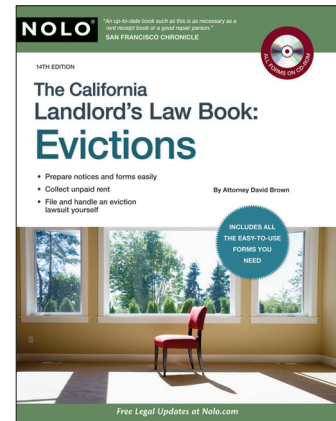
DEEDS FOR CALIFORNIA REAL ESTATE
 Mary Randolph, J.D.
 8th edition / Next edition: May 2013
 DEED, 8.5 x 11, 158 pages
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Deeds for California Real Estate explains how to select, prepare and file a deed for almost any kind of California real estate, including houses, undeveloped land, farms, commercial buildings and condos. It explains how to add or remove someone's name from a title, put real estate in joint tenancy or community property, transfer real estate into or out of a living trust, and use real estate as security for a loan.



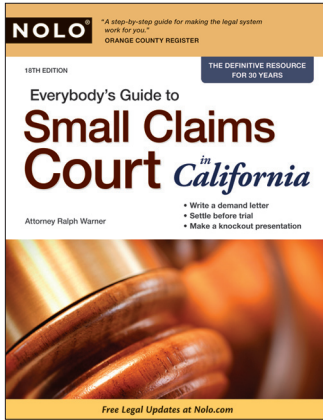
**THE CALIFORNIA LANDLORD'S LAW BOOK
 Rights & Responsibilities**
 Attorneys David Brown, Ralph Warner &
 Janet Portman
 14th edition / Next edition: Mar 2013
 LBRT, 8.5 x 11, 590 pages
978-1-4133-1312-3
 \$44.99 Book with CD

This book provides legal information and forms to help California landlords and property managers understand and follow state laws, respond to problems effectively, and assert their rights. It covers security deposits, liability, discrimination, rent control, and much more. The CD provides dozens of forms and documents, including rental agreements and rent increase and termination notices.



**THE CALIFORNIA LANDLORD'S LAW BOOK
 Evictions**
 Attorney David Brown
 14th edition / Next edition: Feb 2013
 LBEV, 8.5 x 11, 372 pages
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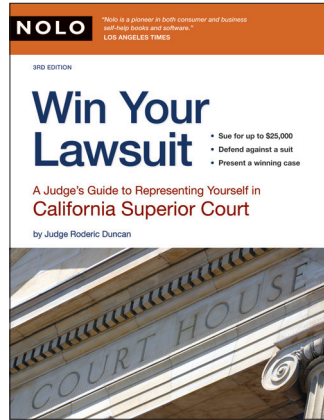
Terminating a tenancy the wrong way can cause unnecessary delays for landlords and, possibly, invite lawsuits. This book shows California landlords how to evict tenants the safe and legal way. It outlines the eviction process for nonpayment of rent, lease violations, property damage, and nuisance. It also explains how to file and serve a complaint and handle a contested case. The CD provides all of the forms required to complete an eviction.



EVERYBODY'S GUIDE TO SMALL CLAIMS COURT IN CALIFORNIA

Attorney Ralph Warner
18th Edition / Next edition: Mar 2012
CSCC, 7 x 9, 480 pages
978-1-4133-1101-3
\$29.99

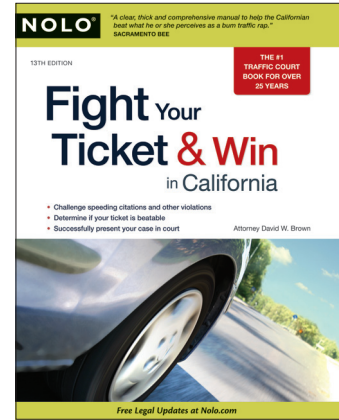
This book guides plaintiffs and defendants through the entire process of bringing or defending a case in California small claims court. It explains how to detect a winning case, mediate a settlement if possible, write a demand letter, file and serve papers, prepare evidence and witnesses, determine how much to sue for, put together a convincing case, collect payment, and appeal a negative judgment.



WIN YOUR LAWSUIT
Sue in California Superior Court Without a Lawyer

Judge Roderic Duncan
4th edition / Next edition: Aug 2013
SLWY, 8.5 x 10, 432 pages
978-1-4133-1075-7
\$39.99

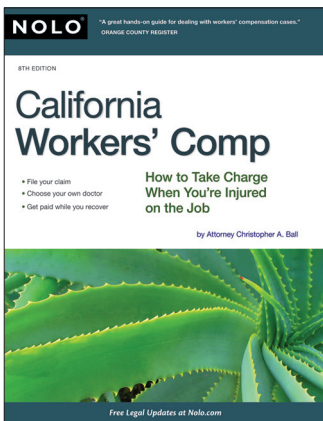
Win Your Lawsuit is the California resident's guide to preparing and trying a case in Superior Court, as a plaintiff or defendant. Unlike Small Claims Court, Superior Court has numerous, rigorous forms and procedural requirements. This book covers all of them, and more. Readers will learn how to complete required court forms, file and serve papers, make a settlement offer, present evidence, and argue a case.



FIGHT YOUR TICKET & WIN IN CALIFORNIA

Attorney David Brown
14th edition / Next edition: Jul 2013
FYT, 8.5 x 11, 418 pages
978-1-4133-1396-3
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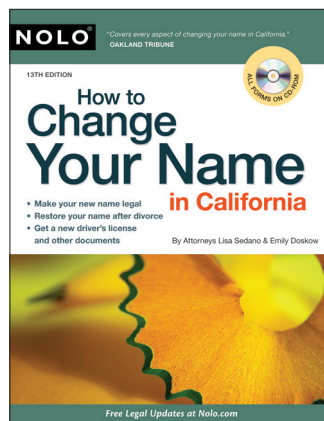
Fight Your Ticket & Win in California provides proven techniques for challenging nearly every type of traffic violation in court, including reckless driving, moving violations, driving with a suspended license, defective equipment and driving under the influence. California motorists learn how to prepare and present evidence, argue before a judge, cross-examine a police officer's testimony, and much more.



CALIFORNIA WORKERS' COMP
How to Take Charge When You're Injured on the Job

Attorney Christopher A. Ball
8th edition / Next edition: May 2012
WORK, 8.5 x 11, 508 pages
978-1-4133-1196-9
\$39.99

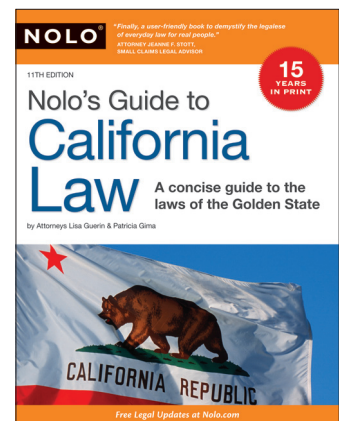
With this guide, injured workers learn how to file a California worker's comp claim from start to finish—and receive the benefits they're entitled to. The book explains how to get medical treatment when needed, deal effectively with uncooperative employers and insurance agencies, handle a denial of a claim, negotiate a settlement, and present a case before a judge.



HOW TO CHANGE YOUR NAME IN CALIFORNIA

Attorneys Lisa Sedano & Emily Doskow
13th edition / Next edition: Jan 2014
NAME, 7 x 9, 208 pages
978-1-4133-1094-8
\$34.99 Book with CD

Going to court is the most effective way to change a name, especially in our post 911 world. *How to Change Your Name in California* guides people through the process of completing a court ordered name change without hassle. It covers how to change an adult's or child's name, switch back to a former name, get a new or amended birth certificate, obtain a new driver's license, Social Security card and passport, legally confirm a gender change.



NOLO'S GUIDE TO CALIFORNIA LAW

The Editors of Nolo
11th edition / Next edition: Jun 2014
CLAW, 7 x 9, 408 pages
978-1-4133-1394-9
\$39.99

Nolo's Guide to California Law provides plain-English guidance on legal issues that arise daily for California consumers, families and businesses. It covers consumer rights; courts, lawsuits and mediation; debts, loans, credit and bankruptcy; marriage, divorce and domestic partnerships; adoption and child support; landlord-tenant law; employee rights; inheritance and wills; and more.

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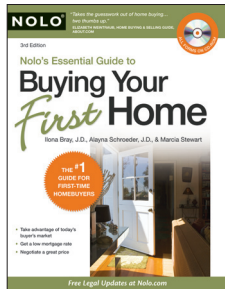
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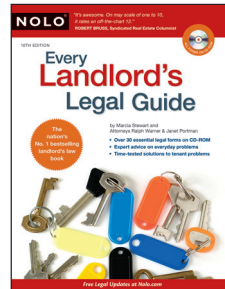
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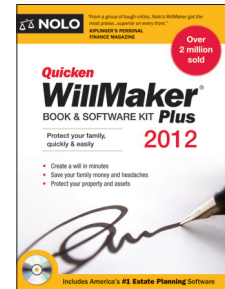
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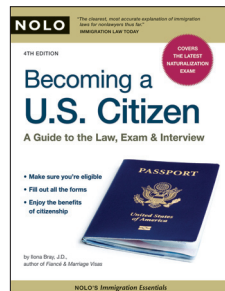
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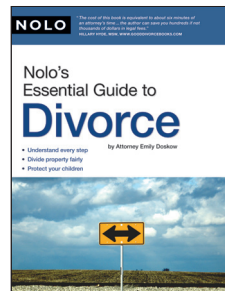
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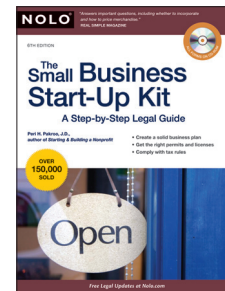
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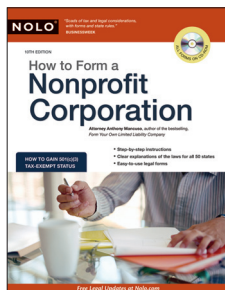
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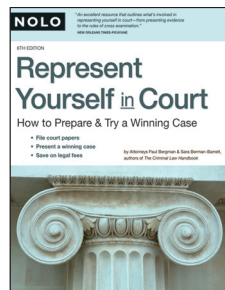
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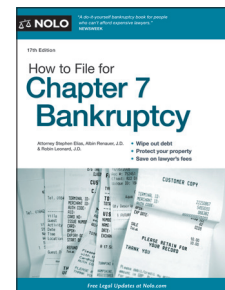
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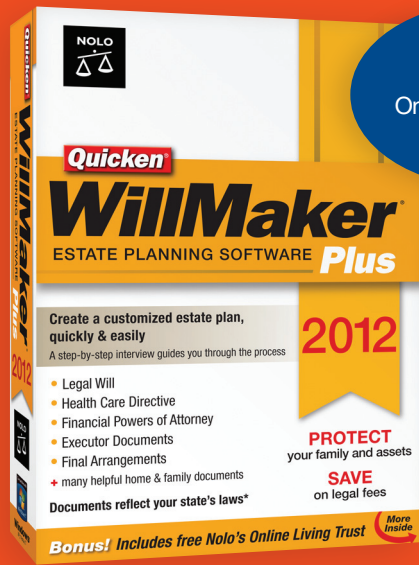
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