SOURCES OF HELP

WSBA SERVICES

An overview of WSBA services (See http://www.wsba.org/ for detailed information and updates).

Addiction Counseling: Confidential assistance with questions or concerns about alcohol and drug problems. Call 206-733-5988; 800-945-9722, ext. 5988.

Alternative Dispute Resolution Program (ADR): Provides a procedure for settling disputes without litigation through mediation and fee arbitration. 206-733-5923; 800-945-9722, ext. 5923.

Career Transition Issues: Confidential assistance with job or career management, or transitioning out of the law. 206-727-8269; 800-945-9722, ext. 8269.

Casemaker: Online research library provided free to WSBA members. Access through www.wsba.org, click on Casemaker logo on the right sidebar. For help, call 206-733-5914; 800-945-9722, ext. 5914.

Computer Software: For help, call 206-733-5914; 800-945-9722, ext. 5914.

Computer Clinic: Classes to help you make the most of software you already own. Call 206-733-5914; 800-945-9722, ext. 5914.

Depression: Confidential assistance. Call 206-727-8268; 800-945-9722, ext. 8268.

Diversion Program: Option for less serious disciplinary grievances. Goals are to educate, rehabilitate, provide restitution, and protect the profession and the public. Call 206-727-8267; 800-945-9722, ext. 8267.

Ethics Line: Confidential opportunity to discuss prospective ethical dilemmas. 206-727-8284; 800-945-9722, ext. 8284.

Ethics Opinions: Ethics Opinions are approved by the Board of Governors and the Rules of Professional Conduct Committee. They address ethical concerns of the members.www.wsba.org/.

Fee Arbitration: Program for resolving disputes over fees without litigation. 206-733-5923; 800-945-9722, ext. 5923.

Financial Management: Call the Law Office Management Assistance Program at 206-733-5914; 800-945-9722, ext. 5914.

Judicial Assistance Service Program: Confidential assistance for judges facing personal or professional challenges. Call 206-727-8265; 800-945-9722, ext. 8265.

Lawyers Assistance Program (LAP): A resource for lawyers who want to function at their best. Call 206-727-8268; 800-945-9722, ext. 8268.

Lawyer Services Department (LaSD): The WSBA department housing the Lawyers Assistance Program, Judicial Assistance Service Program, Law Office Management Assistance Program, Professional Responsibility Program, and Alternative Dispute Resolution Program. Call 206-727-8268; 800-945-9722, ext. 8268.

Law Student Assistance: Personal and professional counseling for third-year law students through the Lawyers Assistance Program. Call 206-727-8268; 800-945-9722, ext. 8268.

Life Balance Issues: The tension between work and personal life, including family, friends, avocation, recreation, and spiritual development.

Law Office Management Assistance Program (LOMAP): Assistance with the nuts and bolts of running the business of a law practice. Call 206-733-5914; 800-945-9722, ext. 5914, or visit www.lomap.org.

- "Starting Your Practice" links lead to the information you need for establishing a practice based in Seattle. (See your local municipality for its requirements.) Information on business licenses, office space, court procedures, client file retention, mentorship, WSBA-sponsored insurance programs, and request to establish an IOLTA account.
- Law Office in a Box for \$79. Includes forms, published materials, information, examples, and an hour of LOMAP consultation time

Mediation: Call 206-733-5923; 800-945-9722, ext. 5923.

Mental Health Counseling: Confidential assistance with relationship issues, depression, anxiety, addictions, and other concerns through the Lawyers Assistance Program. Call 206-727-8268; 800-945-9722, ext. 8268.

Office Management: Call LOMAP at 206-733-5914; 800-945-9722 ext. 5914, or visit www.lomap.org.

Peer Counselors: Lawyers trained to support and encourage other lawyers. Call 206-727-8268; 800-945-9722, ext. 8268.

The Professional Responsibility Program (PRP) concerns providing ethical guidance to members through the Ethics Line, issuance of ethics opinions, and continuing legal education presentations.

Solo Attorney Help: Call LOMAP at 206-733-5914; 800-945-9722 ext. 5914.

Stress Management: Call LAP at 206-727-8268; 800-945-9722, ext. 8268.

PROFESSIONAL ASSOCIATIONS

WSBA Sections http://www.wsba.org/

Administrative Law Indian Law

Alternative Dispute Resolution Intellectual Property
Animal Law International Practice

Antitrust, Consumer Protection and Juvenile Law

Unfair Business Practices Labor and Employment Law

Business Law Legal Assistance to Military Personnel

Civil Rights Law Litigation

Construction Law Real Property, Probate and Trust

Corporate Counsel Senior Lawyers

Creditor Debtor Rights Sexual Orientation and Gender
Criminal Law Identification Legal Issues (SOGILI)

Elder Law Solo and Small Practice

Environmental and Land Use Law Taxation

Family Law World Peace Through Law

Health Law

ABA Groups and Sections http://www.americanbar.org/groups/view-all-groups.html

County Bar Associations (many have young lawyers divisions)

http://www.wsba.org/

Minority Bar Associations in Washington

http://www.wsba.org/

Asian Bar Association of Washington

The Cardozo Society

Filipino Lawyers of Washington

GLBT Bar Association (QLaw)

Korean American Bar Association

Latina/Latino Bar Association of Washington

Loren Miller Bar Association

Middle Eastern Legal Association of Washington

Mother Attorneys Mentoring Association of Seattle

Northwest Indian Bar Association

Pierce County Minority Bar Association

South Asian Bar Association of Washington Vietnamese American Bar Association of Washington Washington Attorneys with Disabilities Association Washington Women Lawyers

Non-legal Professional Associations Related to Practice Areas and Potential Clients. Online association directories:

- Weddles Association List http://www.weddles.com/associations/index.cfm
- Gateway to Associations Online <u>http://www.asaecenter.org/Community/Directories/AssociationSearch.cfm</u>
- Associations on the Net http://www.ipl.org/div/aon/
- Encyclopedia of Associations. Find organizations and associations offline through this library reference book, published by Gale Research, Inc.

50 WEB RESOURCES - with leads to recommended vendors and consultants*

(Excerpted from the July 2009 ABA article by Jim Calloway and Allison C. Shields, "50 Web Resources for the Suddenly Solo Lawyer.")

Great Articles to Read – Starting a Practice in Tough Economic Times

Weather the Storm, by Gerry Riskin and Robert Millard http://cbanational.rogers.dgtlpub.com/2008/2008-05-31/pdf/weather-the-storm.pdf The National, Canadian Bar Association, (April/May 2008 issue)

What Should You Do Now? A Roundtable Discussion on Law Practice in a Time of Great Economic Turmoil Moderated and Edited By Dennis Kennedy http://www.abanet.org/lpm/lpt/articles/mgt11082.shtml Law Practice Today (November 2008)

Going Solo on a Budget by Dennis Kennedy, ABA Journal (April 2009) http://www.abajournal.com/magazine/going-solo-on-a-budget/

Teaming Up, Starting Anew by Dennis Kennedy, ABA Journal (May 2009) http://www.abajournal.com/magazine/teaming-up-starting-anew/

Law Office Start-up: Law Office on a Shoestring, by Sheila Blackford https://www.osbar.org/publications/bulletin/08oct/practice.html Oregon State Bar Bulletin - October 2008 - Managing Your Practice

Weather the Storm: Law Firm Risk Management in Hard Times, by Mark J.Fucile https://www.osbar.org/publications/bulletin/09may/practice.html
Oregon State Bar Bulletin - May 2009 - Managing Your Practice

Managing Anxiety in Uncertain Times
http://www.oaap.org/data/documents/insight/Anxiety march09.pdf
Oregon Attorney Assistance Program In Sight Newsletter - March 2009

Choices: Law Firm Billing and Accounting Software, by Dee Crocker https://www.osbar.org/publications/bulletin/08dec/practice.html
Oregon State Bar Bulletin - December 2008 - Managing Your Practice

Business Competency for Lawyers, A LawBiz Management Special Report By Edward Poll http://www.lawbiz.com/aba_bus_comp.html (60 page free downloadable e-book)

How to Take Control of Your Practice By Creating Vision and Mission Statement By Allison Shields www.abanet.org/genpractice/newsletter/lawtrends/0602/business/visionstatements.html

Practicing Law in Tough Economic Times
By Jim Calloway
http://www.okbar.org/members/map/articles/2009/011009.htm
(Oklahoma Bar Journal, January, 2009)

More Thoughts on Practicing Law in Tough Economic Times
By Jim Calloway
http://www.okbar.org/members/map/articles/2009/021409.htm
(Oklahoma Bar Journal, February, 2009)

In a Tough Economy, the Importance of Effective Client Screening By Deborah E. Gillis http://www.abanet.org/lpm/lpt/articles/mgt11084.shtml (Law Practice Today, November, 2008)

LawPRO Magazine Surviving the Slide: Dealing with the Tough Economy (Winter 2008/2009) http://www.practicepro.ca/LawPROmag/2008LawPROMag.asp#lawpro4

Lawyers Concerned for Lawyers (Massachusetts) Spring 2009 newsletter Theme issue on Responding to Trying Times http://lclma.org/contentnews.htm?sid=27

Blogs

Robert Ambrogi's Law Sites keeps lawyers up to date on websites for lawyers: http://www.legaline.com/lawsites.html

David Bilinsky's Thoughtful Legal Management discusses law firm finance, profitability and the use of technology in law practice. http://thoughtfullaw.com/

JD Bliss: http://www.jdblissblog.com/ helps lawyers balance work and life

Jim Calloway's Law Practice Tips blog talks about practice management, the Internet and technology: http://jimcalloway.typepad.com

Look to Counsel to Counsel for all things related to legal careers: http://www.counseltocounsel.com/

Ellen Freedman's Law Practice Management blog helps lawyers manage the business side of their practice: http://pa-lawpracticemanagement.com/

Matt Homann's the [non]billable hour: http://thenonbillablehour.typepad.com/ discusses innovation and productivity

Dan Hull's http://www.whataboutclients.com/ blog (Don't miss his 12 rules of client service http://www.whataboutclients.com/archives/2006/04/the 12 rules of 1.html)

Tom Kane's Legal Marketing Blog is dedicated to lawyer marketing in any size firm: http://legalmarketingblog.com

Dennis Kennedy's Dennis Kennedy.com focuses mostly on legal technology: http://www.denniskennedy.com/blog/

Erik Mazzone's Law Practice Matters Blog shows lawyers how to practice smart: http://www.lawpracticematters.com/

Tom Mighell's Inter-Alia blog is among other things, an internet legal research weblog: http://inter-alia.net/

Home office lawyering is the focus at Chuck Newton Rides the Third Wave: http://stayviolation.typepad.com/chucknewton/ Other blogs focusing on the home office phenomenon include: Home Office Lawyer:

http://gdgrifflaw.typepad.com/home office lawyer/ and Home Office Warrior: http://homeofficewarrior.com/

Ed Poll's Law Biz Blog is a practical guide for lawyers: http://lawbizblog.com/

Gerry Riskin's Amazing Firms, Amazing Practices covers legal practices from all angles: http://www.gerryriskin.com/

Allison Shields' Legal Ease Blog helps lawyers create more productive, profitable and enjoyable law practices: http://legalease.blogs.com/legal ease blog (Additional articles from Allison can be found at: http://www.lawyermeltdown.com/articles.html)

Guides, Checklists and Other Sets of Resources

Carolyn Elefant's MyShingle blog (<u>www.myshingle.com</u>) has long been recognized as a premiere resource for solo and small firm lawyers. See her resources and information for solos (includes forms and checklists for solos or those starting a law practice)

http://sites.google.com/site/myshinglebarreview/Home/soloformania and her online guide to starting a law practice: http://www.myshingle.com/2008/01/resources/online-guide/

Maryland State Bar Association
Economic Resource Guide
http://www.msba.org/departments/membership/newmemben/empresources/default.asp

Starting Your Own Practice (Florida Bar) http://tinyurl.com/lrpmcm

Oklahoma Bar Association
Starting a Law Practice Web Directory
http://www.okbar.org/members/map/practice.htm

Checklist for Setting Up a New Law Office (Alabama Bar) http://www.alabar.org/pmap/articles/office-checklist.pdf

Checklist for Starting a Law Practice (Missouri Bar) http://members.mobar.org/pdfs/lpm/checklist.pdf

practicePro's "Managing" series of booklets http://www.practicepro.ca/managingbooklets/default.asp

Eight great downloadable booklets on managing your law practice. Your attention is directed to #6 "Managing the finances of your practice" where their sample law firm budget (in PDF or Excel) is their most popular download.

Unlock Your Potential: Hanging Out Your Shingle: A 79 page e-book in PDF format from the ABA Young Lawyer's Division on setting up a law practice.

http://www.abanet.org/yld/publications/Unlockresourceguide.pdf

JDSupra

Attorneys post forms, motions and other documents here, and you can post your profile and get known as well. http://www.jdsupra.com

IRS Starting a Business Resources

http://www.irs.gov/businesses/small/article/0,,id=99336,00.html

Small Business Administration

http://www.sba.gov/

(see Small Business Planner http://www.sba.gov/smallbusinessplanner/index.html, Tools and Local Resources)

Legal Discussion Groups

Solosez – An ABA listserv for solo and small firm lawyers www.solosez.net

Solomarketing – formed as a splinter group from Solosez, Solomarketing discusses all aspects of marketing for your law practice. For information, go to http://groups.yahoo.com and search for Sololawyermarketing.

Lawtech – Informal e-mail discussion list focused on legal technology. Get tech help and find out about the latest technology trends. View the archives and subscribe at: http://mail.abanet.org/archives/lawtech.html

(There are also many legal discussion groups on LinkedIn and other social networking sites)

Resources from the American Bar Association

ABA Law Practice Management Section

Website: http://www.abanet.org/lpm/home.shtml provides news, tips, great CLE programs and more.

Law Practice Magazine. Start with the current issue here:

http://www.abanet.org/lpm/magazine

Law Practice Today

http://www.abanet.org/lpm/lpt/home.shtml

(If you got to this feature by a link from a friend or search, don't forget to subscribe to this free monthly e-zine while you are here.)

ABA General Practice, Solo & Small Firm Division http://www.abanet.org/genpractice

GPSolo magazine

Start with the Small theme issue (April/May 2009)

http://www.abanet.org/genpractice/magazine/2009/apr may/#features

Then look through all of the other issues, online and free to non-members, here: http://www.abanet.org/genpractice/magazine/past-issues.html

ABA Legal Technology Resource Center

http://www.abanet.org/tech/ltrc/ a collection of technology resources and information

Current articles: http://www.abanet.org/tech/ltrc/publications/

(Articles are free but access to certain archives require ABA membership)

ABA LTRC Solo and Small Firm Technology Center:

http://www.abanet.org/tech/ltrc/gpsstechcenter.html

Site-tation: Law Technology Resource Center's blog

http://new.abanet.org/sitetation/Pages/home.aspx

ABA Center for Professional Responsibility – resources for solo and small firm lawyers:

http://www.abanet.org/cpr/solo.html

^{*}Vendors and consultants are not endorsed by the Washington State Bar Association