Read this first!

Law Office Management Assistance Program

Washington State Bar Association
1325 Fourth Avenue, Suite 600
Seattle, WA 98101

Greetings!

Thank you for perusing Law Office in a Box®! This box contains the tool kit for starting your solo practice. In it you will find a flash drive that contains important documents and information in electronic form, a certificate for a one hour consultation with a Practice Management Advisor, books that contain information on having a solo practice and how to be effective in court, and a trial version of Tabs3 Practice Management software. With the new and improved Law Office in a Box®, we have provided updated articles, forms and documents all in electronic format that can be easily converted and customized to your practice.

As an additional benefit to working with LOMAP, we offer a lending library that contains many more resources for you to use in planning and designing the practice that fits your personal and professional goals. This is offered completely free of charge for you as a member of the Bar. Stop by the WSBA offices or call in to request your books! Additional resources may be found at the LOMAP website, www.wsba.org/lomap. This site contains useful information on sponsored member benefits, consultation services and starting your legal career.

We understand that the legal field is constantly evolving, and you can rest assured that your Law Office Management Assistance Program is staying on the forefront of practice management resources. Use your free consultation certificate to schedule your appointment today and we'll help your practice prosper tomorrow! The best of luck to you at this truly exciting time!

Very truly yours,

The LOMAP Team

Contact us at:
Phone: 206.733.5914
Email: lomap@wsba.org

What's on the USB drive?

1. Master Form File
   a. Developing a Law Firm Business Plan
   b. General Recordkeeping and Forms
      1. Starting a Practice
      2. Sample IOLTA Journal pages
      3. Client Relations
      4. Shared Office Checklist
      5. Conflict of Interest Systems
      6. New Client and Matter Form
      7. Filing Closing Checklist
      8. Professional Liability Coverage Checklist and Materials.
   c. Sample Letters and Sample Agreements
   d. Guide to Best Practices for Client Retention and Management
   e. Trust Account Information
2. LOMAP New Practice Packet
   a. "Consumer Law Revolution: The Lawyer's Guide to Working with Online Marketing Tools" by Stephanie Kimbro
   b. EIN Information, including application form
   c. Health Insurance Information
   d. New Practice Packet Articles
      i. "Five Tech Trends Shaking Up Solo/Small Firm Practice" by Josh King
      ii. "50 Ways to Market Your Practice"
      iii. Establishing Your Practice and Before Accepting Fees information sheet
      iv. "Why a 50-50 Partnership Isn't Such a Good Idea"
      v. "Get it in Writing"
      vi. Screening Clients
      vii. "Your Practice Area Means Everything"
   e. "Small Business Guide"
   f. "Managing Client Trust Accounts: Rules, Regulations, and Common Sense"
   g. New Practice Information Packet, Part I
      i. WSBA Services
      ii. Planning Your Practice (with Professional Liability Insurance information)
   h. New Practice Information Packet Part II
      i. Choosing Your Legal Entity
      ii. Case Management and List Serve Etiquette
      iii. Sample Engagement Letters, Fee Agreements and Docket Sheet

i. Request to Establish IOLTA Account form
j. Washington Lawyers Practice Manual information sheet

3. Planning Ahead: A Guide to Protecting Your Client's Interest in the Event of Your Disability or Death: A Handbook and Forms
4. Planning Ahead: A Guide to Protecting Your Client's Interest in the Event of Your Disability or Death: A Handbook and Forms
5. Business and Networking Resource Page
6. Unofficial Copy of the Washington State RPC's, revised January 2014
7. Up and Running: Operating Instructions for the Small Law Office
   a. The Business Plan
   b. Facilities
   c. Operations
   d. Client Relations
   e. Financial Management
   f. Technology
   g. Ethical Considerations
   h. Managing Staff
   i. Building Your Practice in Today's Marketplace

What else is in my box?

1. "From Lemons to Lemonade"
2. "Solo by Choice – The Companion Guide: 34 Questions That Could Transform Your Legal Career"
3. Trial Version of Tabs3 and Practice Master

Finally, schedule the free consultation with WSBA's LOMAP (206-733-5914) and bring your questions! Bring the enclosed certificate with you!