



Practice Transition Opportunities

How to List a Practice for Sale or Transition

Free Listing Coupon Code: 60911657

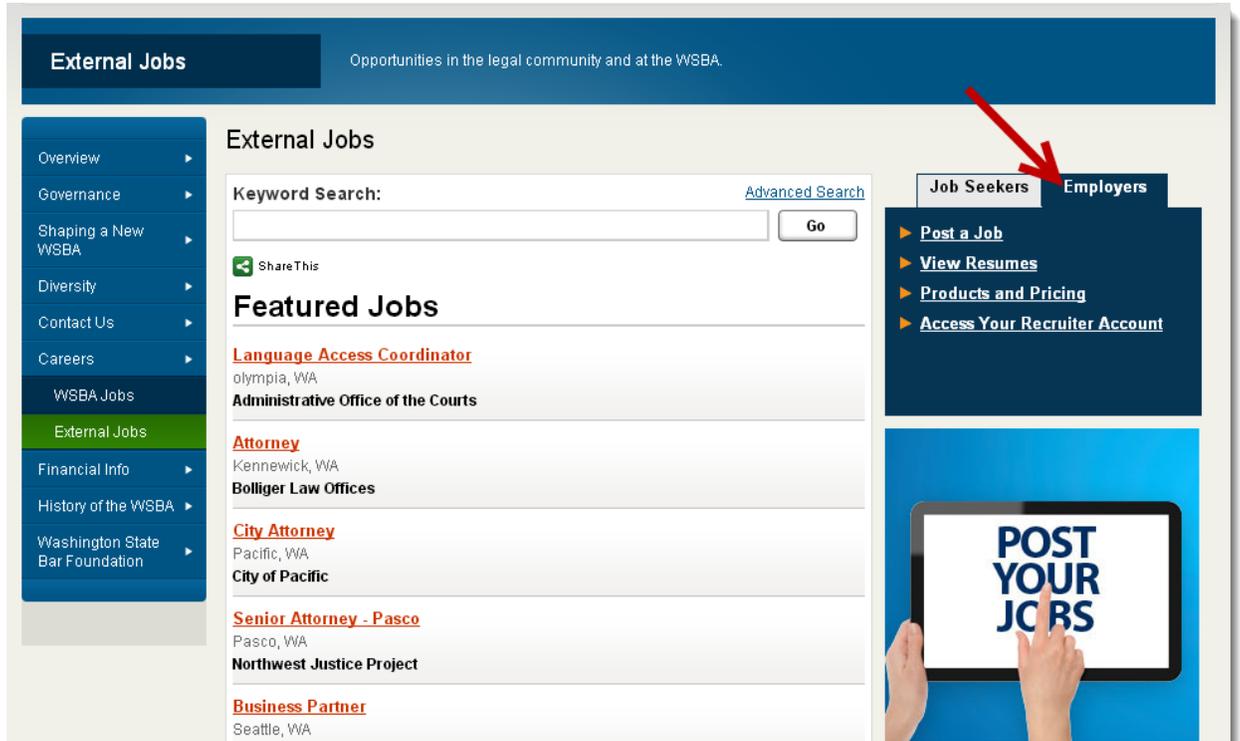
The WSBA offers attorneys wishing to transition out of practice the opportunity to list their practice for sale on our online job board. Learn more about [transitioning out of practice and selling a practice](#).

Prepare to List a Practice for Sale or Transition

- 1. Keep this document handy.** Keep this document open in a separate internet browser tab or window, or print it.
- 2. Create an anonymous email address.** If you wish to post your listing anonymously, consider creating a separate email address that does not include your name or your firm's domain. Services like [Gmail](#) and [Yahoo!](#) offer free email addresses.
- 3. Draft your listing.** You may find it helpful to draft a short description of your listing and any requirements for the sale or transition in a word processing program, like Microsoft Word. When you list your practice for sale or transition, you can easily copy and paste this information into the listing.

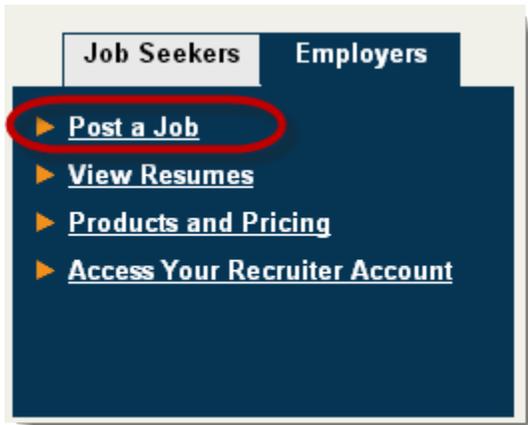
How to List a Practice for Sale or Transition

1. Using your web browser, go to jobs.wsba.org.
2. In the right hand column, click on the “Employers” tab.



The screenshot displays the WSBA Jobs website interface. At the top, a blue header contains the text "External Jobs" and "Opportunities in the legal community and at the WSBA." Below this is a left-hand navigation menu with various categories, including "External Jobs" which is highlighted in green. The main content area is titled "External Jobs" and features a "Keyword Search" field with a "Go" button and a link to "Advanced Search". Below the search field is a "Share This" button and a section titled "Featured Jobs" listing several positions: "Language Access Coordinator" (olympia, WA), "Attorney" (Kennewick, WA) at "Bolliger Law Offices", "City Attorney" (Pacific, WA) at "City of Pacific", "Senior Attorney - Pasco" (Pasco, WA) at "Northwest Justice Project", and "Business Partner" (Seattle, WA). On the right side, there is a dark blue navigation panel with two tabs: "Job Seekers" and "Employers". A red arrow points to the "Employers" tab, which is currently selected. Below the tabs are four menu items: "Post a Job", "View Resumes", "Products and Pricing", and "Access Your Recruiter Account". At the bottom right, there is a graphic of a hand holding a tablet displaying the text "POST YOUR JOBS".

3. Click "Post a Job."



4. If you have posted a job to the WSBA Job Board before, log in. Otherwise, enter your information to create an account.

The image shows the "Recruiter Login / Create Account" page. At the top, there is a header "Recruiter Login / Create Account". Below the header, there is a paragraph: "Your account will allow you to post and manage job openings, search and manage job candidates, create a company profile, and much more!". Below this, there is a link: "If you are a jobseeker, login [here](#).". The page is divided into two main sections: "Existing Users Login Here" and "New Users Create an Account".

Existing Users Login Here

E-mail

Password

Save my login information
[Forgot your password or having trouble logging in?](#)

Existing Users Login here.

New Users Create an Account

Your Information

* First Name

* Last Name

Job Title

* Email Address

New Users Create an Account.

5. After logging in, you will be brought to the “Post/Create a Job” Page. Under “Type of Job Posting” select “Practice Transition Opportunity.”

Note that the price listed is \$375. During check out, you will have the opportunity to enter a coupon code that will change the price to \$0. Use coupon code 60911657 at checkout.

Post / Create A Job

Use the form below to post your job opening. If you have any questions or encounter any problems, please contact us at 860-437-5700. **Qualifying experience for positions available:** State and federal law allow minimum, but prohibit maximum, qualifying experience. No ranges (e.g., "5–10 years"). Also please note that the term "specialist" or "specializing in" cannot be used.

Type of Job Posting		
Product	Duration	Cost
<input type="radio"/> 30 Day Job Posting Post your opening for 30 days! Upgrades also available!	30 days	\$225.00
<input type="radio"/> 60 Day Job Posting Post your opening for 60 days! Upgrades also available.	60 days	\$375.00
<input checked="" type="radio"/> Practice Transition Opportunity If you're a sole practitioner thinking about retiring or making a career transition, you can post your practice for sale. For more information on selling a practice and other career transitions contact Pete Roberts . **Do not select this product to post a job.**	60 days	\$375.00
<input type="radio"/> 30 Day Job Posting + Legal Job Board Network This product bundle gets you a single job posting on this job site along with secondary exposure for your job posting on all sites in this Job Board Network for a small additional cost! Click here to see a listing of Network member sites.	30 days	\$575.00
<input type="radio"/> 60 Day Job Posting + Legal Job Board Network This product bundle gets you a single job posting on this job site along with secondary exposure for your job posting on all sites in this Job Board Network for a small additional cost! Click here to see a listing of Network member sites.	60 days	\$725.00
<input type="radio"/> Practice Transition Opportunity + Legal Job Board Network This product bundle gets you a single job posting on this job site along with secondary exposure for your job posting on all sites in this Job Board Network for a small additional cost! Click here to see a listing of Network member sites.	60 days	\$725.00

[View complete product list](#)

6. Scroll down. Under settings, enter a title for your listing in the “Job Name” field. For example, “Practice Transition Opportunity — Blackacre Practice for Sale”. **Include “Practice transition Opportunity” at the beginning of your title.**

If you would like your posting to be anonymous, check the box next to “Anonymous Posting”. If you want your posting to be anonymous, remember not to reveal your identity in the “Contact Information” (see #11). If you want to remain anonymous, consider creating a separate email address that does not include your name or your firm’s domain. Services like [Gmail](#) and [Yahoo!](#) offer free email addresses.

Settings

The settings you enter here are only visible to you.

Job Name: *

Save as Template

Anonymous Posting

Include Company Profile (will only appear on participating sites).

7. Scroll down. Under “Job Basics” complete the required fields (marked with red asterisk*).

In the “Job Function” drop down menu, select “Practice Transition.”

Enter a short description about your practice and the transition opportunity.

The screenshot shows a web form titled "Job Basics" with the subtitle "General information about your job opportunity." The form contains several fields:

- Company Name:** Blackacre Law Group
- Position Title:** Attorney
- Job Function:** A dropdown menu is open, showing a list of job functions. "Practice Transition" is highlighted with a red oval.
- Job Type:** (empty)
- Description:** A rich text editor with a toolbar. The text in the editor reads: "Thriving solo practice in Black... Principal would like to gradu... Willing to mentor a new attc...".

8. Scroll down. Under “Requirements”, enter any requirements you have for the proposed sale or transition.

The screenshot shows a web form titled "Requirements:" with a rich text editor. The text in the editor reads: "Buyer must be willing to gradually assume practice over 2-3 years." The editor includes a toolbar with various formatting options like bold, italic, underline, and font size.

9. Scroll down. Skip or complete the “Job Details” section.

Job Details

Job Duration: Select one ▼

Required Travel: Select one ▼

Min Education: Select one ▼

Salary: to Select one ▼
please enter only numbers
 Entry Level

10. Scroll down. Under “Location”, enter the location(s) of the practice. Click “Add Location”.

Location

Tell us where the job will be located.

Selected Locations			
City	State	Zip/Postal Code	Country
Blackacre	Washington	98107	United States remove

City:

State: * ▼

Other:

Zip/Postal Code:

Country: * ▼

11. Scroll down. Under “Contact Information”, provide the contact information you would like to appear with this posting.

If you wish to remain anonymous, do not include this information. You may also consider creating a separate email address that does not include your name or your firm’s domain. Services like [Gmail](#) and [Yahoo!](#) offer free email addresses.

Contact Information	
This information will appear in your ad. This is how applicants will submit their resumes.	
Contact Person:	<input type="text" value="Alice Attorney"/>
Email Address:	<input type="text" value="alice@blackacre.com"/>
Phone:	<input type="text" value="206-555-0329"/>
Ext:	<input type="text"/>
Fax:	<input type="text"/>
Apply URL:	<input type="text"/>

12. Scroll down. Read the information under “Applications” and decide if you want to receive responses online through JobTarget. Online responses will be stored in JobTarget and accessible through your account. You will receive email notifications.

If you would like to receive online responses, enter your contact info. Do not include your name if you wish to remain anonymous.

Applications	
By allowing online applications, you enable jobseekers to apply for this job online through the job board. Their applications will be stored in your account, and any recipients you select below will be notified of new applications by email.	
The recipients you select will not appear in the ad.	
<input checked="" type="checkbox"/> Allow Online Applications	
<input checked="" type="checkbox"/> Julia Nardelli Gross juliang@wsba.org	First Name: <input type="text" value="Alice"/> Last Name: <input type="text" value="Attorney"/> Email: <input type="text" value="alice@blackacre.com"/>
	<input type="button" value="Clear"/> <input type="button" value="Add Recipient"/>

13. Scroll down. Click “Preview ” to preview your listing.

<input type="button" value="Preview"/>	<input type="button" value="Post Job"/>
--	---

14. Review your listing. If you are satisfied with your listing, click "Post Job".

If you would like to change something, click "Edit". Make your edits and repeat steps 13 and 14.

Do NOT use your browser's "Back" button.

Preview Posting

Here you may see exactly how your job posting will appear. If you have any questions or encounter any problems, please contact us at 1.888.575.WORK (inside USA) or 1.860.437.5700 (outside USA).

Attorney

Job ID: #####	Posted: January 11, 2013
Company Name: Blackacre Law Group	Job Function: Practice Transition
Position Title: Attorney	Job Type: Full-time
Location(s): Blackacre, Washington, 98107, United States Blackacre, Washington, 98107, United States	

APPLY FOR THIS JOB

Contact Person: Alice Attorney **Phone:** 206-555-0329
Email Address: alice@blackacre.com

Job Description

Thriving solo practice in Blackacre County focusing on real property and trust and estates.

Principal would like to gradually transition to retirement over a 2-3 year period.

Willing to mentor a new attorney.

Job Requirements

Buyer must be willing to gradually assume practice over 2-3 years.

Do NOT use your browser's "Back" button!

 [Edit](#) [Post Job](#) 

15. After your click “Post Job”, review your order. Enter coupon code **60911657** in the “Have a coupon? Enter it here:” field. Click “Add Coupon”.

Review/Finalize Your Order

Please review your order and then choose a payment method below to complete the order. If you have any questions or encounter any problems, please call 860-437-5700.

Order Summary

Item	Job Board	Price
Practice Transition Opportunity	Washington State Bar Association (WSBA)	\$375.00

60911657 Have a coupon? Enter it here: **Add Coupon**

Total: \$375.00

Your total should now be \$0.00.

Review/Finalize Your Order

Please review your order and then choose a payment method below to complete the order. If you have any questions or encounter any problems, please call 860-437-5700.

Order Summary

Item	Job Board	Price
Practice Transition Opportunity	Washington State Bar Association (WSBA)	\$375.00

Coupons

Coupon	Details	Amount
Practice Transition Opportunity	job postings on Washington State Bar Association (WSBA)	100 %

Have a coupon? Enter it here: **Add Coupon**

Total: \$0.00

16. Review where you would like receipts sent. Make any changes necessary by clicking “Send receipts and invoices to a new contact”.

Click “Complete Order”.

Review/Finalize Your Order

Please review your order and then choose a payment method below to complete the order. If you have any questions or encounter any problems, please call 860-437-5700.

Order Summary

Item	Job Board	Price
Practice Transition Opportunity	Washington State Bar Association (WSBA)	\$375.00

Coupons

Coupon	Details	Amount
Practice Transition Opportunity	job postings on Washington State Bar Association (WSBA)	100 %

Have a coupon? Enter it here:

Total: \$0.00

Who should receive billing & receipt information?

Send receipts & invoices to me
Julia Nardelli Gross
juliang@wsba.org
WSBA
1325 4th Ave., Ste. 600
Seattle, United States 98101
United States

Send receipts & invoices to a new contact

Your Order is Free
Your order is free of charge. **You must click this button to complete your order.**

17. You will see a confirmation screen. Your posting will be visible soon. Return to your account to manage the post. You can delete or de-list the post at anytime.

Your order has been completed and a receipt emailed to you. It may take up to 30 minutes to receive the receipt.

[Click here](#) to return to your account.



Questions?

If you have technical questions about posting your Practice Transition Opportunity on JobTarget, contact JobTarget at 888-575-9675 or support@jobtarget.com.

If you have questions about buying or selling a practice, contact the [WSBA Law Office Management Assistance Program](#) at 206-727-8237 or peter@wsba.org.