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TAKETHE NECESSARY TIME TO SET UP YOUR PRACTICE BEFORE ACCEPTING TOO MANY CLIENTS.

Suggestions for Managing Your Practice

Office Staff RPC RULE 5.3 RESPONSIBILITIES REGARDING NONLAWYER ASSISTANTS

Financial Arrangements with Clients RPC RULE 1.5 FEES



QUESTION

RATE YOUR SKILL AND WILLINGNESS TO SUPERVISE STAFF. DO YOU HAVE PRIOR EXPERIENCE DOING SO?

QUESTION	
A CLIENT GIVES YOU A CHECK FOR \$5,000 AS AN ADVANCE FEE DEPOSIT. WHAT HAPPENS	
NEXT?	
Constanting for Managing Value	
Suggestions for Managing Your Practice	
Tractice	
Your Four Reputations:	
Professional Social	
Web	
Street WSBA	
QUESTION	
DISCUSS YOUR NETWORKING SUCCESSES IN	
THE PAST. DOES NETWORKING DEPEND ON YOUR PRACTICE AREA?	
TOUR PRACTICE AREA?	

Suggestions for Managing Your Practice

Time & Billing
Written Fee Agreements
"Calendar" is a Verb!



QUESTION

HOW MUCH REVENUE WILL YOU NEED TO PAY YOUR LAW PRACTICE'S EXPENSES AND PROVIDE YOU WITH AN ACCEPTABLE INCOME?

Suggestions for Managing Your Practice

Trust Accounts (IOLTA) RULE 1.15A SAFEGUARDING PROPERTY

RULE 1.15B REQUIRED TRUST ACCOUNT RECORDS



QUESTION	
WHY DO LAWYERS USETRUST ACCOUNTS? WHY ARE THE TRUST ACCOUNT RULES SO PRECISE?	
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WSBA ADVISORY OPINION 2215	
WSBA ADVISORT OF INION 2213	
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QUESTION	
DOES IT MATTER IF A LAWYER USES CLOUD SERVICES IN HER OR HIS PRACTICE?	



TAKE AWAYS

Keep caseload under control

Do not add staff unless necessary to handle a consistent need

Enforce procedures and policies consistently

Do not give away too much service

Take care of yourself for the sake of your family and the firm