MOST IMPORTANT ADVICE

TAKE THE 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?

Suggestions for Managing Your Practice

Your Four Reputations:
Professional
Social
Web
Street

QUESTION
DISCUSS YOUR NETWORKING SUCCESSES IN THE PAST. DOES NETWORKING DEPEND ON YOUR 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 USE TRUST ACCOUNTS? WHY ARE THE TRUST ACCOUNT RULES SO PRECISE?

WSBA ADVISORY OPINION 2215

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