

Networking

Network Friday, January 11, 2019 at **Alto Fumo**, 2909 Wilson Boulevard, Arlington, VA (Clarendon Metro) at 12:30 p.m. RSVP to:
steven@stevenkriegerlaw.com

Network Thursday, January 17, 2019 at the D.C. Bar, 901 Fourth Street NW at Noon. The program is ***Outsourcing 101 for Lawyers***, presented by Dina Lynch Eisenberg of OutsourceEasier. RSVP to lunchandlearn@dcbbar.org

Network Friday, January 25 at **Positano Ristorante**, 4948 Fairmount Avenue, Bethesda (Bethesda Metro) at 12 Noon. RSVP to rsjillions@gmail.com

Network Thursday, January 24, 2019 at the D.C. Bar, 901 Fourth Street NW at Noon. The program is **How to Leverage Virtual Assistance and Contract**

Lunch and Learn

Practice Management Advisory Service



[Small Firm Lunch and Learn Series](#)

All programs begin at Noon. You may attend in person or by our Zoom video conference link. Register for any or all at lunchandlearn@dcbbar.org

January 17, 2019 -- Outsourcing 101 for Lawyers, by Dina Lynch Eisenberg of [OutsourceEasier](#). Are you tired of doing everything? Has your practice become unsustainable? Do you want to scale up in 2019 without adding overhead? Use Outsourcing to grow your law practice and reclaim your time.

During this program, you'll identify the projects that you can easily delegate, understand how outsourcing marketplaces work and discover the steps to getting exactly the outcome you want at the price point that you want. Kick off your new year right and join in!

January 24, 2019 — How to Leverage Virtual Assistance and Contract Attorneys to Increase Profits, by Nakia Gray of [Gray Legal, P.C.](#) Ms. Gray actively uses contract lawyers and virtual staff in her practice. During this program, Ms. Gray will share valuable insights on how you can incorporate these resources in your firm. She will share best practices and deliver practical advice on how to hire and use virtual staff and contract lawyers to help you scale up your small firm

To register, [click here](#) or send an e-mail to lunchandlearn@dcbbar.org.

The Lunch and Learn Series is [here](#). New programs are added regularly. Recaps and materials from recent programs are [here](#). If you have an idea for a program, let us know at: lunchandlearn@dcbbar.org

Attorneys to Increase Profits, presented by Nakia Gray of Gray Legal, P.C.
RSVP to
lunchandlearn@dcbar.org

Law is a relationship business. Bring cards to share.

PMAS Calendar

- **January 16** – Day 1 of Basic Training & Beyond.
- **January 17** – Lunch and Learn. *Outsourcing 101 for Lawyers.*
- **January 23** – Day 2 of Basic Training & Beyond.
- **January 24** – Lunch and Learn. *How to Leverage Virtual Assistance and Contract Attorneys to Increase Profits.*
- **January 26** - One Day session of Basic Training

Ethics

What are the ethical implications of crowdfunding a legal representation? Read [Legal](#)



Our monthly [Basic Training & Beyond](#), is set for January 16 & 23, 2019 / 9:15 a.m. – 4:30 p.m. Register: BasicTraining@dcbar.org This program has been presented 218 times. More than 3,000 lawyers have attended over the last ten years and many have launched and are operating small law firms. [Saturday sessions](#) are offered on January 26, March 9 and May 18, 2019.

From the Desks of Dan and Rochelle



Daniel M. Mills, assistant director, D.C. Bar Practice Management Advisory Service

Every chance I get, I'm showing lawyers this unique feature and aspect of membership at the D.C. Bar. It's called officially [Member Connections](#). For D.C. Bar members, it's free office space with certain conditions described on the afore mentioned web page. It's been open for several months in our new building. This is free space where you can work, meet with your team or see a client. It comes with wifi, printing and refreshments as well. The registration process is a little cumbersome in that the Bar's Member Services folks are asking you to reserve space two business days in advance. I'm told they have been able to accommodate requests within one business day so don't be discouraged by that.

If you meet with others in the space, it's probably best that you gather in the Bar's lobby on the ground floor and then all come together to the third floor where the Member Connections space is located. Be sure to read the [FAQs](#) and any questions go to

[Ethics Opinion 375](#) for guidance.

What are your obligations to a prospective client?

Read [Legal Ethics Opinion 374](#) to find out.

Have you read the Legal Ethics Opinions on social media and lawyers? They are here: [LEO 370](#) and [LEO 371](#)

Check the small firm legal trends and compensation reports [here](#).

The new e-Manual for Basic Training & Beyond can be downloaded [here](#).

For more information on PMAS programs, [click here](#).

Other Events

Continuing Legal Education programs are [here](#).

Communities Events are [here](#).

Pro Bono Center training programs are scheduled [here](#).

MemberConnections@dcbbar.org

You will find the [Member Connections](#) page in the **Membership tab** on the top left of any D.C. Bar web page. If you want a tour of the space before you use it for a meeting, give me a call at 202.780.2761 and I'll arrange it. If you can't make it into the building, we can do the tour by video conference.

--Dan



*Rochelle Washington,
senior attorney, D.C.
Bar Practice Management
Advisory Service.*

Do you have a business plan for your law firm? Creating and implementing a business plan helps to create structure and set long term goals but is also a key defense to avoiding bar complaints. You need a business plan to assist you in creating and operating your business. Many lawyers do not believe they need a business plan but having a plan creates control and direction. In the absence of a good plan your decisions may be unduly influenced by the balance in your operating account rather than your intended course of action when you decided to venture out as a small firm lawyer. Either you will control your business, or your business will control you.

The process of drafting your business plan will expose many issues which you may not have initially considered. It will reveal to you that your enterprise is a system composed of smaller systems. You will create a unique mission and

purpose for your firm that will prove crucial for growing your firm. If you do not have one, please contact pmas@dcbbar.org for a template to assist you in this process. A business plan is like a resume, it is not something that can be copied or slightly modified from another source. Instead, your plan will be unique to your personal and professional experience as well as your unique take on how you want your business to run, who you want to serve and how you plan to approach your practice area of choice.

Your plan does not have to be perfect. It is far more important that it be functional, realistic and evolving. The development of a business plan requires you to think through your mission statement and financial goals. It will also force you to consider case and client management and the administrative logistics of operating your firm. Creating management systems enable you to maintain structure for your firm, from how to process paper to client intake, to financial management.

--Rochelle

[Click here](#) or send an e-mail to pmasunsubscribe@dcbbar.org to unsubscribe from this newsletter.

