



PRACTICE MANAGEMENT

ADVISORY
SERVICE

Practice 360° Newsletter

Calendar

Networking

Thursday, October 10, Noon

Fastcase 101 by Matthew Geary of [Fastcase](#). The D.C. Bar, 901 Fourth Street NW, Washington, DC
RSVP to lunchandlearn@dcbar.org

Friday, October 11, 12:30 p.m.

Alto Fumo, 2909 Wilson Boulevard, Arlington, VA (Clarendon Metro)
RSVP
to steven@stevenkriegerlaw.com

Friday, October 25, Noon

Barrel & Crow, 4867 Cordell Ave., Bethesda, MD (Bethesda Metro)
RSVP to Mark@MarkdelBianco.com

***Law is a relationship business.
Bring cards to share. Do RSVP
so you will be notified of any
event updates.***

PMAS Events

Successful Small Firm Practice Course

The [Successful Small Firm Practice Course](#) is underway with both weekday and weekend sessions.

Learn how to launch, grow and manage your law firm in this free program for D.C. Bar members and their staff. Rochelle D. Washington leads the Monday sessions from Noon-2 p.m. from September 9 through November 4, 2019. Daniel M. Mills leads the weekend sessions on September 14 and November 16, 2019 from 8:30 a.m. to 4:30 p.m. All sessions are at the D.C. Bar, 901 Fourth Street NW, DC.

To register or inquire, email SmallFirmCourse@DCBar.org. When registering, specify weekday or weekend sessions.

Lunch and Learn

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

October 10, 2019

Fastcase 101, presented by Matthew Geary of [Fastcase](#).

This program will provide an introduction, and general overview, of the features available with Fastcase, a Bar member benefit and the leading next-generation legal research service that puts a comprehensive national law

October 7 – Successful Small Firm Practice Course (Weekday - Session 5)

October 10 – Lunch and Learn, Fastcase 101

October 16 – Day 1 of Basic Training & Beyond

October 21 – Successful Small Firm Practice Course (Weekday - Session 6)

October 23 – Day 2 of Basic Training & Beyond

October 24 – Lunch and Learn, Clearing Clutter: Tuning in to Time, Space and Mind

October 28 – Successful Small Firm Practice Course (Weekday - Session 7)

Ethics

New ethics guidance on **Mandatory Arbitration Provisions in Fee Agreements.** [Legal Ethics Opinion 376](#)

What are the ethical implications of crowdfunding a legal representation? Read [Legal 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?*
[Legal Ethics Opinion 370](#)
[Legal Ethics Opinion 371](#)

Other Events

library and smarter and more powerful searching, sorting, and visualization tools right at your fingertips. The Fastcase collection includes cases, statutes, regulations, court rules, and constitutions. Fastcase also provides access to a newspaper archive, legal forms, and a one-stop PACER search of federal filings.

October 24, 2019

Clearing Clutter: Tuning in to Time, Space and Mind, presented by Niki Irish of the [D.C. Bar Lawyer Assistance Program](#).

Sometimes life can feel like it is moving at lightning speed. As daily demands, obligations and responsibilities feel more and more overwhelming, it becomes easy to avoid acting on tasks such as keeping up with client emails, organizing files, and paying attention to your own mental health. While avoidance may offer temporary relief, it can also spiral into increased feelings of anxiety, disorganization, and stress. If you have found yourself in this position, you are not alone! During this program, participants will discover techniques to help manage daily physical and mental clutter so they can improve productivity and decrease stress. Participants will learn how to become more efficient and productive by better managing their:

- Time;
- Physical space/work environment; and
- Brain space.

Basic Training & Beyond

Our monthly [Basic Training & Beyond](#), is set for October 16 and 23 at 9:15 a.m. – 4:30 p.m.

Register at BasicTraining@dcbbar.org

This program has been presented 233 times for more than 3,000 lawyers and many have launched and are operating small law firms.

PMAS Links and Free Downloads

[Continuing Legal Education programs](#)

[Communities Events](#)

[Pro Bono Center training programs](#)

[Law Firm Management Assessment \(Self-Check\)](#)

[Small firm legal trends and compensation reports](#)

[e-Manual for Basic Training & Beyond](#)

[More PMAS programs](#)

From the Desks of Dan and Rochelle



Job Posting Tip

Here is how to find out if the applicant for any position in your firm gives attention to detail and follows instructions. In the position description that you post, give the applicant very specific instructions to follow in order to submit their resume and cover letter for the position. If the applicant does not follow the instructions, you may not want to seriously consider them for an interview. The specific instructions can include responding to a specific email address, addressing the cover letter to a specific person, placing certain words or numbers in the subject or RE line, summarizing past experience most relevant for the current position in the first paragraph of the cover letter, summarizing education most relevant for the position in the second paragraph, summarizing career goals in the third paragraph, and so on. You may have fewer applicants to consider for the position but at least you will know who pays attention to detail and can follow instructions.

--Dan

When is it Time for You to Hire?

When you feel the need to hire an employee you are probably already in over your head. Hiring an employee means increasing your overhead expenses and that may be a scary thought. The chief concern is generally, can you sustain the new expense of an employee. There are alternative staffing options for the small firm lawyer. You can hire full-time, part-time, contract, or seek virtual help.

The first thing to consider when thinking about bringing on new staff is determining your need. Keeping detailed track of your time will help you identify what key role you need filled. Are you spending time on administrative tasks, paralegal tasks, or attorney work? Knowing this will make your decision easier. Consider your hourly rate and remember that the person you hire can free up time for you to bill for substantive work. If you spend an average of three hours a day on office management tasks and business development, consider the hourly rate you could charge if you were

free to perform billable work instead. You can track your time using case management software or you can e-mail: pmas@dcbar.org for our 168-hour Time Management Spreadsheet.

After a few months, review your time keeping log to evaluate how you are spending non-billable time. Identify the type of staff you would need to perform that work and estimate how long it would reasonable take them to do it. Do the math. This helps you to then determine whether you need someone part-time, full-time or on a contract basis. Next, calculate what you could pay someone to handle those tasks and then how much you could earn in that same amount of time at your billable rate. If you are not able to commit to any of these options, consider using on-demand virtual help.

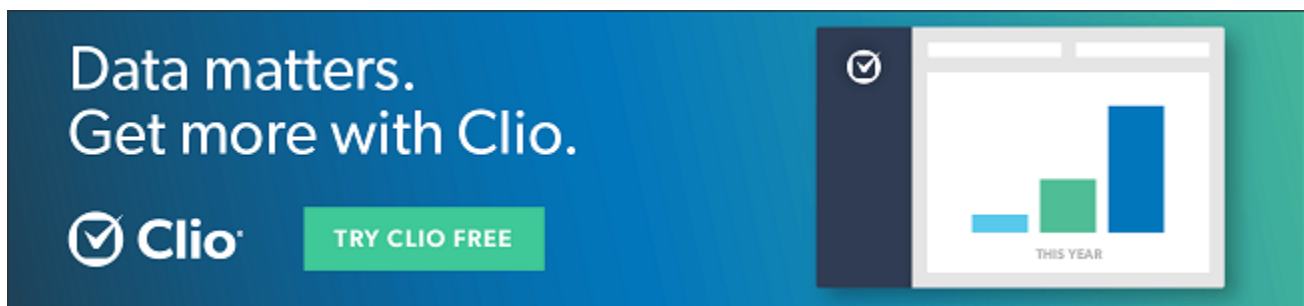
There are numerous virtual staffing resources for lawyers. Interested in learning more about virtual help? [Click here](#) for the presentation materials from our Small Firm Lunch and Learn program, *How to Leverage Virtual Assistance and Contract Attorneys to Increase Profits*, presented by Nakia Gray of [Gray Legal, P.C.](#)

--Rochelle

Dan & Rochelle

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The advertisement banner features a dark blue background on the left with the text "Data matters. Get more with Clio." and the Clio logo. A green button with the text "TRY CLIO FREE" is positioned below the text. On the right side, there is a graphic of a laptop displaying a bar chart with three bars of increasing height, labeled "THIS YEAR".



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