

**March 2023**

**From the Desks of Your D.C. Bar Practice Management  
Advisors**



**Growing Pains**

When a lawyer launches their own firm, the focus usually begins with getting the business infrastructure in place and securing the first clients. Over time, if the lawyer consistently markets their firm and networks effectively, these early concerns fade and new concerns surface.

Growing pains often come when attorneys have enough business to pay their overhead and personal expenses, but they have more clients and administrative work than they can handle themselves. To solve this problem, they either need to grow their team or get more selective about the work they accept.

Finding and keeping talent in law firms is a common struggle for growing firms. This month, we have a Lunch and Learn program, "[Law Firm Compensation & Bonuses: Planning for 2023](#)," dedicated to discussing the financial considerations at play for lawyers who run firms.

Whether you are starting a firm from scratch or growing and managing an existing firm, PMAS has resources to help you create and meet your business goals. To schedule a one-on-one meeting with us, email [PMAS@dcbar.org](mailto:PMAS@dcbar.org). For courses and trainings we offer free to D.C. Bar members, visit our [website](#).

## Basic Training & Beyond

If you're starting a firm, [Basic Training & Beyond](#) is a great jumping-off point. Day One will teach you the essentials to get your firm off the ground, and Day Two will help you grow and manage your firm.

**Here is how to start, grow and manage a law firm in a large, urban market during a pandemic.** Our monthly [Basic Training & Beyond](#) is set for March 7 & 21, 2023, 9:15 a.m. – 4:30 p.m. We will meet in-person in the Williamson Conference Room on the third floor of D.C. Bar headquarters. Attendees must comply with these [protocols](#) to enter the building. The program is presented monthly for members and law firm staff.

[REGISTER HERE](#)

This program has been presented more than three hundred times for more than 4,000 lawyers over the last fourteen years, and many have launched and are now operating small law firms. We stay connected with many small firms, and what we learn informs the content for this program.

## Lunch and Learn

Join us in 2023 for these [Lunch & Learn programs](#):

- **March 2, 2023: [Law Firm Compensation & Bonuses: Planning for 2023](#)**

Read more at [Small Firm Lunch and Learn Series](#).

All programs begin at noon.



[REGISTER](#)

## Managing Money

Learn how to onboard a new client by creating the appropriate fee agreement; make the proper entries onto the client ledger and trust account when needed; track the established earning mechanism; and make proper entries in the firm's operating or business account.

Our next session of Managing Money is set for **March 13, 2023, 9:00 a.m. – 12:30 p.m.**

We also present Managing Money on request for a law firm or organization.

[Register for an upcoming session or schedule a session for your firm.](#)

## Successful Small Firm Practice Course

**We have launched the Successful Small Firm Practice Course in a new way.**

Are you interested in a business incubator approach to growing your law firm? Consider the Successful Small Firm Practice Course, which has been a staple for several years as a series of multi-session programs focused on starting and

growing a firm with attendees creating work product for the firm. Now we offer the course upon request on an individual basis designed to help the lawyer develop their firm in a series of one-on-one sessions.

The course will be able to focus precisely on the type of firm the member wants to create and will take place at a pace that suits the lawyer. Lawyers work through their business and marketing plans and have built-in accountability for achieving their business goals.

If you are interested in this approach to creating and growing a law firm, contact [PMAS@dcbar.org](mailto:PMAS@dcbar.org).

## Resources

Did you miss any of these recent programs?

- **Stop Wasting Time on Tire-Kickers and How to Create Standard Operating Procedures (SOPs) That Save Time and Money in Your Law Practice** with David Skinner and Karen Dunn Skinner
- **Take a Tour of MyCase** with Valerie Amparan
- **Modern Business Development: Winning Clients & Talent Online** with Sameena Kluck
- **Thriving Not Just Surviving: Boundary Setting in Practice** with Niki Irish and Sharon Greenbaum

Access the [recordings and materials](#). New programs are added regularly.

If you have an idea for a program, let us know at [lunchandlearn@dcbar.org](mailto:lunchandlearn@dcbar.org).

## More News from PMAS

We are contributing to the Bar's blog at [Duly Noted](#).

If you are interested in a practice management assessment, [click here](#).

- Kaitlin & Dan

### **In other news . . .**

Here is the Lawyer Assistance Program [Dispatch](#) newsletter for the Winter.

For the recent results of the groundbreaking study on attorney mental health and well-being, [click here](#).

Here is new ethics guidance on Restrictions on Accepting a Legal Fee For Benefit of Certain Incarcerated Persons Before Notifying Prior Counsel of Record: [Legal Ethics Opinion 384](#)

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

#### **CLE, Communities Events & Pro Bono:**

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

*Communities Events* are [here](#).

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

As we return to D.C. Bar Headquarters for meetings and events, everyone entering the building will need to comply with the [COVID Guidelines](#).

#### **Our Practice Management Advisors are:**

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Practice Management Advisors have a free and confidential relationship with D.C. Bar Members pursuant to Rule 1.6(j) of the D.C. Rules of Professional Conduct.

**NOW UPDATED**

## District of Columbia Practice Manual

Every D.C. Lawyer's Must-Have Resource



Normally priced at \$495, this two-volume title is available to subscribers of this newsletter for \$450. Please contact [communitiesregistration@dcbar.org](mailto:communitiesregistration@dcbar.org) for a discount code.



Serving our members so they can serve the community

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