

Networking

Thursday, July 11

The D.C. Bar, 901 Fourth Street NW at Noon. The program is *Pitch Power®: Refresh Your Elevator Pitch, Attract More of the Right Clients*, by Maggy Sterner, Brand and Business Coach. RSVP to lunchandlearn@dcbar.org

Friday, July 12

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

Friday, July 26

Barrel & Crow, 4867 Cordell Avenue, Bethesda (Bethesda Metro) at 12 Noon. RSVP to rsjillions@gmail.com

Law is a relationship business. Bring cards to share.

PMAS Event Calendar

- **July 11** – Lunch and Learn. Pitch Power®: Refresh Your Elevator Pitch. Attract More of the Right Clients.
- **July 13** – All day session of *Basic Training & Beyond: Starting & Growing a Law Firm*.
- **July 18** – Lunch and Learn. Office On-Demand for the 21st Century Law Firm.
- **July 25** – Lunch and Learn. Are You Lawvering or Laboring? 7 Steps to Reduce Interruptions & Chores and Run a Highly Productive Law Firm.

SUCCESSFUL SMALL FIRM PRACTICE

Registration is open for the [Successful Small Firm Practice Course](#) 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 will lead the Monday sessions from Noon-2 p.m. starting September 9 through November 4, 2019. Daniel M. Mills will lead 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, Washington, DC. To register or inquire, email SmallFirmCourse@DCBar.org When registering, specify weekday or weekend sessions.

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 video conference link. Register for any or all at lunchandlearn@dcbar.org

July 11, 2019 – Pitch Power®: Refresh Your Elevator Pitch, Attract More of the Right Clients, by [Maggy Sterner](#), brand and business coach. Having a simple, powerful and compelling elevator pitch that clearly communicates what you do makes it easy to get more business directly and from referrals. In this program you will learn: what a brand is and how it's connected to your pitch; what a good pitch is; and how to create one.

July 18, 2019 - Office On-Demand for the 21st Century Law Firm, by [Carr Workplaces](#). This event will take place at 1717 K Street NW, Suite 900, Washington, DC 20006. **(Off-site program)** Sponsored lunch will be provided for this event. During this program, held at a Carr Workplaces office on-demand location, you will discover and explore: how other lawyers use Carr's on-demand offices; the services and packages offered (including specials for D.C. Bar members); how mail and phone calls are handled; the security and confidentiality protocols used; how to maximize on the services offered; a special group tour of the facility and more!

The *Lunch and Learn Series* is [here](#). New programs are added regularly.

Ethics

Here is 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*? 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

CLE, Communities Events & Pro Bono:

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

Communities Events are [here](#).

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

Dan & Rochelle

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Rochelle D. Washington | Practice Management Advisor | 202.780.2764

Practice Management Advisory Service
District of Columbia Bar
901 Fourth Street, NW
Washington, DC 20001

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



Our monthly [Basic Training & Beyond](#), is set for **Saturday, July 13, 2019 / 8:30 a.m. – 5:00 p.m.** Register: BasicTraining@dcbbar.org

This program has been attended by more than 3,000 lawyers and many have launched and are operating small law firms. The next two-day sessions are set for August 14 and 21, 2019.

From the Desks of Rochelle



Rochelle Washington, D.C. Bar Practice Management Advisor.

Productivity Tip: Using Fillable Forms for Client Intake

Consider including the use of fillable forms for your client intake system. Using fillable forms can reduce errors and improve client service. If you are not already using fillable forms for this purpose, you could be losing valuable time and money. Fillable forms will reduce unnecessary and cumbersome steps of data entry and creating standard documents. Check out [9 Reasons Why Innovative Lawyers Use Online Intake Forms](#). There are many [products and services](#) available to assist you with the development of forms for your practice. Using Adobe Acrobat is just one easy and common way to create fillable forms for your practice but, extracting and compiling the data is not always easy.

Another way to create fillable forms is by using a new product offered by our D.C. Bar member benefit, Clio. Clio now offers [Clio Grow](#), a customer relationship management product that integrates with their case management system. With Clio Grow, not only can you create fillable client intake forms but, the data collected from the forms will automatically populate into the case management system eliminating the need for duplicative data entry. Explore the possibility of using fillable forms in your law firm today!

CLEAR PERSPECTIVES
that you can count on

INTELLIGENCE THAT WORKS



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