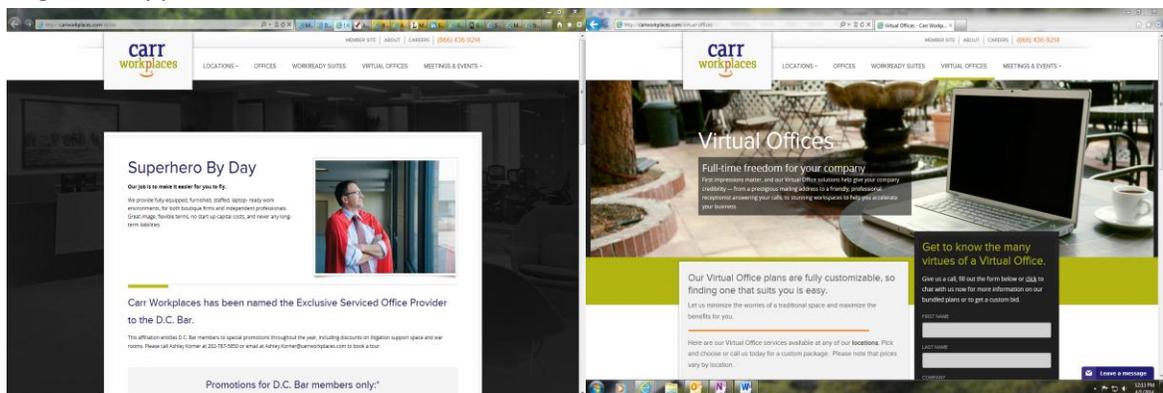
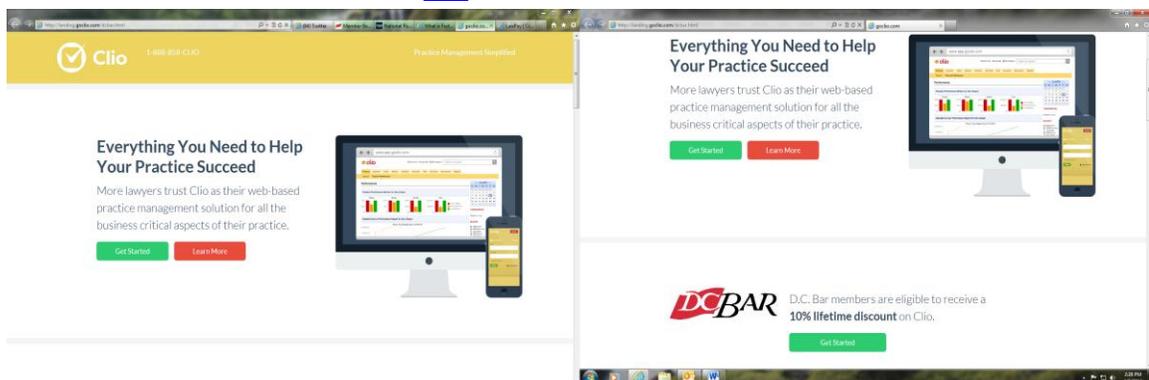


## Growing Your Law Firm with D.C. Bar Member Benefits

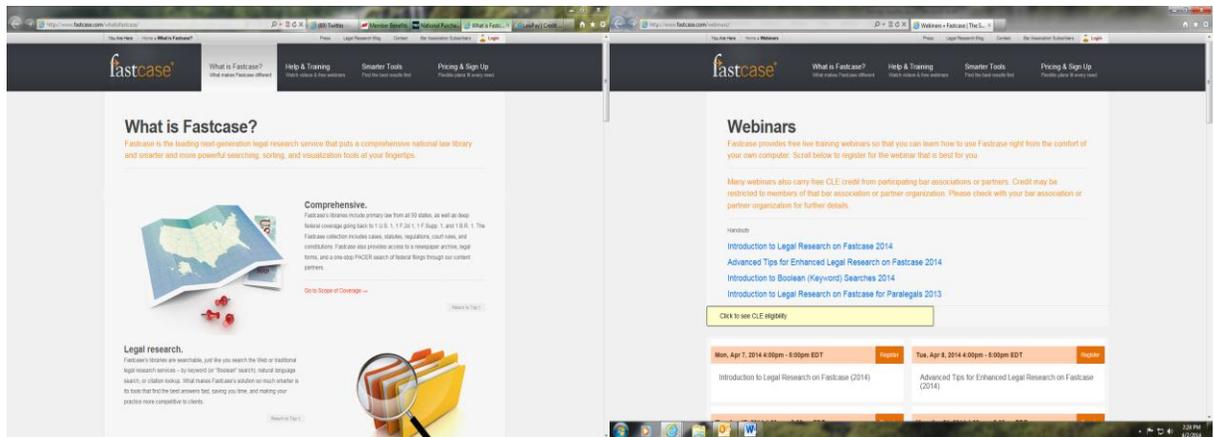
1. **Office Space:** Location, location, location. Or maybe not. Perhaps, your home office is the right location. Whether you are looking for permanent space or an office on demand arrangement, you should consider using our D.C. Bar member benefit with [Carr Workplaces](#). Carr Workplaces can provide your firm with a great image, managed IT infrastructure, flexible terms, no start-up capital costs, and fewer long-term liabilities. Full time office, part time, virtual and home office support plans available. Rooms are available for depositions and client meetings, document and litigation support rooms. Call 1-877-301-2093 for more information and office locations.



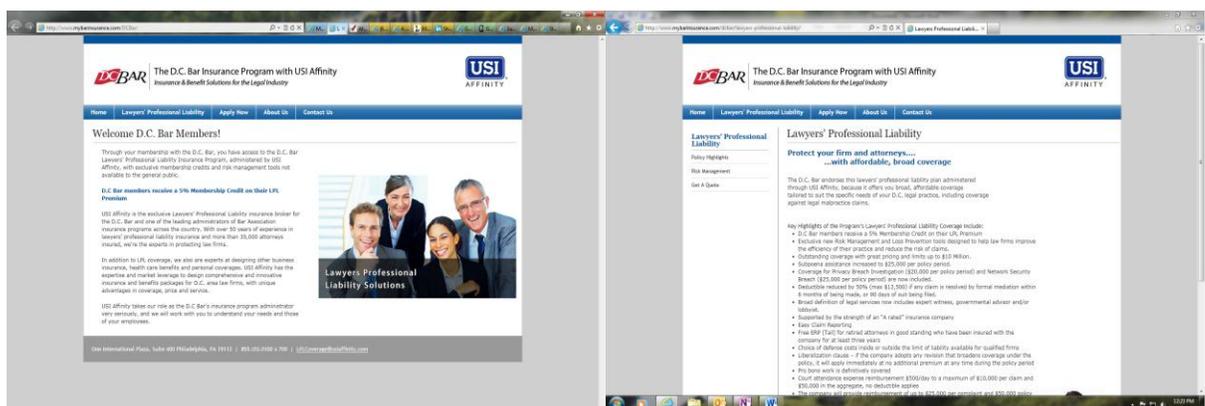
2. **Case Management Software:** [Clio](#) is a cloud-based legal practice management platform that keeps an attorney's all-important matters, contacts, and documents available anywhere. If your office already uses other popular cloud services like Dropbox or Google Apps, [Clio](#) ties them together in a single, easy-to-use system. With dozens of more advanced features like terrific time-tracking, comprehensive calendaring, and beautiful billing, [Clio](#) can save you time, help you make money, and look polished and professional to your clients. Members of the D.C. Bar receive a **10% lifetime** discount on [Clio](#). For more information call 1-888-858-2546.



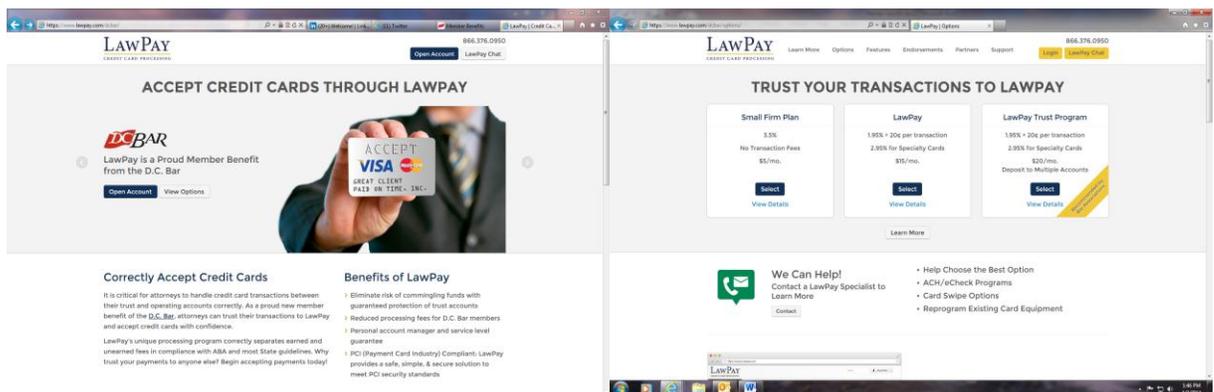
- Legal Research:** Try out our Bar member benefit with [Fastcase](#). All active and judicial D.C. Bar members now have access to [Fastcase's](#) comprehensive online law library. [Fastcase](#) is a D.C.–based company that combines the best of legal research with the best of Web search, to provide active or judicial members with a powerful tool for finding the law. The [Fastcase](#) service for active and judicial members includes **FREE** access to D.C. and federal codes and regulations; users may add unlimited access to the full [Fastcase](#) law library for just \$195 per year, an 80 percent discount off the standard cost. Enterprise licenses are also available for law firms and organizations. For login questions, please send a message to [memberbenefits@dcbar.org](mailto:memberbenefits@dcbar.org). For [Fastcase](#)–specific questions, please send a message to [dcbar@fastcase.com](mailto:dcbar@fastcase.com).



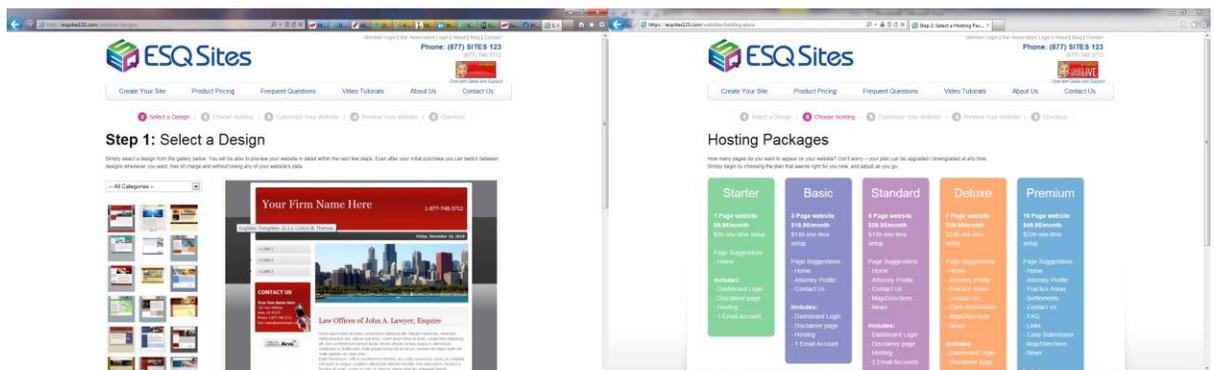
- Lawyers Professional Liability Insurance:** Make sure you and your law firm are protected in the event of a malpractice claim. Creating a business entity does not protect you from claims of professional liability. Malpractice insurance is essential. Take advantage of our D.C. Bar member benefit with [USI Affinity](#). Call 1-855-USI-0100 (855-874-0100) and enter 706 when prompted for a PIN code.



5. **Credit Card Processing:** If you have considered taking credit card payments in your law office then try our bar member benefit with [LawPay](#). It is critical for attorneys to handle credit card transactions between their trust and operating accounts correctly. [LawPay](#) will allow an attorney to separate earned and unearned fees in compliance with the D.C. Rules of Professional Conduct and [Legal Ethics Opinion 348](#). Call 1- 866-376-0950 for more information.

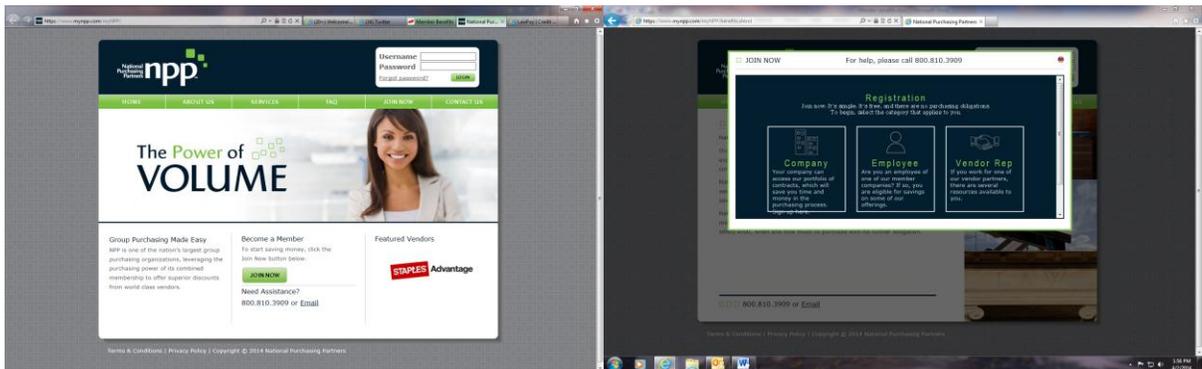


6. **Web site:** First things first. If you are ready to move forward with starting your law firm you should reserve a URL for your Web site. Then, of course, get a Web site. Consider [ESQSites123.com](#) where D.C. Bar members receive 25% discount and Web sites start from just \$99.00. You will maintain control over your site and content because you can create and edit content on the Web site using basic internet ad word processing skills. Call 1-619-237-5422 for more information.

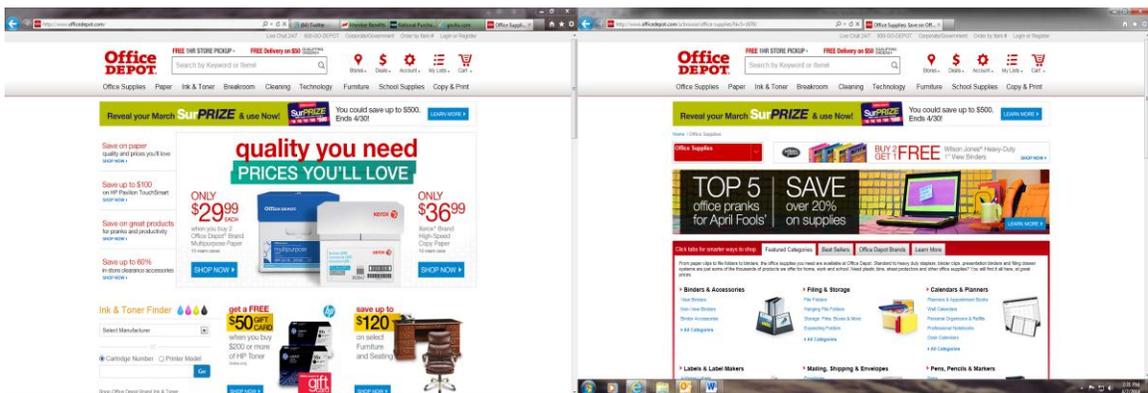


7. **Dedicated Phone:** You should have a dedicated phone line to communicate with clients. Try [Verizon Wireless](#). D.C. Bar members now have access to exclusive discounts from NPP's preferred partner Verizon, the nation's largest and most reliable 4G and 3G networks. Offices

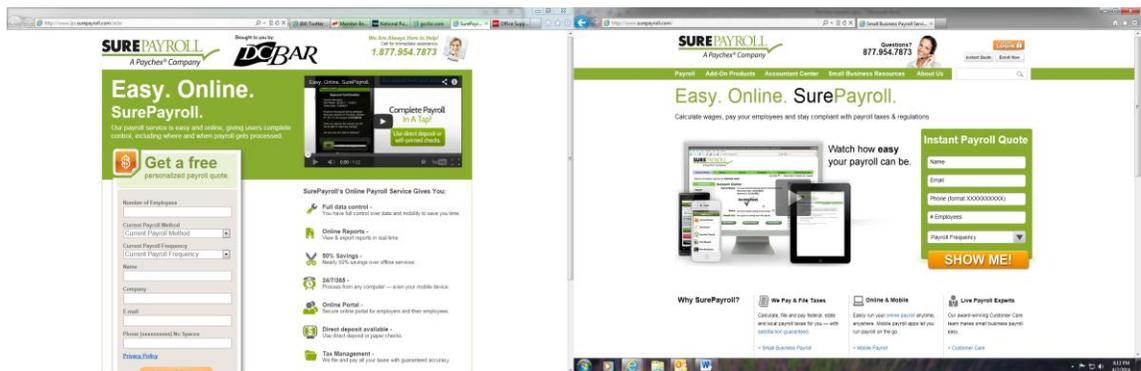
only need to meet the two–line requirement to be eligible (note: two–line minimum is only good until June 30, 2014). This offer is only available through our partnership with National Purchasing Partners at 206-625-7441. Existing Verizon Wireless account holders may take advantage but must register with NPP for approval. If you are not already an NPP member, registering is free. **Reminder: if you use a phone number provided by an office on demand service you may not be able to take your phone number with you should choose to discontinue use of the phone services.**



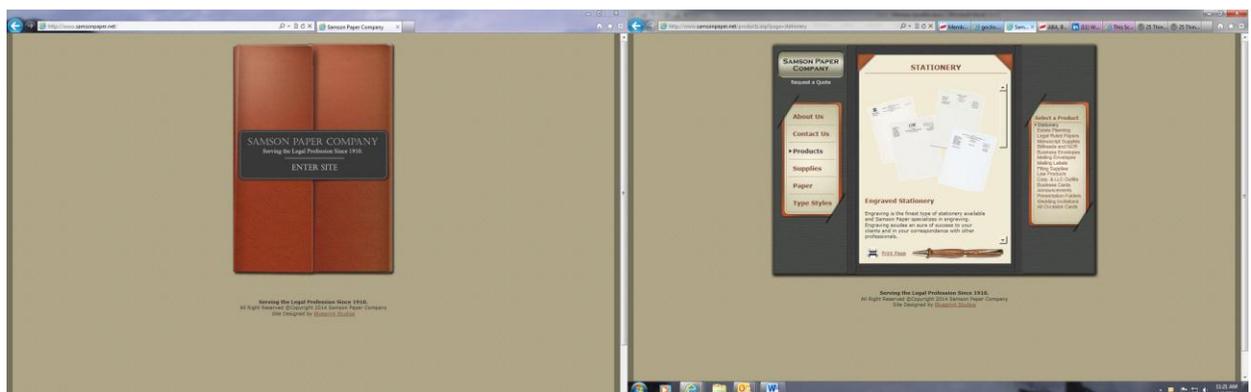
- Office Supplies:** The D.C. Bar and [Office Depot](http://www.officedepot.com) have developed a group purchasing agreement for more than 15,000 office products, as well as a range of additional value–added services. The program features discounts of up to 50 percent on frequently ordered law firm products and up to 10 percent discount on retail Web site pricing for all other products. For more information, call 1-800-890-4914, press “1,” and then enter ext. 3083, or e–mail [dcbar@officedepot.com](mailto:dcbar@officedepot.com).



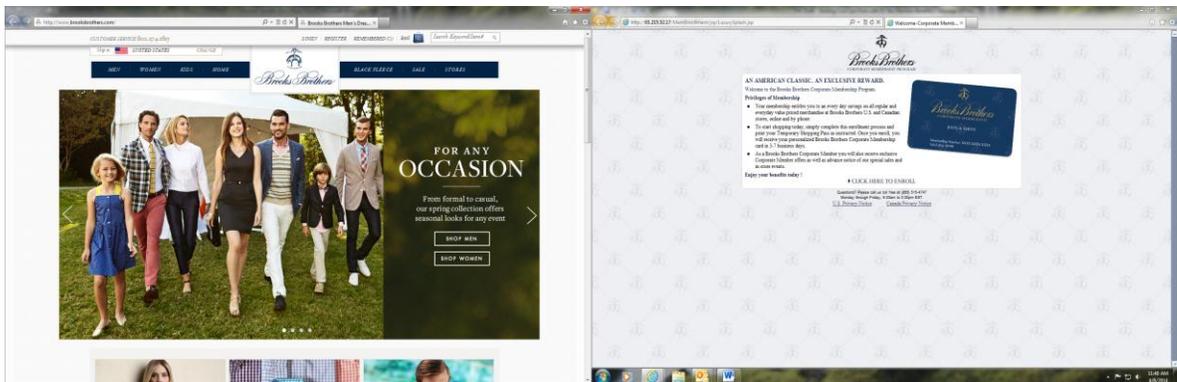
9. **Payroll:** Try our Bar member benefit with [SurePayroll](#) at 1-877-945-7873. [SurePayroll](#) is dedicated to providing a simple, convenient and accurate online payroll service at a price small business owners can afford. D.C. Bar members will now be able to enroll with [SurePayroll](#) and run payroll in two minutes or less, and do it at a discounted members' rate. The service also files and pays all payroll taxes with guaranteed accuracy, so costly penalties are avoided. Payroll can be run anywhere, anytime online, including from your smartphone. Free apps are available for iPhone, iPad, and Android to provide an easy way to complete payroll when out of the office.



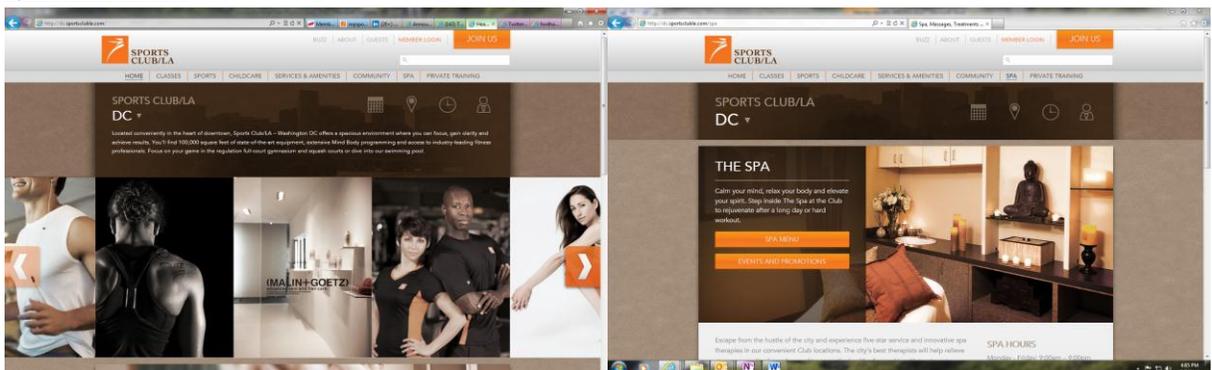
10. **Letterhead and Stationery:** Last but not least you may need stationery and letterhead for your office. While the trend is to a paperless law office, there are times when you may need formal stationery for thank you notes and paper-oriented clients. Try using our Bar member benefit with [Samson Paper Company](#). The Samson Paper Company is a leading supplier of engraved and printed stationery in the United States, and in 2010 celebrated 100 years of serving the legal profession. Samson Paper will give members 10 to 25 percent off any current invoice and will hold these prices for at least 18 months. Samson Paper's quality is guaranteed, and you do not pay until after you receive the supplies and are fully satisfied. Contact [Samson Paper](#) at 1-800-523-1000 or [samsonpap@aol.com](mailto:samsonpap@aol.com).



11. **Dress for Success:** Why not look your best using our Bar member benefit at Brooks Brothers. Since 1818, Brooks Brothers has set the standard for modern American style. Throughout the years, Brooks Brothers has become a national icon revered for the quality and classic elegance of its services and merchandise for men and women. Enroll for your Brooks Brothers Corporate Membership Card and Save 15% on regular and everyday value priced merchandise at Brooks Brothers U.S. branded stores nationwide, by phone or online at [BrooksBrothers.com](http://BrooksBrothers.com). Enroll online at [Membership.BrooksBrothers.com](http://Membership.BrooksBrothers.com) or by calling Corporate Incentive Services toll-free at 1-866-515-4747 (M–F, 9 a.m. to 5 p.m., ET). Please reference the D.C. Bar Organization ID# 10252 and Pin Code# 39813.



12. **Staying Healthy:** Last but not least, feel your best with a health club membership using your Bar member benefit at [Sports Club/LA](http://Sports Club/LA), located at 22nd and M Streets NW. [Sports Club/LA](http://Sports Club/LA) is a 100,000–square–foot luxury sports and fitness facility that offers more than 40 sports and fitness options under one roof, from private training to group exercise. The facility includes squash and basketball courts, swimming pools, and a wide variety of weight training and cardiovascular equipment. In addition to workout facilities, the Club features a full–service spa, salon, and cafe. D.C. Bar members receive preferred membership rates at only the D.C. location. Please contact Rick Fichter, sales manager, at 202-974-6609 or e–mail [rfichter@mp-sportsclub.com](mailto:rfichter@mp-sportsclub.com) for more information.





**PRACTICE MANAGEMENT  
ADVISORY SERVICE**

*For more information on our [Bar member benefits](#) or for [practice management advice](#) on starting or operating your law office please contact our practice management advisors:*

Daniel M. Mills, Assistant Director at 202-626-1312 or Rochelle D. Washington, Sr. Staff Attorney at 202-626-1317

D.C. BAR

Practice Management Advisory Service

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