

# **What Does a (New) Lawyer Need to Know About Running a Law Practice**

**June 14, 2021 12:00 pm-1:00 pm**

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## **Agenda**

12:00 pm- 12:05 pm – Welcome and Introduction

12:05 pm – 12:45 pm – What a New Lawyer Needs to Know About Running a Law Practice

- Overview - what kind of law?
- Vision, missions, goals - how to evaluate over time?
- Legal structure - solo, partners, incorporation, shared-office?
- Physical location - at home, at shared location or a new office?
- System - computer (laptop, desktop), software, phone, photocopiers, internet, visa/debit/credit system
- Finance - start-up cost, budget, line of credit, break-even point, life/work balance, hourly rate, block fee or not, disbursements
- Billing - what to charge? How to charge? How to ask for \$? Is there a system?
- Supplies - desk, chair, phone system (or cellphone or video call?), file cabinet, folders, papers, pens - office general supplies
- Internal system - hiring a staff or not? standard letters, work-progress-structure
- Marketing - on/off line, networking, build your team/people, your marketing funnel, keeping your statistics to build your records, branding, logo, tag line, etc.

12:45 pm-1:00 pm – Question and Answer Period