



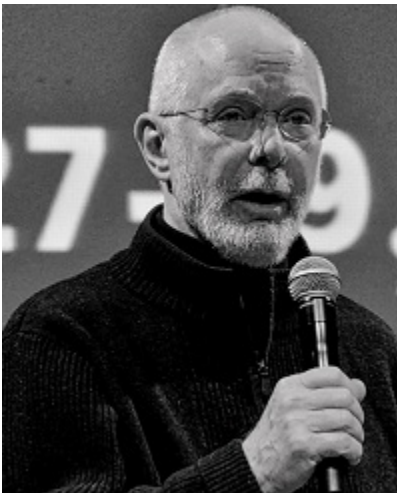
# PRACTICE MANAGEMENT

ADVISORY  
SERVICE

## Practice 360° Newsletter

December 2021

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



Dan Mills  
Practice Management Advisor

#### Welcome Kaitlin Forster to the Practice Management Advisory Service

I am happy to welcome Kaitlin as our new practice management advisor. She is an experienced lawyer and entrepreneur who has had her own firm in the District and dealt with all the issues of starting and growing a law firm in a major urban market. I've known Kaitlin a long time and I'm thrilled that she is now available to help D.C. Bar members with the business issues of their firm. She is reachable at [kforster@dcbar.org](mailto:kforster@dcbar.org) and 202-780-2764. We are also doing all our programs and consultations on Zoom for the foreseeable future. Perhaps we will be back in D.C. Bar Headquarters sometime in 2022. -- Dan



Kaitlin Forster  
Practice Management Advisor

#### Message from Kaitlin Forster

I am so grateful to be joining the D.C. Bar and stepping into the role of practice management advisor. When I was starting and growing my own law firm, I was always interested in exploring new technology, marketing techniques, and business strategies to make my firm more efficient and profitable. Going forward, I am excited to utilize this knowledge and experience to assist D.C. Bar members in the process of launching and developing their own successful legal practices. -- Kaitlin

## Managing Money



Our next session is December 6, 2021 on Zoom. 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.

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

## Lunch and Learn



**All Lunch and Learn programs begin at Noon on Zoom.**

Register for any or all at [lunchandlearn@dcbbar.org](mailto:lunchandlearn@dcbbar.org)

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**December 9, 2021**

***How Hive Mind Can Help Your Law Firm***

Join Sara Kropf, Pratibha Agarwal and Jane Lemley as they discuss how their mastermind group has helped them grow their law firms.

**Register**

*Program sponsored by [netdocuments](#)*

Read more at **Small Firm Lunch and Learn Series**

All programs begin at Noon. You may attend by Zoom video conference. Register for any or all [here](#).

The *Lunch and Learn Series* is [here](#). New programs are added regularly. Recordings and materials from recent programs are [here](#). If you have an idea for a program, let us know at: [lunchandlearn@dcbbar.org](mailto:lunchandlearn@dcbbar.org).

And if you missed *A Higher Bar: How to Exceed Client Expectations in a Virtual World* with Tim Bedford of Ruby.com, *Protect Your Law Firm from the Biggest Security Threats of 2021* with Tom Lambotte, *What Small Firm Lawyers Need to Know about Malpractice & Cyber Insurance* with Mark Lefever, *Local SEO for Law Firms* with Casey Meraz, *Automating Billing and Accounting for Lawyers* with Deborah Schaefer, *Write Your Marketing Plan Now* with Mary Ellen Hickman, *20 Ways to Increase Your Firm's Online Visibility* with Annette Choti, *Next Level Online Oral Communication & Advocacy Skills* with Christine Clapp, *Collaborative Law Practice* with Alice Ahearn & Emily Baker, the *5 Most Common Trust Accounting Mistakes* with Tom Boyle, or any other programs this year, here are the [recordings and materials](#).

## Basic Training & Beyond



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 December 8 and 15 (9:15 a.m. – 4:30 p.m.)

We will meet by Zoom videoconference. [Register here](#).

This program has been presented 284 times for more than 4,000 lawyers over the last thirteen years and many have launched and are operating small law firms. We keep in touch with many small firms and what we learn informs the content for this program.

## Calendar

### PMAS Calendar

#### December 2021

**December 6** – *Managing Money*

**December 8** – *Day 1 of Basic Training & Beyond*

**December 9** – *How Hive Mind Can Help Your Law Firm*

**December 15** – *Day 2 of Basic Training & Beyond*

## PMAS Links and Free Downloads

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

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

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

[More PMAS programs](#)

## Ethics

Here is new ethics guidance on **Lawyer-Directors Representing Entity-Clients**, [Legal Ethics Opinion 382](#).

## Other Events

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

[Continuing Legal Education programs](#)

[Communities Events](#)

[Pro Bono Center training programs](#)

## COVID Resources

[Coping During COVID-19: You Are Not Alone](#) (D.C. Bar, Lawyer Assistance Program)

[COVID-19 and Well-Being](#) (D.C. Bar, Lawyer Assistance Program)

[Well-Being Tips for Working at Home](#) (D.C. Bar, Lawyer Assistance Program)

[Bracing for the Unexpected: Disaster Preparedness for Lawyers](#) (D.C. Bar, Practice Management Advisory Service)

[Quick Start Guide to Launching a Firm During the Pandemic](#) (D.C. Bar, Practice Management Advisory Service)

[New Law Firm Quick Start Technology Guide](#) (D.C. Bar, Practice Management Advisory Service)

[Working Remotely During the Pandemic: A Guide to Bar Member Benefits](#) (D.C. Bar, Practice Management Advisory Service)

[Legal Ethics in the Age of Coronavirus](#) (D.C. Bar, Legal Ethics Program)

[Link to other D.C. Bar Covid-19 Resources](#)



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