

Basic Training & Beyond

Day-One:

Is this right for me?

Getting started.

The business of the small firm.

Managing risk.

Day-Two

Client relations.

Productivity & technology.

Marketing.

1,352,027 US licensed attorneys

182,296 in New York State

170,117 in California

110,403 in the DC Bar

91,244 in Texas

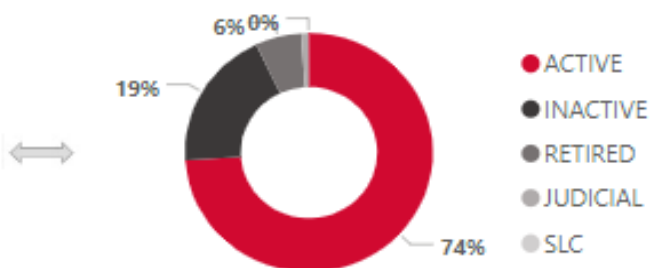
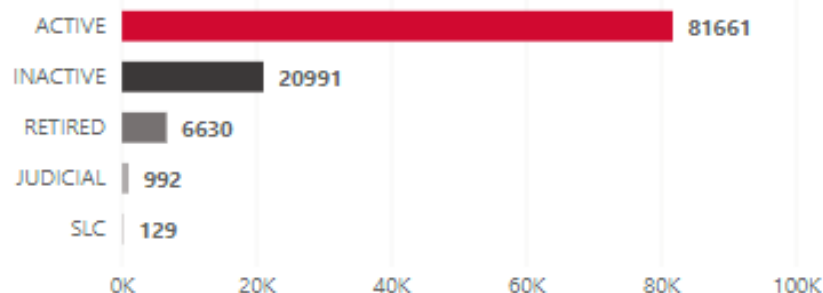
78,448 in Florida

DC Bar Membership Population

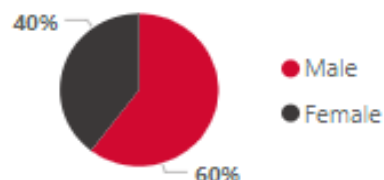
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Data Reflects May & June 2020 Combined: Queried 07/01/2020

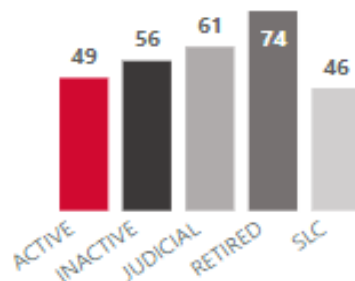
Marginal discrepancies may exist due to the availability of data.



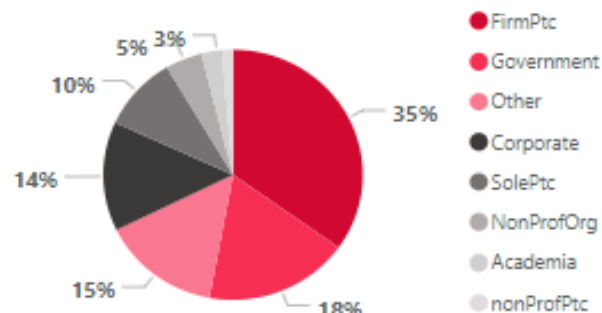
Gender Breakout



Average Age



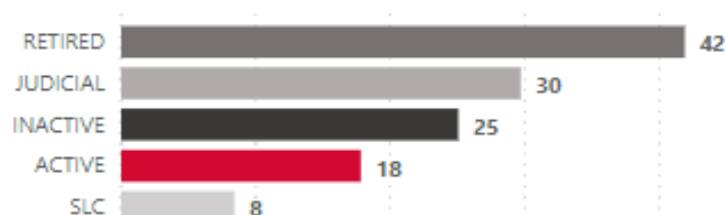
Practice Industry



Induction Method



Average Length of Membership (Years)



Is small firm law for me?

It's a profoundly challenged economy

It's a tough profession

Competition is intense

Expect an abundance of
challenge & adventure

The public's perception of lawyers

Please tell me how you would rate the honesty and ethical standards of people in these different fields -- very high, high, average, low or very low? How about -- [RANDOM ORDER]?

	Very high	High	Average	Low	Very low	No opinion
	%	%	%	%	%	%
Nurses	31	54	14	*	1	*
Engineers	17	49	31	2	1	1
Medical doctors	20	45	28	4	2	*
Pharmacists	15	49	28	5	3	*
Dentists	13	48	33	4	2	*
Police officers	17	37	31	9	5	*
College teachers	12	37	34	10	7	1
Psychiatrists	10	33	43	10	2	2
Chiropractors	6	35	47	9	2	1
Clergy	10	30	42	10	5	4
Journalists	5	23	34	20	17	1
Bankers	3	25	52	15	5	*
Labor union leaders	4	20	48	20	7	1
Lawyers	4	18	49	19	9	*
Business executives	2	18	50	22	8	1
State governors	4	16	52	21	6	*
Stockbrokers	2	12	55	22	8	2
Advertising practitioners	2	11	44	30	10	2
Insurance salespeople	2	11	52	26	9	*
Senators	2	11	42	32	13	1
Members of Congress	3	9	33	34	21	1
Car salespeople	1	8	47	30	13	*

Dec 2-15, 2019

Historical view 1976 - 2019

9th most dishonest in
this MoneyWise
survey

Lawyers

	Very high	High	Average	Low	Very low	No opinion	Very high/High
	%	%	%	%	%	%	%
2019 Dec 2-15	4	18	49	19	9	*	22
2018 Dec 3-12	3	16	51	21	7	1	19
2017 Dec 4-11	4	14	53	19	9	1	18
2016 Dec 7-11	3	15	45	26	11	1	18
2015 Dec 2-6	4	17	44	25	9	1	21
2014 Dec 8-11	5	16	45	22	12	1	21
2013 Dec 5-8	3	17	45	23	12	1	20
2012 Nov 26-29	4	15	42	28	10	1	19
2011 Nov 28-Dec 1	3	16	43	27	10	1	19
2010 Nov 19-21	4	13	47	24	11	1	17
2009 Nov 20-22	3	10	45	28	12	1	13
2008 Nov 7-9	3	15	45	25	12	1	18
2007 Nov 30-Dec 2	2	13	49	25	10	1	15
2006 Dec 8-10	3	15	42	27	11	2	18
2005 Nov 17-20	3	15	46	25	10	1	18
2004 Nov 19-21	4	14	45	24	11	2	18
2003 Nov 14-16	3	13	47	25	11	1	16
2002 Nov 22-24	2	16	45	25	10	2	18
2001 Nov 26-27	4	14	50	23	8	1	18
2000 Nov 13-15	3	14	42	29	11	1	17
1999 Nov 4-7	1	12	45	28	13	1	13
1998 Oct 23-25	3	11	44	29	12	1	14
1997 Nov 6-9	3	12	41	31	10	3	15
1996 Dec 9-11	3	14	39	27	14	3	17
1995 Oct 19-22	4	12	36	29	17	2	16
1994 Sep 23-25	3	14	36	31	15	1	17
1993 Jul 19-21	3	13	41	28	13	2	16
1992 Jun 26-Jul 1	3	15	43	25	11	3	18
1991 May 16-19	4	18	44	21	10	5	22
1990 Feb 8-11	4	18	43	22	9	4	22
1988 Sep 23-26	3	15	45	23	10	4	18
1985 Jul 12-15	6	21	40	21	9	3	27
1983 May 20-23	5	19	43	18	9	6	24
1981 Jul 24-27	4	25	41	19	8	7	25
1977 Jul 22-25	5	21	44	19	8	4	26
1976 Jun 11-14	6	19	48	18	8	1	25

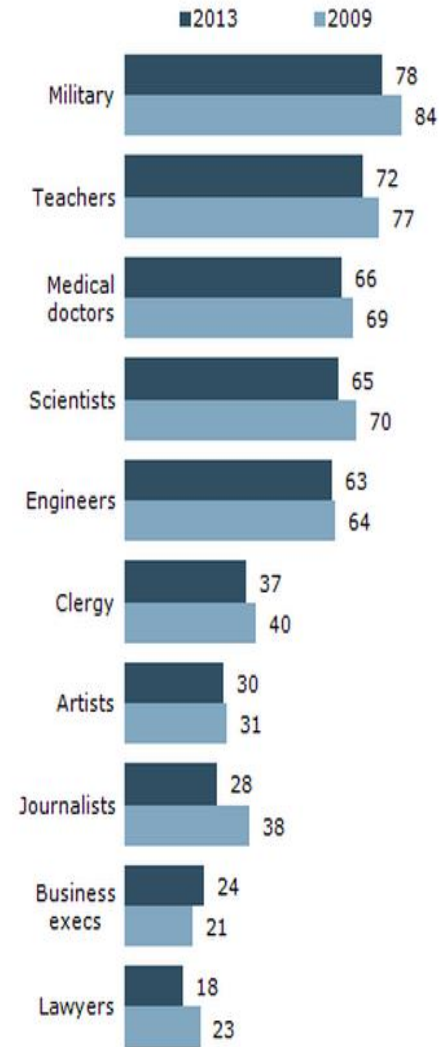
GALLUP

Contribution to society's well-being

We are last ->

Trend in Perceived Contribution

% saying each group contributes "a lot" to society's well-being



Source: Pew Research Center surveys March 21-April 8, 2013 and April 28-May 12, 2009. Q6a-j. Responses of those who said some, not very much, nothing at all and those who did not give an answer are not shown.

PEW RESEARCH CENTER

Did you know a pro bono lawyer
uncovered the robo-signing scam
during the mortgage crisis?

The pressures on the profession

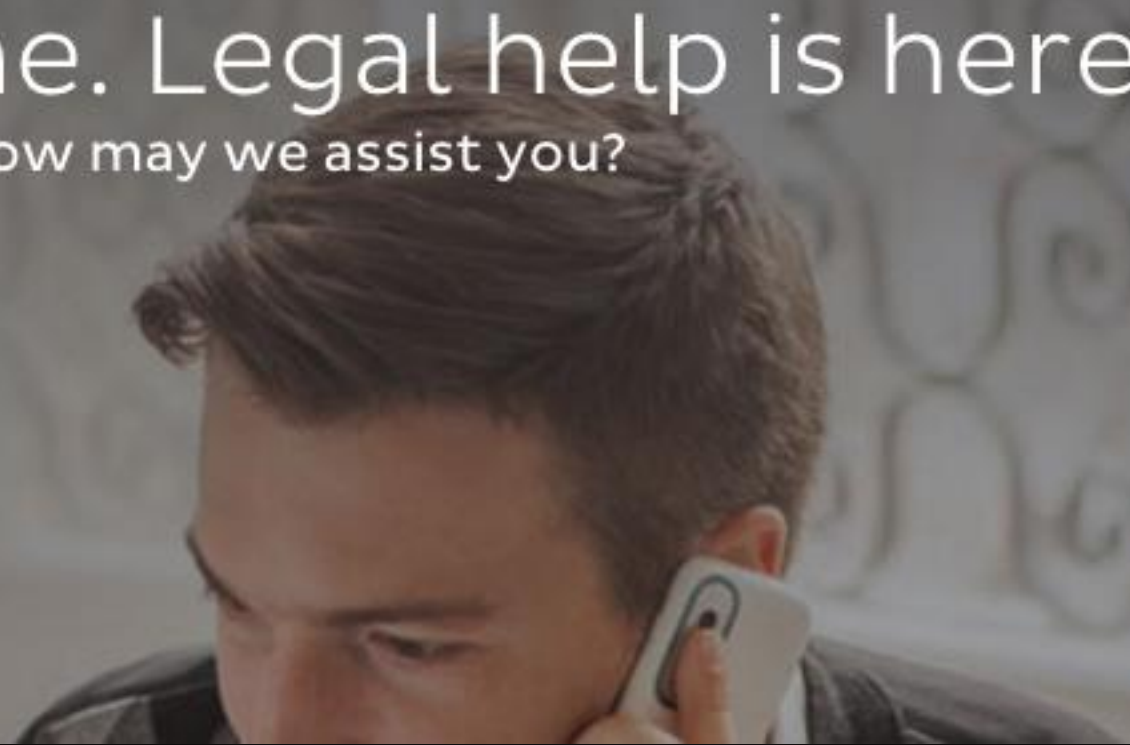
Client pressures
to be more efficient & affordable

[The Legal Tech Assessment](#)

Market pressures in competition for our clients

[LegalZoom](#)

Welcome. Legal help is here.
How may we assist you?



Welcome. Legal help is here.
How may we assist you?

Business Formation >

LLC • Corporation

Wills & Trusts >

Last Will & Testament • Living Trust

Intellectual Property >

Trademarks • Patents • Copyrights

Speak with an Attorney >

Attorney Directory

CELEBRATE NATIONAL
SMALL BUSINESS
MONTH

Download our Business Startup Kit to
help your business thrive.

3 ebooks + 20 special offers

GET THE KIT

Rough week for lawyers

Sixty Minutes exposes the dark side of Rule 1.6:

ABA responds by attacking the messenger:

Then says we have a drinking problem:

So the public has to wonder: “Is my lawyer a crook, a drunk, or a drunk crook.”



Cat Moon
@inspiredcat

"In a breakdown of loneliness and social support rates by profession, legal practice was the loneliest kind of work . . . [t]his is perhaps not surprising, given the known high prevalence of depression among lawyers."



America's Loneliest Workers, According
to Research
hbr.org

Tweet your reply



America's Loneliest Workers



But lawyers can be happy when:

We are autonomous

We are masters of our world

We are connected and have a sense of belonging

Demand for small firm services is
and will be at an all time high

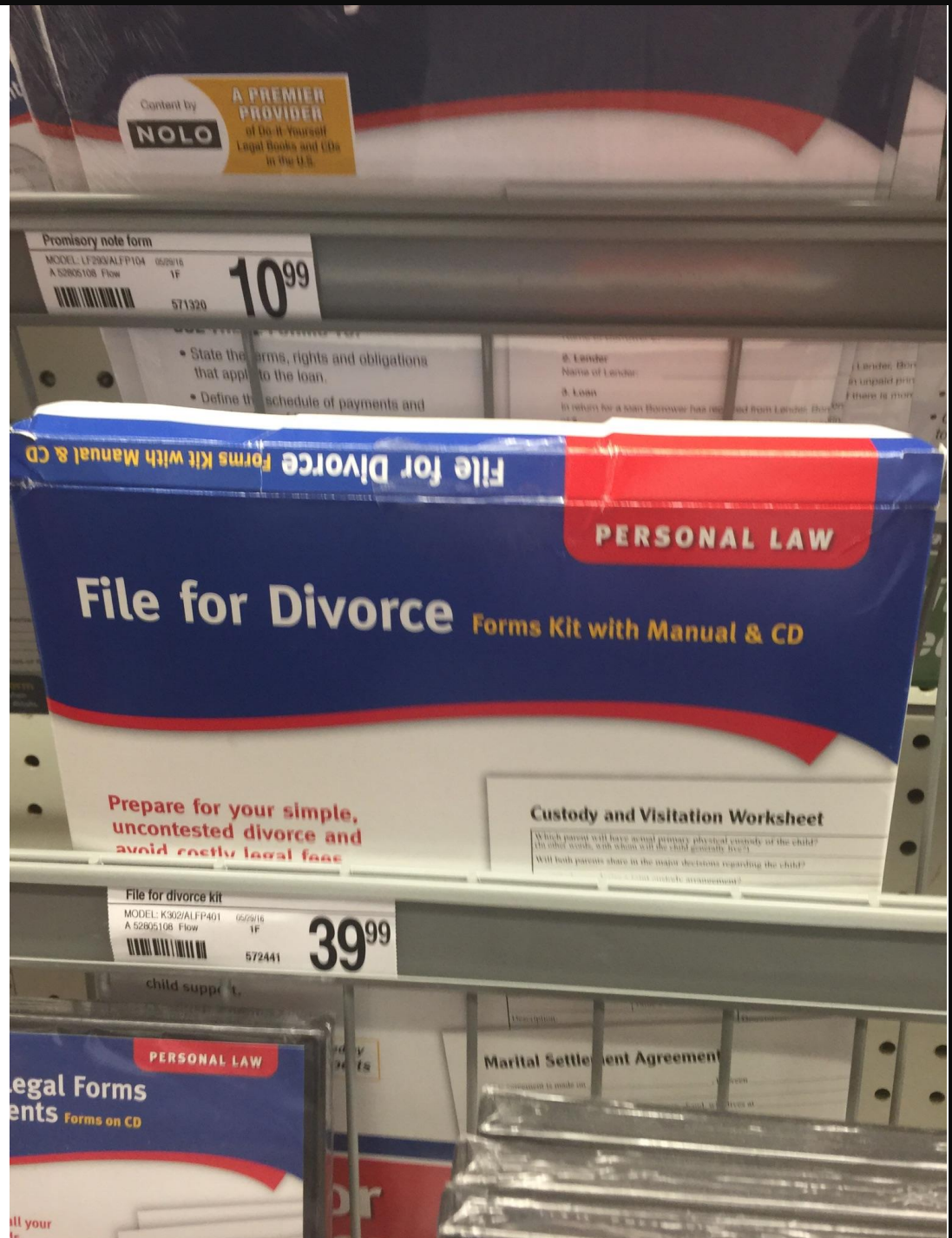
The challenge for the small firm lawyer is to:

Find the right problems

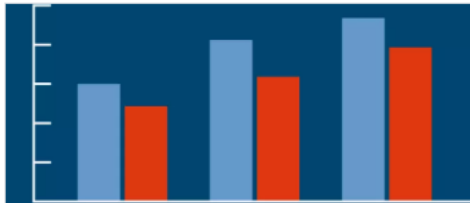
&

Get paid for solving them

How do you
respond to a
prospective
client who
shows up
with this?

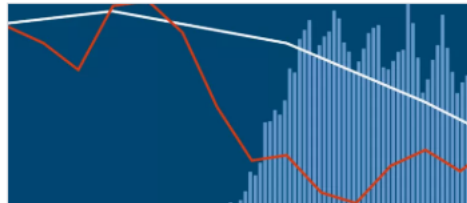


The time we are in



Clio's COVID-19 Impact Research Briefing: July 15

Clio's third briefing on the impact of COVID-19 shows steady recovery in June across most practice areas and states. As coronavirus cases continue to rise in the US, the impact remains uncertain for July.



Clio's COVID-19 Impact Research Briefing: June 17

Clio's second briefing on the impact of COVID-19 shows several weeks of decreased business for law firms, which has affected monthly billing volumes. Initial data in June however shows a sharp increase in new caseloads...



Clio's COVID-19 Impact Research Briefing: May 4

Clio's first briefing on the impact of COVID-19 indicates that legal professionals have been significantly affected by social restrictions and that—despite the ongoing need for legal services—many firms are seeing reduced client demand.

Clio Legal Trends Report 2019

Justice for Me

An affordable legal fee payment plan.

The lender's fee is like that charged
by a credit card processor.

But is this a Rule 5.4(a) issue?

Here is the Ben Glass response to LegalZoom

Intranet x Contact Us - US Tax Law x BenGlassLaw VIP Program x

benglasslaw.com/reports/benglasslaw-vip-program-for-virginia-residents.cfm?utm_source=newsletter&utm_medium=email&utm_campaign=bgl-newsletter-7-24-2018&inf_contact_key=b161ccac36c496df4626bf4b88fa743faaa87b8d7b9b31e3afdad788bf4669a

BENGLASSLAW™

Call (703) 584-7277

A New Kind of Program Designed for Virginia Residents. Learn More about Ben Glass's VIP Program!

BGL VIP New Intro
Become a BenGlassLaw VIP Member (It's FREE!)

Ben Glass, Attorney at Law

No surprise, many attorneys who hear about BenGlassLaw's VIP program find it too sensational to believe. They ask, "why would you offer all these free benefits, isn't it hurting your law practice." The honest answer is no, because we know that helping people with their small legal issues is just as important as helping them with their big legal issues.

Become A VIP Member Today!

It's been an honor serving this community for over 32 years, and we wanted to give back with a free membership program for our closest friends.

Yes, start now!

No, thanks

LIVE CHAT - ONLINE NOW

Hi, we are here to help if you have questions.

8:22 AM 7/24/2018

Characteristics

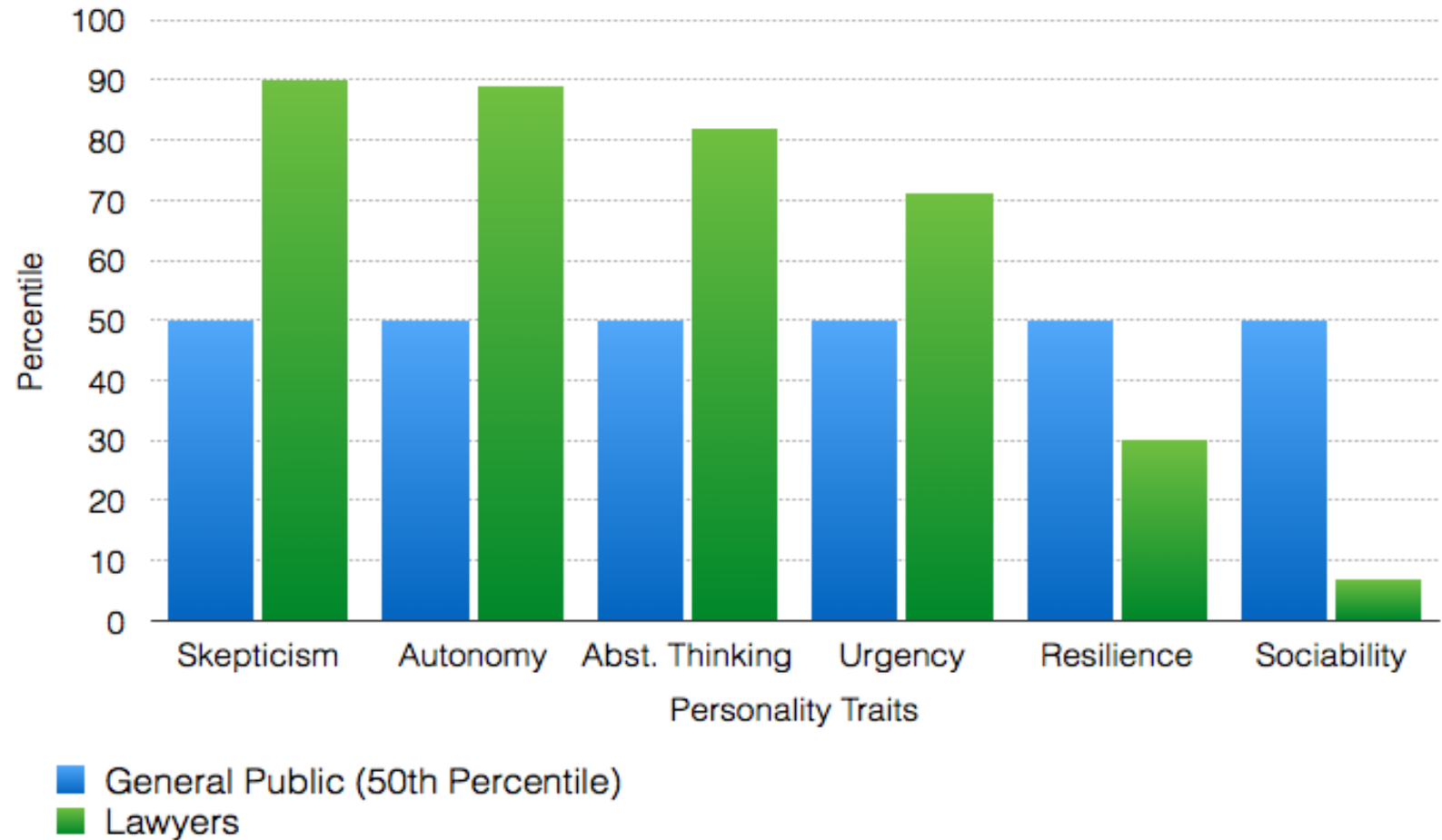
Are you empathetic?

Can you listen & observe?

**Can you make the complex
understandable?**

Can you maintain boundaries?

The 6 Predominant Lawyer Personality Traits



From the research of Larry Richard, Ph.D.

[Dr. Larry Richard / LawyerBrain.com](http://Dr.LarryRichard/LawyerBrain.com)

Small firm lawyers need
high EQ
(emotional intelligence)

What does high EQ look like?

High EQ Qualities

You are optimistic.

You know your
strengths &
weaknesses.

You are not a
perfectionist.

You are self-
motivated.

You can balance work
and play.

You don't dwell in
the past.

You embrace change.

You are not easily
distracted.

You take care of
yourself.

You are empathetic.

You set boundaries.

*A person with EQ
understands this truth:*

You cannot impact a
feeling with a fact.

You can only impact a
feeling with another
feeling.

The New York Times bestselling
author of *Brainstorm* and *Mindsight*

Daniel J. Siegel, MD

AWARE

*The Science and
Practice of Presence*

THE GROUNDBREAKING
MEDITATION PRACTICE

A great
resource to
develop good
decision making

Characteristics of the successful small firm lawyer

Are you an *idea* person & a *detail* person?

Can you work a room? Can you close?

Can you screen & talk about money?

Can you be selective about clients & cases?

Are you a life-long learner?

Empathy vs Sympathy

This video of Brene Brown explains the difference.

<https://www.youtube.com/watch?v=1Evwgu369Jw>

An empathetic person
is not afraid to be vulnerable

Here's a talk by Brene Brown on
the
power of vulnerability

If you have
clients who
have suffered
trauma,
this is a
resource to
understand how
trauma
affects a person

THE BODY KEEPS THE SCORE

BRAIN, MIND, AND BODY
IN THE HEALING OF TRAUMA



BESSEL VAN DER KOLK, M.D.

Play to your strengths

<https://www.gallupstrengthscenter.com/>

<http://www.viacharacter.org/www/>

<https://www.authentichappiness.sas.upenn.edu/>

The small firm focus

When we are licensed to solve the problems of others,
it is best that our focus be narrow.

There is less challenge and risk
in a narrowly focused small firm.

We are expert & efficient at solving our client's problem.

Our marketing initiative is better directed and more
successful.



Necessary skills

Active listener

Ability to negotiate

Effective writer

Good speaker

Ability to adapt

Quick study

Solution oriented

We are regulated

We must comply with the DC Rules of Professional Conduct;

And the rules of any other jurisdiction where we are barred;

And other codes, regulations and court rules;

And not become paralyzed by regulation.

[Click here for free, confidential, informal ethics advice](#)

We are DC Rule focused here

If you practice in another jurisdiction,
it may be different there.

For example:

DC Rule 7.1 & 7.5 – marketing

DC Rule 1.8(d)(1) & (2) – client financial help

DC Rule 5.4(b) – non-lawyer equity partner

DC Rule 1.6 – confidences & secrets

Getting started

What's the problem you solve?

Why should a prospective client bring you into their life?

What is the skill set you need to attract and solve the problem of your ideal client?

Is it the same skill set?

76 words in a 30 second spot

Because that is what people remember

Less can be more

The words you speak become the house you live in.

- Hafiz

Firm name

Rule 7.5 & 7.1

Avoid implying that you are more than you are

Using *Firm* is acceptable [Ethics Opinion 332](#)

Be cautious of and test drive the unique name

Unique name example: *Ipseity Law*

Ipseity, from the Latin word *ipse*, meaning “itself”

*“Ipseity reminds me of my core self,
the me beneath all layers of adaptation & personality,
and that’s why I choose Iperseity Law for the
name of my small firm.”*

The entity question

Know why you need an entity

Here are resources on forming a business in DC

Here is information from DCRA

Sole proprietor is an option

See *Choosing the Business Entity* at 29 of the e-
Manual

Sole proprietors, partners & self employed persons
pay estimated taxes

Your firm will need an EIN

Apply to the IRS for an employer id number

You will need an EIN to open your firm's
business checking account

Avoid putting your SSN on a 1099 form

See page 31 in the e-Manual

IRS Employee vs Contractor Guidelines

Doing business in DC

Law firms do not need a business license
from DCRA

You may need to file the FR 500 (p. 31, e-
Manual)

More information about the FR500 is here

Do you need an office in DC?

DC Rules do not require it

Be careful about an office in a jurisdiction
where you are not barred

See e-Manual, page 35, for more information

The office should be client-focused

Is client data safe & secure?

Avoiding UPL

Rule 5.5 bars a DC Bar member from the unauthorized practice of law in another jurisdiction

Every jurisdiction has its own UPL rule, regulation or code provision

e-Manual, Avoiding the Unauthorized Practice of Law, page 16

When emails from Colorado became UPL in Minnesota

CARR /

WORKPLACES / DC Metro

Bethesda

4800 Hampden Lane
Suite 200
Bethesda, MD

Capitol Hill

300 New Jersey Ave NW
Suite 900
Washington, DC

City Center

1325 G Street NW
Suite 500
Washington, DC

Clarendon

3033 Wilson Boulevard
Suite 700
Arlington, VA

Duke Street

1765 Duke Street
Alexandria, VA

Dupont

1101 Connecticut Ave NW
Suite 450
Washington, DC

Friendship Heights

5425 Wisconsin Avenue
Suite 600
Chevy Chase, MD

Georgetown

1050 30th Street NW
Washington, DC

King Street Station

1800 Diagonal Road
Suite 600
Alexandria, VA

K Street

1717 K Street NW
Suite 900
Washington, DC

Old Town

500 Montgomery Street
Suite 400
Alexandria, VA

Pennsylvania Avenue

1701 Pennsylvania Ave
NW
Suite 200
Washington, DC

Reston Town Center

1818 Library Street
Suite 500
Reston, VA

Rosslyn

1001 19th Street North
Suite 1200
Arlington, VA

Tysons Boulevard

1750 Tysons Boulevard
Suite 1500
McLean, VA

The Willard Offices

1455 Pennsylvania Ave NW
Suite 400
Washington, DC



Plus 10 additional locations found across the United States.
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DC Bar Member Benefits

Carr WorkPlaces
Clio, MyCase, Zola
Fastcase
USI Affinity

OSI

Office Services Inc.
1629 K Street NW Suite 300
Washington, DC
20006

The law firm business plan

Planning gives your focus, control, & direction

You will have an edge over the competition

You will think about your law enterprise as a system

Planning reduces risk & increases reward

See the e-Manual, page 25

Request the plan template, workbook & spreadsheets:

PMAS@dcbar.org

Here is why the plan is essential

It raises issues you will not have considered

It helps you to think like an entrepreneur

It puts you in your ideal client's
problem recognition process

Build your network

Small firm support systems are important

Networking events & groups are vital

Mentoring can result

Referral networks are created

Resources are located

Informal groups, voluntary bars & Communities

are some of the possibilities

Networking Opportunities

Law is a relationship business

August at DC Bar – Managing a Profitable Practice with Purpose: Financial Strategies for Small Firm Lawyers.

[Register here](#)

2nd Friday at Alto Fumo, 2909 Wilson Blvd. (Clarendon Metro) in Arlington at 12:30 pm. RSVP

to steven@stevenkriegerlaw.com

Last Friday at *Barrel & Crow*, 4867 Cordell Avenue, Bethesda at Noon. RSVP to mark@markdelbianco.com

The business of the small firm

Fees & getting paid

Handling money

Management

Getting help

Handling client data

Fees

How will you price your service?

Rule 1.5 says it must be *reasonable*

So you can profit, know what a productive hour is worth –
page 41 of the e-Manual

Ask for the 168 hour time management spreadsheet

Time & effort are not necessarily value.

The client values the result.

Productive hour calculation

Monthly expenses X 12

\$5k professional, \$5k personal X 12 = \$120,000.00

\$120k / 50 weeks = \$2400.00

\$2400 / 5 days = \$480.00

\$480 / 3 productive hours each day = \$160.00

(/ = divide)

Incorporating profit

\$160.00 + \$90 profit = \$250.00 hourly rate

\$250.00 X 3 productive hours a day = \$750.00

\$750.00 X 5 days = \$3750.00

\$3750.00 X 50 weeks = \$187,500.00

\$187,500 - \$120,000 = \$67,500.00 profit

Lawyerist

Hourly rate calculator

Revenue – Expense = Profit

When the small firm does not intend to profit,
it is simply surfing cash flow.

Here is how to know when you are profiting:

Total Fixed Cost / (Market Price – Cost) = Matters
needed to break even

\$5000 Fixed Cost (month) / (\$1000 - \$750) = 20
matters a month to break even

$$\text{Revenue} - \text{Expense} = \text{Profit}$$

Compare to a firm with more margin in the formula

$$\begin{aligned} &\$5000 \text{ Fixed Cost (month)} / (\$2500 - \$750) = 3 \\ &\text{matters a month to break even} \end{aligned}$$

How do you know the market?

Rule 1.5(a)(3)

Bar associations cannot tell you

Experienced lawyers are the best source

The USAO's Laffey Matrix is here

NLJ Billing Rates

DC US Attorney's Office Laffey Matrix 2018-19

Years / Hourly Rate

<https://www.justice.gov/usao-dc/page/file/1189846/download>

USAO ATTORNEY'S FEES MATRIX — 2015-2020

Revised Methodology starting with 2015-2016 Year

Years (Hourly Rate for June 1 – May 31, based on change in PPI-OL since January 2011)

Experience	2015-16	2016-17	2017-18	2018-19	2019-20
31+ years	568	581	602	613	637
21-30 years	530	543	563	572	595
16-20 years	504	516	536	544	566
11-15 years	455	465	483	491	510
8-10 years	386	395	410	417	433
6-7 years	332	339	352	358	372
4-5 years	325	332	346	351	365
2-3 years	315	322	334	340	353
Less than 2 years	284	291	302	307	319
Paralegals & Law Clerks	154	157	164	166	173

DC US Attorney's Office Laffey Matrix

LAFFEY MATRIX -- 2003-2014 (2009-10 rates were unchanged from 2008-09 rates)

	Years (Rate for June 1 - May 31, based on prior year's CPI-U)										
Experience	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14
20+ years	380	390	405	425	440	465	465	475	495	505	510
11-19 years	335	345	360	375	390	410	410	420	435	445	450
8-10 years	270	280	290	305	315	330	330	335	350	355	360
4-7 years	220	225	235	245	255	270	270	275	285	290	295
1-3 years	180	185	195	205	215	225	225	230	240	245	250
Paralegals & Law Clerks	105	110	115	120	125	130	130	135	140	145	145

The best business model for getting paid



The Zips model works for the small firm

No inventory

Nothing perishable

Get paid up front

Charging for the initial consultation



Garner Law PLLC



60 Minute In-Office Consultation Session

Need advice on a legal issue? This session is designed to help you navigate your legal issue and includes review of your documents.



\$200 USD



1 hour



60 Minute Online Consultation Session

Need advice on a legal issue? This session is designed to help you navigate your legal issue and includes review of documents. Documents must be sent electronically at least 1 hour prior to the session.



\$200 USD



1 hour

The fee agreement

A plan for solving your client's problem

A plan for getting paid

Rule 1.5(b) requires a writing covering the scope, fee & expenses

A contingent fee “agreement” is required as is a written statement of the outcome - Rule 1.5(c)

The best practice

Create a client-friendly contract that complies with Rule 1.5 and [Rule 1.15](#) (when necessary)

Address other important issues like how you will communicate, what is expected of the client & what happens to the file

e-Manual, Chapter 4, page 50, covers other terms

Request sample forms at PMAS@dcbar.org

Limited Scope Opportunity

D.C. Superior Court has issued [Admin Order 14-10](#) allowing limited appearances in these divisions:

Civil

Probate

Tax

Family

Domestic Violence

[RPC 1.2 has been amended.](#)

See page 56 in the e-Manual for forms.

Bar Complaint Form

It asks this question regardless of the nature of the complaint:

D. Do you have a written retainer agreement with the attorney? If yes, please attach a copy.

There is no exception in Rule 1.5 for a client who is pro bono, court appointed, friend or family

Small firm bank accounts

The firm's business account (operating account)

DC IOLTA, assuming there are IOLTA eligible
funds

Trust Account for a single client or case,
assuming the need exists

What goes where?

If you have done the work and earned the money, it goes into the business or operating account.

When it is an advance fee, when you are paid before you have done the work, when you have not yet earned the money, it goes into the IOLTA, assuming it is nominal in amount or going to be held for a short time.

Elements of good trust account management:

A ledger for each account;

Advance fees (flat, fixed or hourly) are entrusted (DC IOLTA);

Keep a client ledger for each client's money held in trust;

Include a summary of a client's trust funds in the invoice;

Use the three-way trust account reconciliation spreadsheet.

e-Manual, Chapter 5, Trust Accounting

Use the [DC IOLTA Registration Form](#) to open an IOLTA at
an IOLTA compliant bank

Most advance fees are IOLTA eligible because they will
not earn net interest for the client

Name your IOLTA properly ([Rule 1.15\(b\)](#)) Example:

Daniel M. Mills Lawyer DC IOLTA, or

The Mills Firm DC IOLTA

IOLTA Exceptions / Rule 1.15

“ . . . when the lawyer is otherwise compliant with the contrary mandates of a tribunal . . . ”

If you are licensed, principally practice & are IOLTA compliant in another jurisdiction. Rule 1.15(b)

“ . . . unless the client gives informed consent to a different arrangement.” Rule 1.15(e)

The problem with “informed consent to a different arrangement”

The Rules don't explain it

There is no case that sets out the elements

After In Re Mance, Disciplinary Counsel is waiting on
the right set of facts to establish the elements

Waiver of entrustment is high risk conduct

What we think we know about informed consent to waiver of entrustment

Orally & in writing the client agrees that:

1. Advance fees are normally entrusted;
2. Un-entrusted fees are treated as the lawyer's property;
3. Lawyer must explain the service & do the work to earn the fee;
4. Unearned fee must be returned to the client;
5. Un-entrusted fees are subject to the lawyer's creditors.

Credit Card Payments

Be certain the payment goes into the right law firm account

LawPay is a new DC Bar member benefit for credit card processing

LEO 348 Accepting Credit Cards for Payment of Legal Fees

The charge back risk & credit card provisions for fee agreements: request at PMAS@dcbar.org

Bank account record keeping

Maintain complete records for tax purposes;

Maintain complete records for trust account purposes
(Rule 1.15(a);

“Complete records” tell the full story of how the lawyer handled the money and whether the lawyer followed the Rules – *In Re Clower*, 831 A. 2d 1030, DCCA 2003

Include supporting data

The law firm bank statement

Should only be opened or accessible by you;

Should be examined regularly;

Never delegate this task regardless of how big, busy & successful you become;

Only delegate financial duties after your thorough review of the bank statement;

Reconcile the bank statement with your trust account ledger & client ledgers.

Trust account scams

It typically begins with a remote “client”;

It will involve a check to deposit into your trust account and fees for you;

The scammer will want funds wired to another account (usually off-shore)'

Never wire funds until the check has cleared'

To be safe, send the check for “collection” (UCC 4-501).



LEGAL COUNSEL NEEDED!!!

Paris Jun

August 18, 2015, 11:46 PM

Dear Counsel,

My name is Paris Jun. I am contacting your firm in regards to a divorce settlement with my ex husband (Michael Jun) who resides in your jurisdiction. I am currently on assignment in Japan. We had a court agreement for him to pay \$578,000.00 plus legal fees. He has only paid me \$78,000.00USD since.

I am hereby seeking your firm to represent me in collecting the balance from him. He has agreed already to pay me the balance but it is my belief that a Law firm like yours is needed to help me collect this payment from my ex-husband or litigate this matter if he fails to pay as promised.

Sincerely,
Paris Jun

IOLTA eligible funds . . .

- Must be held in an approved IOLTA bank;
- Are funds that are nominal in amount, or,
 - Held for a short period of time;
- Such that effort to administer "consumes" interest income.
- Example of an account name: *Daniel M. Mills DC IOLTA Account*;
- Interest goes to the DC Bar Foundation for pro bono legal services.

Trust Account Records

- What are you required to keep? *Complete records* - Rule 1.15(a);
- How long? . . . *for a period of five years after termination of the representation.*
Rule 1.15(a);
- But is it ever safe to destroy trust account records when there is no statute of limitation on a disciplinary complaint?

Complete records?

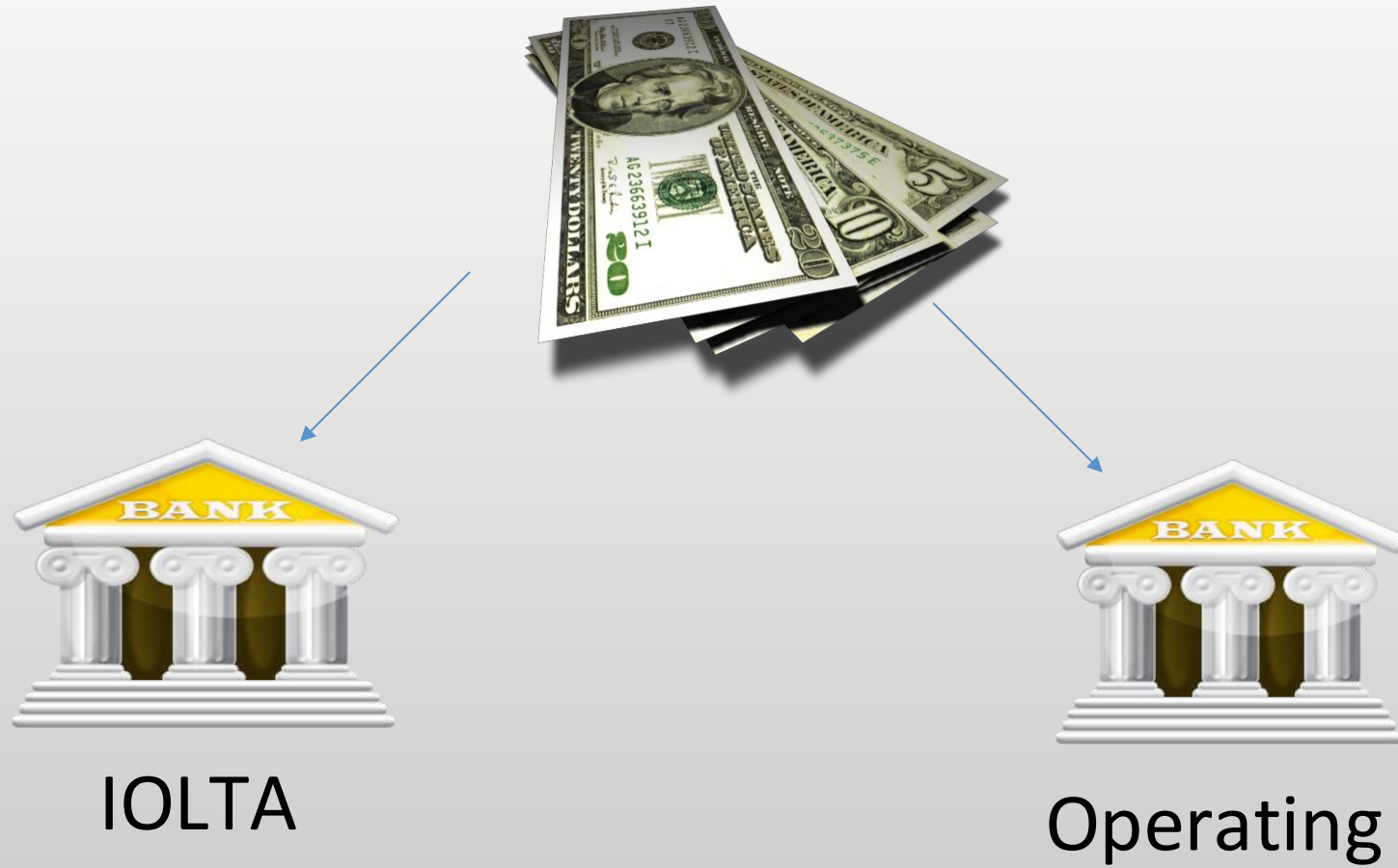
- What are complete records of a trust account transaction?
- If Bar Counsel cannot figure it out from your records, then your records are not complete.
- *In re Donald A. Clower*, 831 A.2d 1030, DCCA 2003.

- **“Complete records” tell the full story of how the lawyer handled the money and whether the lawyer followed the Rules;**
- **If the records show what happened and that you complied with the Rules, then they are complete;**
- **“The reason for requiring complete records is so that any audit of the attorney’s handling of clients funds by Bar Counsel can be completed even if the attorney or the client, or both, are not available.” *In re Clower* at 1034.**

What is ODC's expectation for complete records in a contingency fee matter?

ODC wants to see the underlying documentation for every entry on the recovered fund (settlement) distribution sheet.

Managing Money



So where does the money go?

If the Fee is an ...



Advance Fee/Expense
or Settlement



It goes in your...

IOLTA Account

**With the advance
fee in the IOLTA,
then you....**



Perform the work



And then...

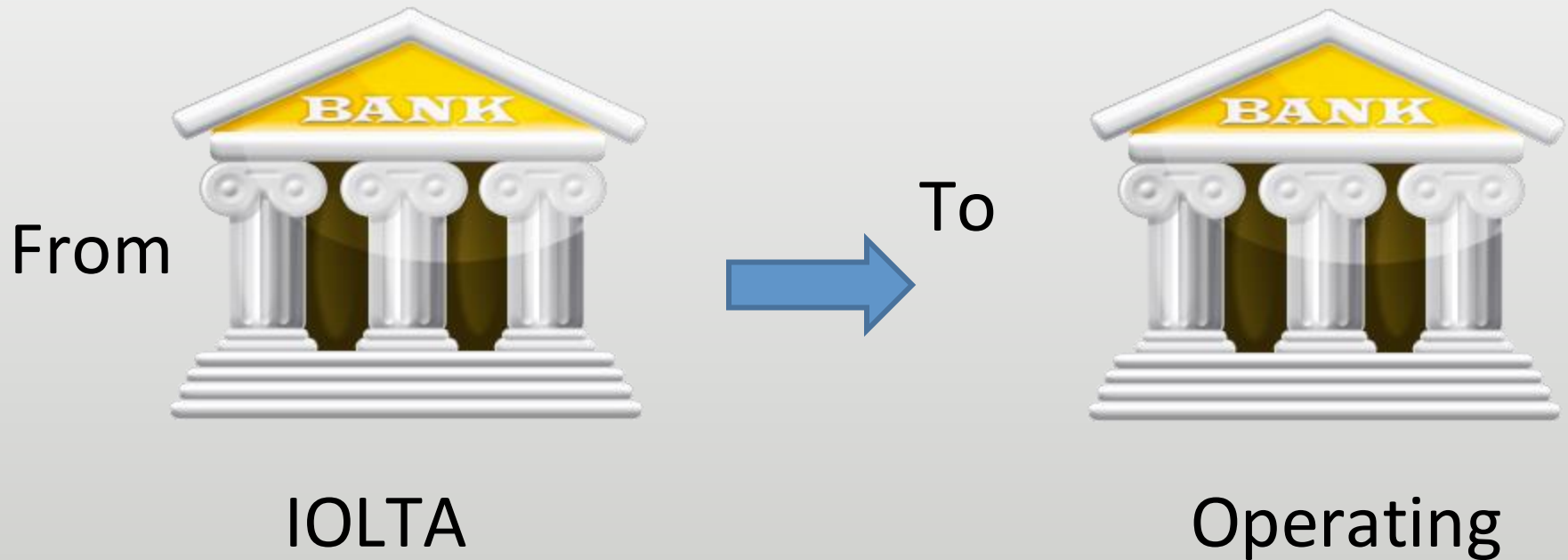


Send invoice

Recovered funds in a contingency fee matter

- Check is deposited into the firm's IOLTA
 - Wait for the check to clear
- When funds are available, distribute according to the fee agreement and claims of valid third parties

Transfer the attorney fee pursuant to your
fee agreement ...



These separate accounts can be at the same bank or different banks

What if you get paid after the work is performed?



Then you deposit straight to...



Operating Account

NEVER



Advance Fee



Operating Account

UNLESS.....

You obtain the client's "Informed Consent" to deposit their money into your operating account - Rule 1.15(e).

Best Practice Tip: Don't Do This!



NEVER



Law firm Money



IOLTA Account

Except....

You can only put law firm
money into an IOLTA Account
pursuant to D.C. Rule 1.15(f)
which says...

*Nothing in this rule shall prohibit a
lawyer from placing a small amount
of the lawyer's funds into a trust
account for the sole purpose of
defraying bank charges that may be
made against that account.*

In Re Mance

980 A.2d 1196 (D.C. 2009)

- **A flat fee is now an advance fee when it is paid before work begins**
- **Rule 1.15(e) applies - it must be entrusted**
 - **Advance flat fees go into the IOLTA**
- **The fee agreement determines how and when you earn the fee**
 - **A lawyer cannot earn a fee for doing nothing. *In re Sather*, 3 P.3d at 414**

When does a flat fee go into the operating account?

- When the work is done and the fee is earned.
- If a flat fee is paid after the work is performed, it goes into the operating account.

Availability - What's that?

- Flat fee is generally not an *engagement retainer* (classic definition)
- Engagement retainer refers to availability, if required
- Flat fee for a task-based matter may cover all the work to be done
 - LEO 355 - Flat Fees & Trust Accounts
 - Availability gigs are rare and unique

Rule 1.15(e) informed consent - what is needed?

- Flat fees normally are entrusted
- Un-entrusted fee will be treated as the lawyer's property
- Lawyer must work for the fee to keep it
- Lawyer must explain the benefit or service
- Lawyer must refund any fee not earned
- Fee is subject to the lawyer's creditors

What is the message sent by this?

IN RE KENNETH A. MARTIN

NO. 11-BG-775 DCCA February 13, 2014

- If a client, *with reasonable promptness*, disputes a lawyer's fee after it has been withdrawn from the trust account, the lawyer must return the disputed sum to the trust account;
- Unearned fees that must be returned to the client under Rule 1.16(d) include an arbitration award in favor of the client.

**From the DC Bar, it is free &
confidential**

- **Hope Todd, Saul Singer, Nakia Matthews & Erika Stillabower;**
- **202-737-4700 / ext. 1010**
- **ethics@dcbar.org**

Practice management help

We are free and confidential too

Dan Mills / 202-780-2762 / dmills@dcbar.org

Rochelle Washington / 202-780-2764 / rwashington@dcbar.org

Managing the small firm

A system for the paper & digital data

A system for time & dates

Invoicing & handling money

Work flows & procedures in your office

e-Manual, Chapter 8, Office Management

Tracking your work

Whether you charge for time or results, you need to know what you are doing & where you are spending your time

Useful tools: time59.com Timeslips Clio Timesolv

[Clio is a DC Bar member benefit](#)

Ask for the 168 hour time management spreadsheet at PMAS@dcbar.org

Invoicing

It starts in your initial consultation

It should be described in the fee agreement

It should be tied to value

It should involve a highly functional system in your law office

Invoices that show progress get paid

e-Manual, Chapter 6, Billing Practices

Project management

Keeping track of every prospective client, engaged client, administrative & marketing initiative in your law firm

Start with the Case & Action Manager spreadsheet; request from PMAS@dcbar.org

Migrate to [Clio](#)

Is it really possible to manage time?

When people & projects compete for your time:

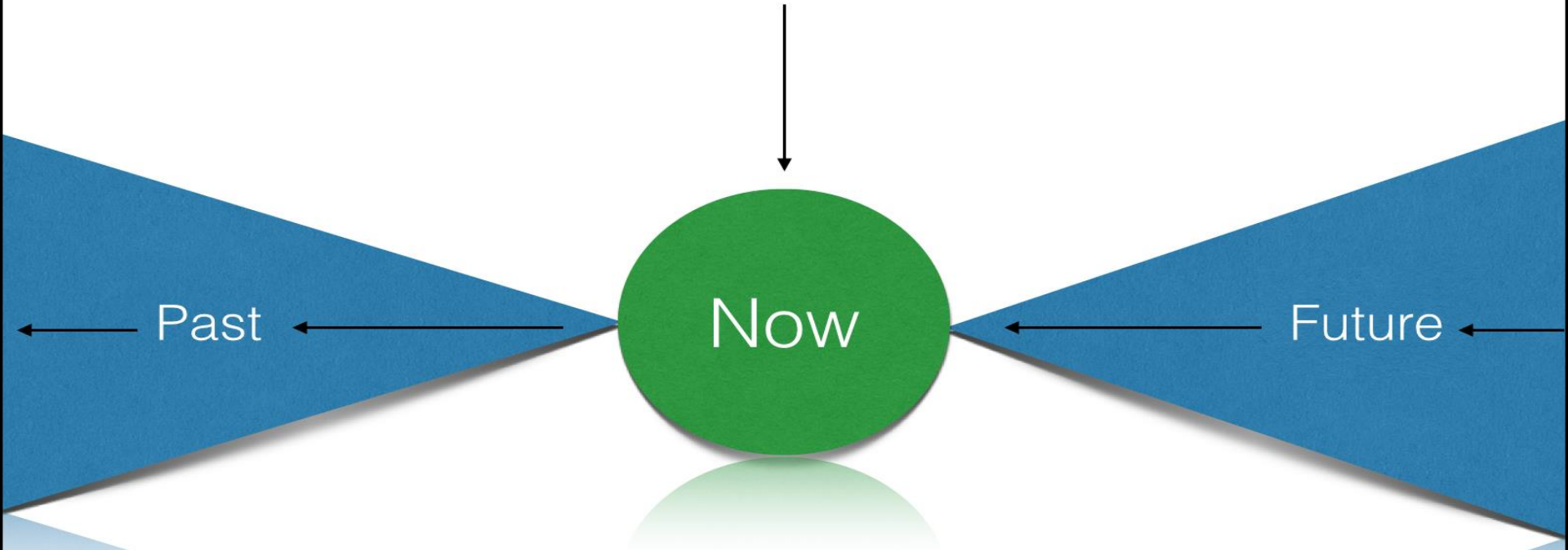
Works in blocks of time with a single goal

Employ self-discipline & focus

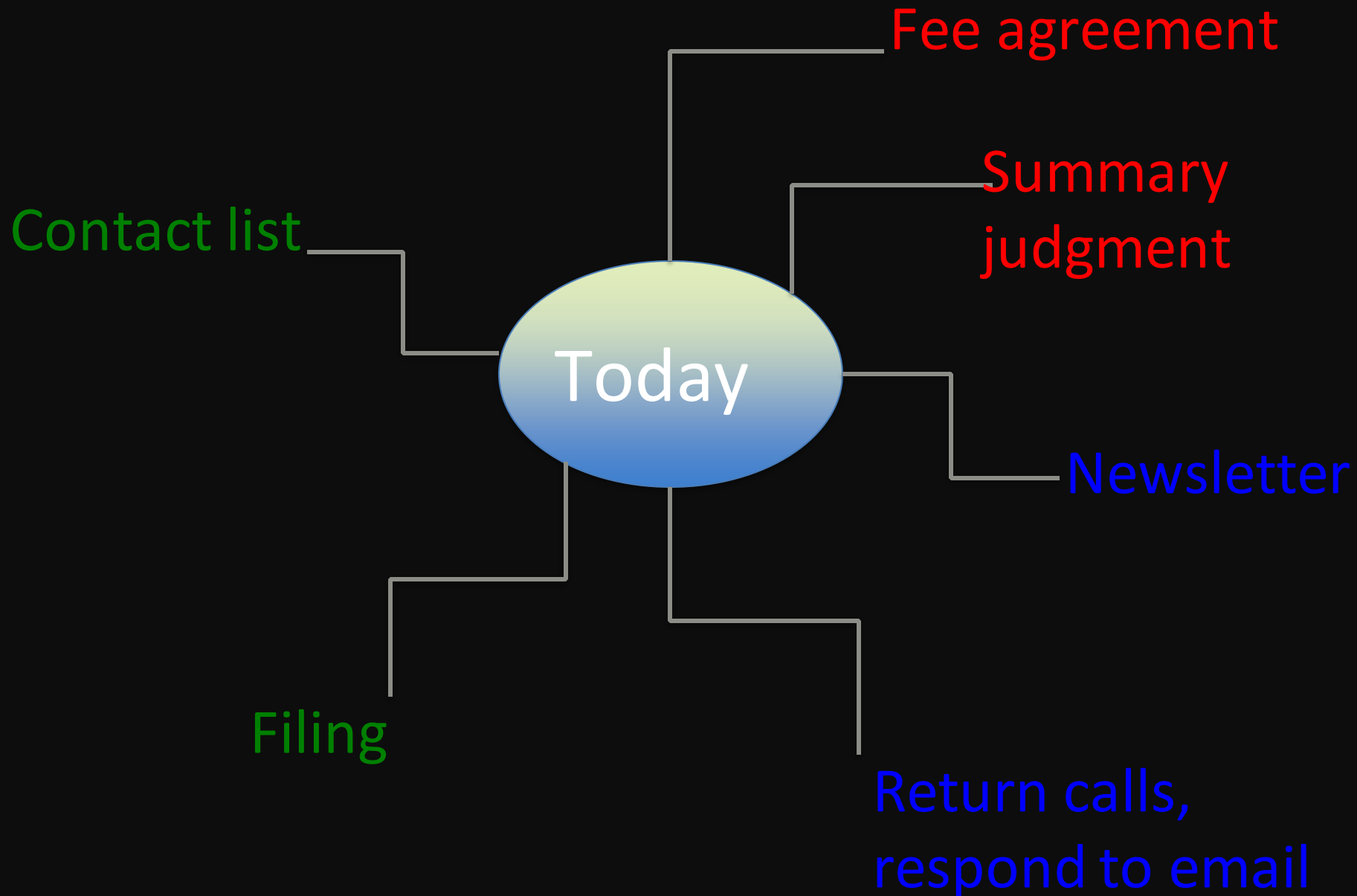
Avoid chronic reaction syndrome

Avoid Distractions of Doom

The only moment for action or omission



A concept map for the next three hours



Backup systems for the small firm

Backup your data either to a safe, encrypted external hard drive, and/or

[Backblaze](#) [Mozy](#) or similar service.

To be really safe, [clone your hard drive](#).

[Glyph are best](#).

Get a backup for yourself; avoid DC App. R. XI, Section 15(a); comply with [R. 1.3, Comment 5](#)

Use *Being Prepared*, e-Manual, page 26

Ask for the *Agreement for Emergency Backup Services*
from PMAS@DCBar.org

When you need help

The *Of Counsel* arrangement; requires a close & ongoing relationship between the lawyer & firm;

Rule 1.10: the conflicts of the *of counsel* lawyer and of the firm are imputed to each other;

Washington Lawyer, Speaking of Ethics, Of Counsel

Getting help on a contract basis

[Lawclerk.legal](#)

[Montage Legal Group](#)

[Lawyer Exchange](#)

[CuroLegal](#)

[UpWork](#)

Where to find virtual staff?

- [upwork.com](https://www.upwork.com) (My personal favorite)
- [freelancer.com](https://www.freelancer.com) (general VAs - all categories)
- [fiverr.com](https://www.fiverr.com) (everything from powerpoint to logos to research and article writing for \$5)
- atlasvirtualparalegal.com
- 99designs.com (logo and graphics)
- [guru.com](https://www.guru.com) (great pool of admin and paralegal support)
- virtualparalegalservices.com
- thevirtualparalegal.com
- starrparalegals.com (bankruptcy specialty)
- flex-counsel.com/
- equityva.com
- Off-line options:
 - local colleges
 - former places of employment/courthouse clerks
 - social media

Managing client data

Whether you are paper oriented, paperless or a combination, the process starts with:

Rule 1.6 Confidentiality of Information

Know where the data is & that it is secure.

Should it be password protected & encrypted?

Who has access to the data?

Maintaining client data

Should the client be asked before data is stored in the cloud?

What is your duty to protect electronic communications?

Cloud ethics opinions

Some data should not be exposed to the internet

D.C. has a data breach statute applicable to lawyers: DC Code
Section 28-3851

Legal Cloud Computing Association

USI Affinity offers cyber insurance

LEO 283 Disposition of Closed Client Files

LEO 333 What makes up the client's file

Managing the risk

While the DC Rules do not require malpractice insurance, it is best to be covered

An entity will not protect you

Rule 1.8(g) bars a prospective limitation on a lawyer's liability for malpractice

e-Manual, Malpractice & Insurance, page 31

[USI Affinity, DC Bar Member Benefit](#)

The disciplinary system in DC

This is a consumer oriented disciplinary culture

Small firms are 10% of the DC Bar & generate nearly
50% of the docketed bar complaints

ODC statistics tell us to manage & communicate to
avoid bar complaints

Evaluating your enterprise

Record what you learn as a part of your business plan

Get client feedback on their experience with your firm

Get a free, confidential assessment of your firm's
operation from the

Practice Management Advisory Service

Here's what to ask

- What should we keep doing?
- What should we stop doing?
- What did we not do that we should do?

How do small firms increase revenue?

- By adding clients
- By increasing fees
- By selling more services to current clients

Clio Legal Trends Report

Unique data on why small firms grow

What's the solution for too many lawyers & not enough clients who can afford them?

Lead generators? Caveat emptor!

www.justanswer.com

www.legalzoom.com

www.rocketlawyer.com

www.nolo.com

www.totalattorneys.com

www.legalmatch.com

Resources from the DC Bar

Free and confidential ethics guidance

Help with business issues from the Practice
Management Advisory Service

Help with stress, addiction & personal issues from the
Lawyer Assistance Program

Fee dispute resolution with the Attorney Client
Arbitration Board

Upcoming events

Basic Training & Beyond, day-two, August 19, 2020,
9:15 a.m. - 4:30 p.m.

August 20, Noon, Managing a Profitable Practice with
Purpose: Financial Strategies for Small Firm Lawyers

August 27, Noon, Livestream Like a Pro: Essentials for
Hosting Safe and Professional Livestreams on LinkedIn,
Facebook, YouTube & Periscope

DC Bar Lunch & Learn

Our Newsletter

BRIAN TANNEBAUM

THE PRACTICE

BRUTAL
TRUTHS
ABOUT
LAWYERS
AND
LAWYERING



[The Practice, amazon.com](https://www.amazon.com/The-Practice-Brian-Tannebaum/dp/0060920311)

. . . from Brian Tannebaum

How Did I Build My Practice?

- Being Present
- Working **on** my practice, not just **in** my practice
- Being Where Others Weren't
- Running Things
- Collecting Mentors

“The best tech a lawyer can have is ears.”

Brian Tannebaum

Misconceptions

- It takes a lot of money
- It's easy and for everyone
- It's for those who can't get a job
 - Everyone I know will send me business
- Working two or more practice areas is best
- It's something to do until I find a job
 - You can't turn anyone away