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Back to the Basics in 2015: Practical Information for Setting Up Shop

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LEX LOCH

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*One with the law
is a majority.*

Calvin Coolidge



Northern
Kentucky
Bar
Association

BACK TO THE BASICS IN 2015: PRACTICAL INFORMATION FOR SETTING UP SHOP

Carol Furnish & Jennifer Mart-Rice

Over the course of 2015, the Chase Law Library columns in *Lex Loci* will focus on the nuts and bolts of starting or running a solo or small practice. The inspiration for these articles comes from the NKBA program "Hanging Your Own Shingle: A Guide to Small Firm Practice." The NKBA Young Lawyers Section and the NKU Chase Career Development Center co-sponsored this program in October 2014. It is our intention to provide readers with tips on cost-cutting measures related to: research; technology for a home/small office; and configuring your office so that you can balance your costs while continuing to offer quality services. Here is an overview of what you can look forward to in 2015:

- **Going Beyond Casemaker (Research Costs)** – Casemaker is the primary research tool used by many in the local legal community. The articles for this topic will discuss ways in which you can supplement Casemaker with the various databases available at your local libraries at no charge. Additionally, they will describe some of the top web-based tools for your research needs.

- **Technology Tips and Tricks (Technology Costs)** – These articles will discuss the latest in computer hardware and software, cloud-based options available to you, billing software options, and a sampling of legal apps that can make your practice more organized and mobile. We will explore some local and online locations where you can purchase these items at an affordable rate.

- **Brick and Mortar vs. Virtual Office Space (Office Costs)** – The decision between a physical office space, virtual office space, and something in between, is becoming more and more of a prominent issue. This series of articles will explore providing a secure office environment for your clients while maintaining a more manageable budget.

In closing, we will be discussing sources for those of you who are evaluating your current practice and for those of you who need help because you are just starting out. You are encouraged to contact either of us with ideas or specific questions that you would like for us to address. As you anxiously await the forthcoming articles, here are some resources that you can use to evaluate your day-to-day law firm operations:

- Attorney and Law Firm Guide to the Business of Law: Planning and Operating for Survival and Growth [3d Ed. by Edward Poll] – Discusses starting a new practice, financial management, marketing and client relations, pricing legal services, and evaluating your insurance needs.

- Flying Solo: A Survival Guide for the Solo & Small Firm Lawyer [by K. William Gibson] – Sections address finances and collecting fees, operations or choosing your office arrangements, technology from research to collaborative tools, and marketing.

- How to Start & Build a Law Practice [by Jay Foonberg] – This is a classic guide to getting clients, setting your fee structure, managing a law office, and ethics and professional responsibility.

- Minding Your Own Business: The Solo and Small Firm Lawyer's Guide to a Profitable Practice [by Ann Guinn] – This book provides guidance on client intake, billing and collections, and personal habits to make the firm more profitable.

- Run Your Firm Like a Business: An Operations Guide for the Solo Practitioner & Small Law Firm [by Frank Lockwood] – Describes how to run an effective law practice and describes ways to improve your case management, billing and collections, and where to go when you need help.

- Solo by Choice: How to Be the Law-



yer You Always Wanted to Be [by Carolyn Elefant] – Advice on launching your practice, choosing clients, billing, finding contract work, and advice based on the author's own experiences.

- Tech Savvy Attorney: Starting a Practice in the Virtual & Mobile Technology Age [by Joshua Sutterfield] – The focus of this title is technology and ways in which attorneys can incorporate technology effectively.

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