

Law Firm Management – Law 830A
Adjunct Professors Damon Duncan & Afi Johnson-Parris
Room 107 - 1 Credit Hour
Mon – Thurs 5:30 PM to 9:30 PM

- Class Description:** This course will acquaint students with the data and skills necessary to understand the business of delivering legal services today and in the future. Topics and skills addressed include management theory and techniques, employment, client-management, interviewing, counseling, negotiations, systems analysis and design, business development, technology and professional responsibility. Lecture, demonstration and clinical stimulations will be utilized.
- Textbook Information:** *Name:* Materials & Cases on Law Practice Management: A Learning Tool for Law Students
Author: Thomas McKnight Steel
Edition: 2004 Edition
Publisher: LexisNexis
ISBN #: 0820553476
- Attendance:** Attendance for this class is important. With only four class periods, missing one class is the same as missing 25% of another course's classes. An absence is only acceptable with the prior consent of the class's professors. Poor attendance will result in a poor final grade.
- Grading Criteria:** This is a pass / fail class. To pass this class we expect attendance, regular participation and a professional final presentation. We hope the desire to be a great lawyer will be your motivation in this class, not a "P" on a final transcript.
- Office Hours:** Both of the adjunct professors for this class work full time as practicing attorneys. Although we do not keep regular office hours at the law school if you need to speak with either or both of us please contact us and we will set up an appropriate time to discuss any questions, comments or concerns you may have.

Class Schedule & Reading Assignments

Day #1 – January 9, 2012

Reading Assignment: Chapters 2 & 3

<u>Time</u>	<u>Topic</u>	<u>Speaker</u>
5:30 – 5:40 PM	Introductions	Damon Duncan & Afi Johnson-Parris
5:40 – 6:00 PM	General Practice v. Niche	Afi Johnson-Parris
6:00 – 6:45 PM	Setting Up A Non-Traditional Law Firm	Stephanie Kimbro
6:45 – 7:45 PM	How to Get Hired (and Fired) by Law Firms & Legal Organizations	Ed Winslow & Elizabeth Bilcheck
7:45 – 8:00 PM	Break	N/A
8:00 – 8:30 PM	Choosing the Right Business Entity	Craig Taylor
8:30 – 8:45 PM	Break	N/A
8:45 – 9:10 PM	Finding the Right Location for Your Office	Damon Duncan
9:10 – 9:30 PM	Discussion of Final Project	Damon Duncan & Afi Johnson-Parris

Day #2 – January 10, 2012

Reading Assignment: Chapters 5-7

<u>Time</u>	<u>Topic</u>	<u>Speaker</u>
5:30 – 6:00 PM	Business Basics	Afi Johnson-Parris
6:00 – 6:50 PM	Budgeting for Your First Year & Measuring Success	Ronda Holloway
6:50 – 7:00 PM	Break	N/A
7:00 – 7:50 PM	Developing a Law Firm Business Plan	Robert Heavner
7:50 – 8:00 PM	Break	N/A
8:00 – 8:30 PM	Fee Setting & Collecting	Damon Duncan
8:30 – 9:00 PM	Practical Accounting for Lawyers	Afi Johnson-Parris
9:00 – 9:30 PM	Project Group Work	N/A

Day #3 – January 11, 2012

Reading Assignment: Chapters 8, 11, 15-16

<u>Time</u>	<u>Topic</u>	<u>Speaker</u>
5:30 – 6:00 PM	Technology Tips to Increase Efficiency & Decrease Cost	Damon Duncan
6:00 – 6:50 PM	Work Life Balance: Working to Live v. Living to Work	Kathryn Hatfield
6:50 – 7:00 PM	Break	N/A
7:00 – 7:50 PM	Ethical Pitfalls of Practicing Law & the Basics of Client Trust Accounts	Peter Bolac
7:50 – 8:00 PM	Break	N/A
8:00 – 8:45 PM	Marketing Your Law Practice	Jay Fleischman
8:45 – 9:15 PM	Marketing Your Practice Pt. 2	Damon Duncan
9:15 – 9:30 PM	Group Presentation	N/A

Day #4 – January 12, 2012

Everyone is required to attend the final class period. During this time, there will be a maximum of 11 final presentations. Each presentation should last for about 20 minutes.

You may choose to work alone or you may work with one other student for your final presentation. Each presentation will have five basic elements:

1. Business Plan
2. First Year Budget
3. Marketing Plan
4. Business Development (Networking & Referral) Plan
5. One Page Informational Interview Summary & Survey Results

One Page Informational Interview Summary – Each student must interview an attorney practicing in a firm or practice area similar to where they want to practice. The goal of this interview is to get a first hand perspective of what it takes to be a successful attorney. Each student should write a one page, single spaced, summary of his or her interview. The purpose of this paper is to synthesize the information gained from this informational interview.