

SYLLABUS

COURSE NUMBER:	C522
COURSE NAME:	Law Practice/Office Management
PROFESSOR:	Bradford J. DeMeo Email: demeo@sonic.net
WHEN:	Wednesday, 6:00 to 8:00 p.m. Spring 2012
UNITS:	2 Units
TEXT:	<i>How to Start and Build a Law Practice,</i> Foonberg, American Bar Association, Law Student Division, The Section of Law Practice Management (5th ed., 2003) ABA Model Guidelines for the Utilization of Paralegal Services
GRADING:	Pass/Fail
GRADE DETERMINATION:	The grade will be comprised of a participatory project such as a graded client interview or client case plan.
ATTENDANCE:	Regular and punctual attendance is essential for the successful completion of law school. Students should plan to attend every class. A minimum of 80% attendance is required.
GOALS:	This course is intended to expose the student to the practical aspects of law practice management. It shall include such items as location of office, trust accounting, soliciting clients, ethics, and law office technology. Students will learn survival skills for solo practice, and practice in large firms. There may be guest lecturers imparting expertise in their field of law practice management, and possible site visits to law firms.
PREREQUISITES:	Completion of second year law school curriculum.

Law Practice Management

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Date	Subject	Reading Assignment
01/04/12	Class Discussion re Overview of Course Personal Considerations	None Consider what you want your career to be
01/11/12	Class discussion re starting practice; partnership hypothetical	Read Handouts
01/18/12	Getting started	Read Text 51-90; 241-251
01/25/12	Balancing Life	Guest Lecture with Professor Holly Rickett and Professor Heather Bussing
02/01/12	Getting clients	Read Text 33-48; Read State Bar Cases re Solicitation beginning with Ethics Opinion 1973-14
02/08/12	Effective and Proper Use of Paralegals and Other Staff	Guest Lecture with Laura Rosenthal. Read ABA Model Guidelines for the Utilization of Paralegal Services;
02/15/12	Trust Accounting	Read Text 93-144;
02/22/12	Getting located	Read Text 147-198
02/29/12	Courtroom Behavior, Decorum and Professionalism	Demonstration in Courtroom with Q & A session
03/07/12	Fees	Read Text 201-234; Read State Bar Cases re Fee Sharing, Fee Splitting, Referral Fees, etc. beginning with Ethics opinion 1987-2
03/15/12	Managing a Practice	Read Text 235-270
03/22/12	Managing - Spending	Read Text 273-308
03/29/12	Systems of Organization	Guest Lecture with Laura Rosenthal. Read Text 1-29; 222-225;

The reading assignments are short and easy, but intended to stimulate thought about what one can and would do to insure success financially and professionally.

Revision: 12/16/2011