

HANGING OUT YOUR OWN SHINGLE

This add-on option to the Bridging the Gap program provides practical “need to know” information about starting a solo practice.



ABOUT THE SPEAKER

SHAWN L. HOLAHAN is the Practice Management Counsel for the LSBA and administrates the LSBA's fee dispute arbitration program. Prior to her position at the bar, she was a partner with a medium-sized law firm in New Orleans (labor and employment matters primarily) and had completed two federal clerkships in the USDC. (E.D. La.). She has served ABA LP Division's Publishing Board and its TECHSHOW Planning Board and is currently a member of the State and Local Outreach Committee. She also served as the Chair of the Practice Management Advisors of North America.

Thursday, May 9, 2024 WEBINAR

- **CLE Credit:** 4.0 max credits
- **Written Cancellation Deadline:** May 3
- **e-Course Materials**

- **Registration fee*:** \$75

**The fee includes electronic course materials and seminar attendance.*

For more information or to register online visit
www.lsba.org/cle

AGENDA

8:30-9:45 a.m. **THE LAW OFFICE BUSINESS PLAN – THE BASICS**
(1.25 credits) **Hanging out your shingle and don't know where to start?**

The first step is your business plan. This session will discuss the importance of developing a basic business plan for your own law office. We will also discuss the basics of developing such a plan that can guide your practice from the start, leave positive impressions on financial institutions and other possible future relationships with colleagues, and adapt as your practice grows and changes.

9:45-10:30 a.m. **THE ACTUAL LAW OFFICE**
(.75 credits) **Where is Your Office? What's in it? What are you calling it? What are your Office Processes? How are your Files Organized? Are You Creating the Impression That You Want to Create?**

Many office options exist from the traditional brick and mortar office, rent-a-desk workspaces, shared workspaces and even virtual offices. We will discuss the pros and cons of each. We will also discuss the equipment and technology basics for the starting law office and cost-effective alternatives to hiring staff for administrative tasks. Efficient offices depend on good processes from client intake to file organization and calendaring. This session will explore them and discuss pros and cons.

10:30 - 10:45 a.m. Break

10:45 - 11:15 a.m. **IF YOU BUILD IT, WILL THEY COME?**
(.5 credits) **Attracting the Right Clients for Your Practice**

We will discuss the development of a client base that is good for your type of practice. We will also discuss the clients that you should avoid or think twice about. We will also discuss maintaining a positive online presence and defeating negative online items.

11:15 a.m. - noon **CLIENT COMMUNICATIONS & CLIENT RELATIONS**
(.75 credits) **Nail this for Happy Clients and a Productive Practice**

Essential to effective client communication is managing client expectations from the beginning to the end of your representation. We will discuss best practices on client intake, client communication throughout the representation and at the end.

Noon-12:15 p.m. Break

12:15 - 12:45 p.m. **TIME AND BILLING**
(.5 credits) **The Life Blood of Your Firm**

We will discuss the art of billing (and the art of the timing of billing) and the development of the billing vocabulary.

12:45 - 1:00 p.m. **PRACTICE RESOURCES**
(.25 credits) **LSBA and Other Online Resources**

Membership with the LSBA gives you access to many different member services, and a list of other online resources that are sure to be helpful.

Registration Form – HANGING OUT YOUR SHINGLE WEBINAR

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THURSDAY, May 9, 2024

GENERAL INFORMATION

Judge Bar Roll Number (leave blank if you have not received your Bar Roll #) _____

Ms. Mr. Name _____

First Name for Badge _____

Firm Name _____

Address _____

City/State/Zip _____

Office Phone _____ Home Phone _____

Fax _____

Please check here or contact the LSBA if you have a disability which may require special accommodations at this conference. The LSBA is committed to ensuring full accessibility for all registrants.

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Pay by Check: Make checks payable to the Louisiana State Bar Association.

Pay by Credit Card: Please charge \$ _____ to my credit card VISA MC Discover

Last four (4) digits of credit card _____

Name as it Appears on Card _____

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Signature _____

OPTIONS

Add-on option to Bridging the Gap Registration - \$75

CREDIT CARD INFO

The credit card information below will be destroyed after your credit card has been charged:

CLE REGISTRATION

Please charge \$ _____ to my credit card VISA MC Discover

Credit Card Account Number _____

Expiration _____ Security Code _____

The LSBA will no longer accept registration forms with credit card information via email. **REGISTRATION FORMS MUST BE MAILED OR FAXED.**

Please return this form with your remittance to: Seminar Registration - Louisiana State Bar Association, 601 St. Charles Ave., New Orleans, LA 70130-3404

Questions? Please call (504)619-0102 • (800)421-5722, ext. 102 • fax (504)617-7050