

Law Office Management Topical Index

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1. The Business of a Law Office

- 1.1. Opening a New Law Practice
 - 1.1.1. Checklist and Resources
<http://www.scbarr.org/pmap/NewPractice.asp>
http://www.scbarr.org/pdf/pmap/New_Practice_Checklist.pdf
http://www.alabar.org/lomap/articles/office_checklist.pdf
[http://www.flabar.org/TFB/TFBResources.nsf/BC390EF1565832AE85256A4F006AEFA8/D67F8164A062252E85256B29004BD7B2/\\$FILE/soyo-newlawpractchecklist.pdf](http://www.flabar.org/TFB/TFBResources.nsf/BC390EF1565832AE85256A4F006AEFA8/D67F8164A062252E85256B29004BD7B2/$FILE/soyo-newlawpractchecklist.pdf)
 - 1.1.2. Some Thoughts on Hanging Out a Shingle: <http://www.gabar.org/GeneralPage.asp?Header=lpmsingle>
 - 1.1.3. New client forms
<http://www.scbarr.org/pmap/forms.asp>
 - 1.1.4. Keys to Maintaining a Successful Law Practice: <http://www.flabar.org/tfb/TFBMember.nsf/basic+view/E7E5D219E6C81B9F85256B2F006C68BA?OpenDocument>
 - 1.1.5. Practice Tips: <http://www.gabar.org/lpmtips%20archive02.asp>
 - 1.1.6. The Seven Deadly Sins Managers Commit: <http://www.unm.edu/~counsel/7sins.htm>
- 1.2. Business Plan
 - 1.2.1. A Primer on Analyzing Law Firm Profitability: <http://www.gabar.org/GeneralPage.asp?Header=lpmprimerlfp>
- 1.3. Practice Management
<http://www.scbarr.org/pmap/practicetips.asp>
http://www.scbarr.org/pmap/PMAP_OfficeManagement.asp
<http://www.tba.org/tnbarms/practicetips.html>
<http://www.vtbar.org/article/archive/87/>
- 1.4. Business Structure: Partnership, Solo Sole Proprietorship, Corporation (S or C)?
- 1.5. Competition and How to Compete
- 1.6. Filing System
 - 1.6.1. File Management: Dull But Necessary: <http://www.gabar.org/GeneralPage.asp?Header=lpmfmanage>
- 1.7. Meetings
- 1.8. *Pro Bono* - Pursuant to the Pro Bono Public Service Rule (Rule 16-601 NMRA 2000): A lawyer should aspire to render at least fifty (50) hours of pro bono public legal services per year, or make a financial contribution of \$350 to an organization(s) that provides legal services to persons of limited means.
- 1.9. Profitability
 - 1.9.1. Small Firm Tips for Saving Money: <http://www.gabar.org/GeneralPage.asp?Header=lpmsave>
 - 1.9.2. Taking Control of Billable Time: <http://www.gabar.org/GeneralPage.asp?Header=lpmbilltime>
- 1.10. Public Relations ([See Marketing](#))
- 1.11. Rent or Own your Office?
 - 1.11.1. Finding Office Space You Can Live With: <http://www.gabar.org/GeneralPage.asp?Header=lpmospace>
 - 1.11.2. A Professional and Effective Home Office: <http://www.gabar.org/GeneralPage.asp?Header=lpmhomeoff>
- 1.12. Record Keeping
- 1.13. Selling Your Firm When It's Time
- 1.14. Tax Issues ([See: Taxation and Accounting](#))
- 1.15. Time Management/Stress
http://www.mindtools.com/pages/main/newMN_HTE.htm

- 1.16. Travel & Entertainment/Promotional Expenses
- 1.17. Marketing
 - 1.17.1. Marketing for the Small Firm: <http://www.alabar.org/lomap/articles/marketing.pdf>

2. Client Relations

- 2.1. Billing
 - 2.1.1. Drafting a Bullet Proof Bill: <http://www.gabar.org/GeneralPage.asp?Header=lpmdraft>
 - 2.1.2. Getting What's Coming To You: A Primer on Billing and Collecting Fees: <http://www.gabar.org/GeneralPage.asp?Header=lpmcollect>
- 2.2. Community Interaction
- 2.3. Engagement Letters
 - <http://www.scbar.org/pmap/forms.asp>
- 2.4. Getting Clients ([See Marketing](#))
- 2.5. Keeping Clients
- 2.6. Questionnaires & Surveys
- 2.7. Trust Accounts
 - 2.7.1. Tips On Setting Up and Maintaining a Trust Account: <http://www.gabar.org/GeneralPage.asp?Header=lpmtrusts3>
 - 2.7.2. An Update on Trust Account Management, Part 2: <http://www.gabar.org/GeneralPage.asp?Header=lpmtam>
- 2.8. What Clients Want
 - 2.8.1. ABCs of Client Relations: <http://www.gabar.org/GeneralPage.asp?Header=lpmabclient>
- 2.9. What Clients Hate and Why They Fire Attorneys

3. Communications & Personality

- 3.1. How to Talk to Clients ([See: Client Relations](#))
 - 3.1.1. Properly Communicating With Your Client: <http://www.gabar.org/GeneralPage.asp?Header=lpmclientcomm>
- 3.2. How to Talk to Judges, Opposing Counsel, and the World ([See: Professionalism](#))
- 3.3. How to Talk to Staff ([See: Employment Issues](#))
- 3.4. Personality & Communication Styles

4. Document Assembly (See: Technology)

5. Document Retention (See: Ethics/File Retention)

- 5.1. Developing a File Retention Policy For Your Firm: <http://www.gabar.org/GeneralPage.asp?Header=lpmfretrain>
- 5.2. Electronic Document Retention
 - <http://www.abanet.org/lpm/lpt/articles/ft01045.html>

6. Employment Issues

- 6.1. Employment Law
 - <http://www.law.cornell.edu/topics/employment.html>
- 6.2. ADA Compliance
 - 6.2.1. <http://counsel.cua.edu/ADA/>
- 6.3. Contracts & Employment Law in General
 - 6.3.1. Initial Client Consultation Interview Form: <http://www.flabar.org/tfb/TFBMember.nsf/basic+view/735496592E9618CA85256B2F006C697F?OpenDocument>
- 6.4. Delegating
- 6.5. Employee Benefits
 - 6.5.1. Reporting and Disclosure Guide for Employee Benefit Plans: <http://www.dol.gov/ebsa/pdf/rdguide.pdf>
- 6.6. Fair Labor Standards Act
 - <http://www4.law.cornell.edu/uscode/29/ch8.html>
 - 6.6.1. A training video on the new rules are available on the Department of Labor "Fair Pay" Web Page: <http://www.dol.gov/esa/regs/compliance/whd/fairpay/main.htm>
- 6.7. Family and Medical Leave Act
 - 6.7.1. FMLA Quick Reference: http://counsel.cua.edu/employment/resources/fmla_index.cfm
 - 6.7.2. The Law: [29 U.S.C. § 2601 et seq.](#); [29 C.F.R. Part 825.100 et seq.](#); 60 Fed. Reg. 66,229 (Dec. 21, 1995)

- 6.7.3. Posting and Other Notices: See [29 C.F.R. § 825.208](#), [29 C.F.R. § 825.300](#) and [301](#).
- 6.7.4. Recordkeeping: Items required to be kept by [29 C.F.R. § 825.500](#):
- 6.7.5. Summary of Federal Law: FMLA: <http://counsel.cua.edu/fedlaw/Fmla1993.cfm>
- 6.8. Firing
 - 6.8.1. Interview Guidelines: Prohibited v. Lawful Questions: <http://counsel.cua.edu/employment/>
- 6.9. Hiring
 - 6.9.1. Proper Law Firms and Improper Questions: <http://www.gabar.org/GeneralPage.asp?Header=lpmproperq>
- 6.10. Independent Contractor or Employee?
 - <http://jobsearchtech.about.com/library/weekly/aa121800.htm>
 - <http://www.nolo.com/lawcenter/index.cfm/catID/EC0EEB1C-16EA-4F81-833ED5890B19383A>
- 6.11. Legal Administrators: for You?
 - 6.11.1. Choosing an Office Manager For Your Firm: <http://www.gabar.org/GeneralPage.asp?Header=lpmchooseom>
 - 6.11.2. Is An Office Manager in Your Firm's Future?: <http://www.gabar.org/GeneralPage.asp?Header=lpmomanage>
- 6.12. Management Secrets, Management No-nos
 - 6.12.1. Quality Control
 - 6.12.2. Time Management
 - 6.12.2.1. Using Your Email to Control Work Flow: <http://www.gabar.org/GeneralPage.asp?Header=lpmemail>
 - 6.12.3. Stress
 - 6.12.4. Supervisor's Score Card
- 6.13. Motivation & Incentives
- 6.14. NM Occupational Wage Survey: 2002
- 6.15. Paralegals and Legal Assistants
 - http://www.nmbar.org/Template.cfm?Section=Paralegals_Legal_Assistants
 - See the [Rules Governing Paralegal Services](#), 20-101 through 20-115 NMRA.)
- 6.16. Personnel Management
 - 6.16.1. Dealing With Difficult Employees: <http://www.gabar.org/GeneralPage.asp?Header=lpmdiffemp>
 - 6.16.2. Staff Communication: <http://www.gabar.org/GeneralPage.asp?Header=lpmstaffcomm>
- 6.17. Retaining Employees
- 6.18. Sexual Harassment
 - <http://www.eeoc.gov/facts/fs-sex.html>

7. Ethics in a Small or Solo Firm

- 7.1. Advertising
 - 7.1.1. Legal Advertising Dos and Don'ts for the Beginning Practitioner: <http://www.gabar.org/GeneralPage.asp?Header=lpmlegadv>
- 7.2. Advisory Opinions through 2003
- 7.3. Conflicts of Interest
 - 7.3.1. Preventing Conflicts of Interest: [http://www.flabar.org/TFB/TFBResources.nsf/Attachments/D9FA065CF76B2D5485256D81005A7FFD/\\$FILE/ConflictsPolicy.pdf?OpenElement](http://www.flabar.org/TFB/TFBResources.nsf/Attachments/D9FA065CF76B2D5485256D81005A7FFD/$FILE/ConflictsPolicy.pdf?OpenElement)
 - 7.3.2. Between Clients
 - 7.3.3. With Clients
 - 7.3.4. And Otherwise
- 7.4. Disciplinary Board
 - <http://www.nmdisboard.org/>
- 7.5. File & Document Retention
- 7.6. Multijurisdictional Issues
- 7.7. NM Laws on Attorneys
- 7.8. Unauthorized Practice of Law
- 7.9. Returning Phonecalls

8. Forms

- 8.1. Case Management Forms
 - 8.1.1. Consumer Bankruptcy Checklist: <http://www.gabar.org/pdf/lpm/cbc.pdf>
 - 8.1.2. Client Records Authorization: <http://www.gabar.org/pdf/lpm/cra.pdf>

- 8.1.3. Contract for Sale of Real Estate: <http://www.gabar.org/pdf/lpm/csre.pdf>
- 8.1.4. Corporate Checklist: <http://www.gabar.org/pdf/lpm/cc.pdf>
- 8.1.5. Criminal Case Checklist: <http://www.gabar.org/pdf/lpm/cc.pdf>
- 8.1.6. Defense Checklist: <http://www.gabar.org/pdf/lpm/dch.pdf>
- 8.1.7. Divorce Action Checklist: <http://www.gabar.org/pdf/lpm/dac.pdf>
- 8.1.8. Speed Letter: <http://www.gabar.org/pdf/lpm/hsl.pdf>
- 8.1.9. Litigation Preparation Report: <http://www.gabar.org/pdf/lpm/lpr.pdf>
- 8.1.10. Negligence Action Checklist: <http://www.gabar.org/pdf/lpm/nac.pdf>
- 8.1.11. Personal Injury Action Checklist: <http://www.gabar.org/pdf/lpm/piac.pdf>
- 8.1.12. Personal Injury Case Status Checklist: <http://www.gabar.org/pdf/lpm/picsc.pdf>
- 8.1.13. Personal Injury Client Interview Sheet: <http://www.gabar.org/pdf/lpm/picis.pdf>
- 8.1.14. Personal Injury Tracking Procedure: <http://www.gabar.org/pdf/lpm/tppic.pdf>
- 8.1.15. Personal Injury Witness Report Form: <http://www.gabar.org/pdf/lpm/piwrf.pdf>
- 8.1.16. Pleading Summary Form: <http://www.gabar.org/pdf/lpm/psf.pdf>
- 8.1.17. Purchase of Real Estate Checklist: <http://www.gabar.org/pdf/lpm/prec.pdf>
- 8.1.18. Residential Lease With Option to Purchase: <http://www.gabar.org/pdf/lpm/rlwop.pdf>
- 8.1.19. Worker's Compensation Intake Form: <http://www.gabar.org/pdf/lpm/wcif.pdf>
- 8.2. Client Agreements, Interview Forms and Surveys
 - 8.2.1. Initial Client Consultation Interview Form in PDF format: [http://www.flabar.org/TFB/TFBResources.nsf/BC390EF1565832AE85256A4F006AEEA8/1789AE8F7C1F5BB585256B29004BD7A3/\\$FILE/intform2.pdf](http://www.flabar.org/TFB/TFBResources.nsf/BC390EF1565832AE85256A4F006AEEA8/1789AE8F7C1F5BB585256B29004BD7A3/$FILE/intform2.pdf)
 - 8.2.2. Client Intake and Retainer Agreement: <http://www.gabar.org/pdf/lpm/cira.pdf>
 - 8.2.3. Client Satisfaction Questionnaire: <http://www.gabar.org/pdf/lpm/csq.pdf>
 - 8.2.4. Contingency Fee Agreement and Retainer Agreement: <http://www.gabar.org/pdf/lpm/cfa.pdf>
 - 8.2.5. Contract for Legal Services: <http://www.gabar.org/pdf/lpm/cls.pdf>
 - 8.2.6. Contract for Legal Services - Sample : <http://www.gabar.org/pdf/lpm/clss.pdf>
 - 8.2.7. Disclosure and Consent: <http://www.gabar.org/pdf/lpm/dc.pdf>
 - 8.2.8. Disengagement Letter – Closing Letter Sample: <http://www.gabar.org/pdf/lpm/dlcls.pdf>
 - 8.2.9. Disengagement Letter – Unpaid Fees Sample: <http://www.gabar.org/pdf/lpm/dlufs.pdf>
 - 8.2.10. Divorce Retainer Agreement: <http://www.gabar.org/pdf/lpm/dra.pdf>
 - 8.2.11. Engagement Agreement Checklist: <http://www.gabar.org/pdf/lpm/each.pdf>
 - 8.2.12. Engagement Letter: <http://www.gabar.org/pdf/lpm/el.pdf>
 - 8.2.13. Fee Agreement: <http://www.gabar.org/pdf/lpm/fa.pdf>
 - 8.2.14. Letter of Withdrawal from Representation: <http://www.gabar.org/pdf/lpm/lwr.pdf>
 - 8.2.15. New Business Information Form: <http://www.gabar.org/pdf/lpm/nbif.pdf>
 - 8.2.16. New Matter Report and Checklist: <http://www.gabar.org/pdf/lpm/nmrc.pdf>
 - 8.2.17. Nonengagement Letter – Samples: <http://www.gabar.org/pdf/lpm/nl.pdf>
 - 8.2.18. Nonengagement Letter - After One-Time Consultation Sample: <http://www.gabar.org/pdf/lpm/nlacs.pdf>
 - 8.2.19. Nonengagement Letter - After Review Sample: <http://www.gabar.org/pdf/lpm/nlars.pdf>
 - 8.2.20. Nonengagement Letter - Declining Case After Research/Investigation Sample: <http://www.gabar.org/pdf/lpm/nldcari.pdf>
 - 8.2.21. Nonengagement Letter Checklist: <http://www.gabar.org/pdf/lpm/nelc.pdf>
 - 8.2.22. Phone Call Policy: <http://www.gabar.org/pdf/lpm/pcp.pdf>
 - 8.2.23. Prospective Client Interview: <http://www.gabar.org/pdf/lpm/pci.pdf>
- 8.3. File and Work Management Forms
 - 8.3.1. Case File Closing Form: <http://www.gabar.org/pdf/lpm/cfcf.pdf>
 - 8.3.2. Conflict of Interest Search Form: <http://www.gabar.org/pdf/lpm/cisf.pdf>
 - 8.3.3. Criminal File Information Sheet: <http://www.gabar.org/pdf/lpm/cfis.pdf>
 - 8.3.4. Document Removal Form: <http://www.gabar.org/pdf/lpm/drf.pdf>
 - 8.3.5. Electronic Mail Policy: <http://www.gabar.org/pdf/lpm/emp.pdf>
 - 8.3.6. File Activity Sheet: <http://www.gabar.org/pdf/lpm/fas.pdf>
 - 8.3.7. File Closing Checklist: <http://www.gabar.org/pdf/lpm/fcc.pdf>
 - 8.3.8. Master Docket: <http://www.gabar.org/pdf/lpm/md.pdf>
 - 8.3.9. Telephone Conference Record: <http://www.gabar.org/pdf/lpm/tcr.pdf>
 - 8.3.10. Termination Checklist: <http://www.gabar.org/pdf/lpm/tc.pdf>
 - 8.3.11. Work Assignment Sheet: <http://www.gabar.org/pdf/lpm/was.pdf>
- 8.4. Firm Financial and Employment Agreements
 - 8.4.1. Associate Employment Agreement: <http://www.gabar.org/pdf/lpm/aaea.pdf>

- 8.4.2. Buy-Sell Agreement: <http://www.gabar.org/pdf/lpm/bsa.pdf>
- 8.4.3. Employment Agreement - Employee and Partnership Employer: <http://www.gabar.org/pdf/lpm/eaepe.pdf>
- 8.4.4. Law Practice Financial Data Form: <http://www.gabar.org/pdf/lpm/lpdf.pdf>
- 8.4.5. Model Chart of Accounts: <http://www.gabar.org/pdf/lpm/mca.pdf>
- 8.4.6. Of Counsel Agreement: <http://www.gabar.org/pdf/lpm/oca.pdf>
- 8.4.7. Partners' Benefits Sample: <http://www.gabar.org/pdf/lpm/pbs.pdf>
- 8.4.8. Partnership Agreement: <http://www.gabar.org/pdf/lpm/pa.pdf>
- 8.4.9. Partnership Agreement Checklist: <http://www.gabar.org/pdf/lpm/pac.pdf>
- 8.4.10. Periodic Bonus Plan: <http://www.gabar.org/pdf/lpm/pbp.pdf>
- 8.4.11. Professional Corporation Articles of Incorporation: <http://www.gabar.org/pdf/lpm/pcai.pdf>
- 8.4.12. Professional Corporation Employment Agreement: <http://www.gabar.org/pdf/lpm/pcea.pdf>
- 8.4.13. Sample Billing Statement: <http://www.gabar.org/pdf/lpm/sbs.pdf>
- 8.4.14. Trust Accounting Disbursements - Procedural Statement: <http://www.gabar.org/pdf/lpm/tad.pdf>
- 8.4.15. Trust Accounting Receipts - Procedural Statement: <http://www.gabar.org/pdf/lpm/tar.pdf>
- 8.4.16. Trust Account Monthly Certificate: <http://www.gabar.org/pdf/lpm/tamc.pdf>
- 8.5. Miscellaneous Management Forms
 - 8.5.1. Associate Feedback: Assignments: <http://www.gabar.org/pdf/lpm/afa.pdf>
 - 8.5.2. Associate Marketing Evaluation Form: <http://www.gabar.org/pdf/lpm/amef.pdf>
 - 8.5.3. Client Confidentiality Policy: <http://www.gabar.org/pdf/lpm/ccp.pdf>
 - 8.5.4. Manager's Self Audit: <http://www.gabar.org/pdf/lpm/msa.pdf>
 - 8.5.5. New Employee Checklist: <http://www.gabar.org/pdf/lpm/nec.pdf>
 - 8.5.6. Staff Feedback Regarding Assigned Tasks: <http://www.gabar.org/pdf/lpm/sfrat.pdf>
 - 8.5.7. Staff Management Self-Audit: <http://www.gabar.org/pdf/lpm/smsa.pdf>
- 8.6. Initial Client Consultation Interview Form in PDF format: [http://www.flabar.org/TFB/TFBResources.nsf/BC390EF1565832AE85256A4F006AEEA8/1789AE8F7C1F5BB585256B29004BD7A3/\\$FILE/intform2.pdf](http://www.flabar.org/TFB/TFBResources.nsf/BC390EF1565832AE85256A4F006AEEA8/1789AE8F7C1F5BB585256B29004BD7A3/$FILE/intform2.pdf)

9. Finding Experts

- 9.1. Appraisals
- 9.2. Computer and Technology
- 9.3. Dispute Resolution
- 9.4. Financial/Investment

10. Frequently Asked Questions about How to Manage a Law Office

- 10.1. Hot Topics: <http://www.flabar.org/tfb/TFBMember.nsf/basic+view/326EA4E4F3C6E35C85256B2F006C69DE?OpenDocument>

11. General

- 11.1. Attorney Opinion Letters
- 11.2. Firm Retreat

12. Insurance

- 12.1. Buy-Sell
- 12.2. Contents
- 12.3. COBRA
 - 12.3.1. Final Rules on COBRA Notice Procedures: <http://counsel.cua.edu/employment/>
 - 12.3.2. Summary of Law: <http://counsel.cua.edu/fedlaw/Cobra.cfm>
- 12.4. Disability
- 12.5. Employment Security
- 12.6. Liability
- 12.7. Life
- 12.8. Malpractice
- 12.9. Medical (See: [Employment Issues](#)/Employee Benefits)
- 12.10. Workers Compensation
http://www.workerscompensation.com/new_mexico.htm

13. Leadership and Community Service

14. Malpractice

- 14.1. Avoiding It Altogether
 - 14.1.1. What Does "Competent Representation" Really Mean: <http://www.flabar.org/DIVCOM/JN/JNNews01.nsf/76d28aa8f2ee03e185256aa9005d8d9a/7aab34d8b89c242385256b6b0051b64e?OpenDocument>
- 14.2. Checking Conflicts of Interest (See Ethics)
 - 14.2.1. Preventing Conflicts of Interest: [http://www.flabar.org/TFB/TFBResources.nsf/Attachments/D9FA065CF76B2D5485256D81005A7FFD/\\$FILE/ConflictsPolicy.pdf?OpenElement](http://www.flabar.org/TFB/TFBResources.nsf/Attachments/D9FA065CF76B2D5485256D81005A7FFD/$FILE/ConflictsPolicy.pdf?OpenElement)
 - 14.2.2. Conflict of Interest Systems: <http://www.gabar.org/GeneralPage.asp?Header=lpmcisys>
- 14.3. Drug & Alcohol Abuse/Counseling
- 14.4. How Disciplinary Complaints are Handled
- 14.5. Malpractice Insurance and Insurers (See: Insurance)
- 14.6. NM Statistics on Who Malpractices Most Frequently, and How They Do it
- 14.7. Statutes of Limitation & Timing Issues
 - 14.7.1. Calendaring Basics: <http://www.alabar.org/lomap/articles/calendar.pdf>
- 14.8. Time Management (See: Management)
- 14.9. Trust Accounting

15. Marketing

- 15.1. Advertising (See: Ethics)
- 15.2. Networking
- 15.3. Public Speaking, Service, and Exposure
- 15.4. Referrals
- 15.5. Soliciting
- 15.6. Internet Marketing and Search Engine Secrets
 - 15.6.1. So Your Firm Has a Website, What Now?: <http://www.flabar.org/DIVCOM/JN/JNNews01.nsf/76d28aa8f2ee03e185256aa9005d8d9a/28da8c42e1db828c85256afc0071a2d3?OpenDocument>

16. Miscellaneous

17. Technology

- 17.0.1. 18.1 Automating: Yes or No and How Much?
- 17.0.2. Test Your Firm's Technology Savvy: <http://www.flabar.org/tfb/TFBMember.nsf/basic+view/534C0A401DEED0D485256B2F006C68A4?OpenDocument>
- 17.0.3. Automation: The Great Equalizer: <http://www.gabar.org/GeneralPage.asp?Header=lpmauto>
- 17.0.4. Top Mistakes Lawyers Make in Automation: <http://www.gabar.org/GeneralPage.asp?Header=lpmtenauto>
- 17.1. Client Conflicts Checks (See: Ethics)
 - 17.1.1. Preventing Conflicts of Interest: [http://www.flabar.org/TFB/TFBResources.nsf/Attachments/D9FA065CF76B2D5485256D81005A7FFD/\\$FILE/ConflictsPolicy.pdf?OpenElement](http://www.flabar.org/TFB/TFBResources.nsf/Attachments/D9FA065CF76B2D5485256D81005A7FFD/$FILE/ConflictsPolicy.pdf?OpenElement)
- 17.2. Document Assembly
 - 17.2.1. Slaying Paper Dragons In Your Law Practice: <http://www.gabar.org/GeneralPage.asp?Header=lpmslaying>
- 17.3. Email
 - 17.3.1. Using Your E-Mail to Control Work Flow: <http://www.gabar.org/GeneralPage.asp?Header=lpmemail>
- 17.4. Experts and Technicians
- 17.5. Forms
- 17.6. Hardware Issues
- 17.7. Internet/Intranet/E-Mail Use Policy: <http://www.flabar.org/tfb/TFBMember.nsf/ed6e4bcb92a8fe1b852567090069f3c2/52a9c3336bc3d47f85256b2f006c6903?OpenDocument>
- 17.8. Software issues
 - 17.8.1. Case Management Software: <http://www.gabar.org/GeneralPage.asp?Header=lpmcmanage>

18. Closing a Practice

- 18.0.1. Things to Consider Before Closing Your Solo Practice: <http://www.alabar.org/lomap/articles/closing.pdf>
- 18.0.2. Checklist for Closing Your Own Office: <http://www.flabar.org/tfb/TFBMember.nsf/basic+view/48E2177C598A5EF385256B2F006C6948?OpenDocument>
- 18.0.3. Dissolution Checklist: [http://www.flabar.org/TFB/TFBResources.nsf/BC390EF1565832AE85256A4F006AEEA8/8D40C8D6FF77216785256B29004BD7BA/\\$FILE/dissolutionchecklistbw1.pdf](http://www.flabar.org/TFB/TFBResources.nsf/BC390EF1565832AE85256A4F006AEEA8/8D40C8D6FF77216785256B29004BD7BA/$FILE/dissolutionchecklistbw1.pdf)
- 18.0.4. Lawyer Office Closing Letter: <http://www.flabar.org/tfb/TFBMember.nsf/basic+view/0BFB3666692AE83C85256B2F006C6971?OpenDocument>
- 18.0.5. Ethical Considerations Regarding Contacting Clients in Anticipation of Departure: <http://www.flabar.org/tfb/TFBMember.nsf/basic+view/0BFB3666692AE83C85256B2F006C6971?OpenDocument>
- 18.0.6. Acknowledgement of Receipt of File: <http://www.flabar.org/tfb/TFBMember.nsf/basic+view/4EAB6C73842A906C85256B2F006C6958?OpenDocument>
- 18.0.7. Letter advising that lawyer is closing his/her office: <http://www.flabar.org/tfb/TFBMember.nsf/ed6e4bcb92a8fe1b852567090069f3c2/0bfb3666692ae83c85256b2f006c6971?OpenDocument>
- 18.0.8. Authorization for transfer of client file: <http://www.flabar.org/tfb/TFBMember.nsf/ed6e4bcb92a8fe1b852567090069f3c2/b0f9a56d0593c71a85256b2f006c6963?OpenDocument>
- 18.0.9. Sample Letter to Clients from a Departing Partner/Shareholder/Member (PDF format): [http://www.flabar.org/TFB/TFBResources.nsf/BC390EF1565832AE85256A4F006AEEA8/52868823D8DBFCE685256B29004BD7C2/\\$FILE/sampledepart.pdf](http://www.flabar.org/TFB/TFBResources.nsf/BC390EF1565832AE85256A4F006AEEA8/52868823D8DBFCE685256B29004BD7C2/$FILE/sampledepart.pdf)
- 18.0.10. Dissolution Checklist

19. Professionalism

The Behaviors of Professionalism: Altruism, Responsibility & Accountability, Honor & Integrity, Respect, Leadership, Excellence & Scholarship, Knowledge & Skills, Caring, Compassion & Communication.

- 19.1. Reno Shares Views on Lawyer Professionalism: <http://www.afn.org/~afn54735/reno1.html>

20. Quality Control

- 20.1. Legal Audit
 - 20.1.1. Legal/Insurance Audit: <http://www.brethertons.co.uk/commConLegalAudit.htm>
- 20.2. Client Surveys (*See: Client Relations/Questionnaires*)
- 20.3. Performance Reviews
 - 20.3.1. Utah Legal Services Staff Performance Evaluation: <http://www.lri.lsc.gov/abstracts/abstract.asp?level1=Management&level2=Evaluation&abstractid=030198&ImageId=3>
- 20.4. Writing Audit

21. Resources and Assistance

22. Risk Management (See also: Malpractice)

- 22.1. Law Office Disaster Response Plan: <http://www.flabar.org/tfb/TFBMember.nsf/ed6e4bcb92a8fe1b852567090069f3c2/fb279db0c2237f3085256b2f006c6916?OpenDocument>

23. Tax and Accounting

- 23.1. New Mexico Taxation and Revenue Department
<http://www.state.nm.us/tax/>
<http://www.state.nm.us/tax/rulings/toc.htm>
- 23.2. CPA's & Accountants
<http://www.nmcpa.org/>
<http://www.nmspa.net/>

24. Additional Resources

- 24.1. Federal
 - 24.1.1. United States Federal Courts: <http://www.uscourts.gov/>

- 24.1.2. Cornell Law School, Legal Information Institute: <http://www.law.cornell.edu/>
- 24.1.3. Emory Law Library: <http://www.law.emory.edu/>
- 24.1.4. Georgetown University Legal Explorer: <http://www.ll.georgetown.edu/>
- 24.1.5. Federal Courts Finder: <http://www.law.emory.edu/FEDCTS/>
- 24.1.6. Law News Network: <http://www.lawnewsnetwork.com/>
- 24.1.7. Substantive Law on the Web: <http://www.mother.com/~randy/law.html>
- 24.1.8. Washburn Law School: <http://www.washlaw.edu/>
- 24.1.9. Versuslaw: <http://www.versuslaw.com/>
- 24.1.10. U.S. Code: <http://uscode.house.gov/>
- 24.1.11. ACE Online Resource Center:
http://www.acenet.edu/resources/chairs/showsection.cfm?Section_ID=4
- 24.2. Supreme Court Decisions
 - 24.2.1. Cornell Law School, Legal Information Institute: <http://supct.law.cornell.edu/supct/>
 - 24.2.2. Findlaw Internet Legal Resource: <http://www.findlaw.com/>
- 24.3. Legislative
 - 24.3.1. U.S. House of Representatives: <http://www.house.gov>
 - 24.3.2. Thomas Legislative Information: <http://thomas.loc.gov/>
- 24.4. State Resources-New Mexico
 - 24.4.1. New Mexico Legislature, Bill Finder: <http://legis.state.nm.us/BillFinder.asp>
 - 24.4.2. New Mexico Supreme Court Law Library: <http://www.fscll.org>
 - 24.4.3. New Mexico Statutes and Court Rules Unannotated: <http://www.conwaygreene.com/nmsu/lpext.dll?f=templates&fn=main-h.htm&2.0>
 - 24.4.4. New Mexico Administrative Code: <http://www.nmcpr.state.nm.us/nmac/>
 - 14.4.5. Attorney General Opinions: <http://www.ago.state.nm.us/>
 - 14.4.6. Worker's Compensation: <http://www.state.nm.us/wca>
 - 14.4.7. American Law Sources: <http://www.lawsources.com/also/usa.cgi?nm#Z3Q>
- 24.5. State Resources-Outside New Mexico
 - 24.5.1. Links to State Administrative Codes: <http://law.freeadvice.com/resources/administrativecode.htm>
 - 24.5.2. Cornell Law School, Legal Information Institute: <http://www.law.cornell.edu/states/index.html>
 - 24.5.3. National Center for State Courts: <http://www.ncsconline.org/>
 - 24.5.4. Substantive Law on the Web: <http://www.mother.com/~randy/law.html>
 - 24.5.5. Texas: <http://www.texlaw.com/>
 - 24.5.6. Maine: Cleaves Law Library: <http://www.cleaves.org/>
- 24.6. Law Journals
 - 24.6.1. Law Reviews and Journals: <http://www.sociallaw.com/irg/lj.html>
 - 24.6.2. USC Law School Legal Journals on the Web: <http://lawweb.usc.edu/library/resources/journals.html>