



ENTREPRENEURS in COMMUNITY LAWYERING (ECL)

ECL APPLICATION PACKET

The Entrepreneurs in Community Lawyering (ECL) will accept applications for participating attorneys throughout the year. Successful applicants will be admitted into the program as places become available. Applications should be mailed to: **Ruth Pregenzer, State Bar of New Mexico, Entrepreneurs in Community Lawyering, P.O. Box 92860, Albuquerque, NM 87199-2860**. Please feel free to call Ruth Pregenzer at (505) 797-6077 if you have questions about the application or the application process.

The following items are required to apply for the ECL Program. Please see below for a more detailed description of each piece of the application.

- Application** (last page of this document)
- Letter of Interest** (no more than 5 pages)
- Resume**
- Three (3) letters of reference or support for your application to ECL**
- Law School Transcript**
- Business Plan** (no more than 10 pages)
- Interview** (if selected for further consideration)

Letter of Interest

Your letter of interest should include the following information:

- Why you want to be a solo or small firm practitioner and what influenced your decision
- Why you should be selected for the ECL Program
- Your career goals 3 – 5 years out

Resume

Your Resume should include the following information:

- List all Bars in which you have been admitted to practice and dates of admittance
- Name of mentor if you are a graduate of the Bridge the Gap Mentorship program
- Work history
- Three professional references

Law School Transcript

Please include a copy of your law school transcript with your application.

Business Plan

When making a business plan, please include the following elements.

- Executive Summary
- Areas of law you in which you intend to practice and a description of the market for those services
- How you will fund your practice during the startup phase
- Fee Structure (hourly rate for billed hours, flat fee, etc.)
- Marketing (How to reach prospective clients)

- Budget: Your budget should be structured to address your 24-months in the ECL program. Therefore, the budget does not need to include the full costs of leasing office space, purchasing office furniture and equipment, Bar dues, and CLE costs; however, it should have placeholders for those items, since they will be required when you leave ECL. The following are some of the items you should consider when developing your budget.
 - ECL-subsidized office expenses¹
 - Salary for self (carefully consider how you will pay your living expenses during the startup phase of your practice, including paying student loans)
 - Business licensing fees
 - Professional Liability Insurance
 - Expenses relating to Case Management Software, Accounting Software
 - Stationary (letterhead) and business cards
 - Other office supplies
 - Professional fees (bookkeeper/CPA)
 - Networking expenses (membership dues for voluntary bars and other networking expenses)

¹ During the 12-month program, ECL will charge the following for office space, equipment, and program participation: Months 1 through 3, \$0 per month; Months 4 through 6, \$250 per month; and Months 7 through 12, \$350 per month.

ECL APPLICATION FOR ADMISSION

Date of Application: _____

Name: _____

Home Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____ Year of JD Degree: _____

Law School Attended: _____

Date of admission to New Mexico Bar and Bar Number: _____

Other bar admissions and dates (if applicable):
