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ILLINOIS STATE
BAR ASSOCIATION

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Practice
HQ

A close-up photograph of a person's hand in a dark suit jacket placing a light-colored wooden block onto a tall, precarious stack of similar blocks. The background is blurred, showing the person's face and another person's hand.

COMING TOGETHER TO BUILD SUCCESS.



Affinity Consulting and the ISBA are partnering to provide you the best tools, training and resources to manage your practice and build on your success. This unique relationship provides access to Affinity's team of consultants, decades of experience and experts in all areas of law practice management. Maximize your ISBA membership by taking advantage of these discounted Affinity services:

Microsoft Word & PDF Emergency Room

Give your team the resource they need to deal with Word, Outlook, Excel, Powerpoint, Adobe, Nuance Power PDF, or Foxit Phantom PDF. Affinity will provide technical support and access to our training manuals so your team doesn't fight with the software they need to do their jobs. Pricing varies by firm size. Contact Affinity for pricing.

Issues & Recommendation Report

Affinity will work with your team to identify issues keeping you from your full potential, and provide a report that can be used as a technology plan and practice management roadmap.

\$4,000 - **Member Price \$3,600**

New Firm Launch

Affinity will learn about your goals, outline everything you need to consider when starting a new firm, and provide a recommendations report so that you can budget for your adventure.

\$4,000 - **Member Price \$3,600**

Trust Account Review

Affinity will review your processes to confirm that you are in compliance with the rules governing trust accounts, review the last 6 months of trust account reconciliations, and prepare a report with recommendations for resolving any issues.

\$1,000 - **Member price \$900**

Software Selection

Available to firms of 10 or less, Affinity will help to identify the functional requirements necessary for Case Management, Time, Billing & Accounting, or Document Management software, attend or conduct product demonstrations, and help guide the firm to a decision.

\$1,000 per product type - **Member price \$900**

Clio Care

Current Clio Users often need a review of their system setup, help to identify how they can use the product more efficiently, and additional customized training. Clio Care comes in a variety of levels, ranging from \$630 to \$2,160. Contact Affinity for pricing.

Your Executive

Did you learn how to be a CEO in law school? Affinity offers a custom service for outsourced Executive Management. Prices range from \$1,800- \$5,400 per month. Contact Affinity for pricing.

Productivity/Profitability Assessment

Available to firms of 25 or less, this service from Affinity focuses on lawyer profitability and productivity as it relates to billable time and collections, as well as a review of the general ledger and financial statements.

After this review, Affinity works with the firm to determine the appropriate reporting needed, and how to put processes in place to continually understand the reports and their business from a financial perspective.

Contact Affinity for pricing.

Paperless Office Assessment

Affinity will work with your firm to create or refine the paper reduction strategy by reviewing processes around scanning, document retention, archiving, storage, and sharing documents.

\$4,000 - **Member price \$3,600**

Your Books

You want to practice law, service your clients, and build your business, but there are only so many hours in the day. This service relieves small firms of these non-billable tasks. Gaining back that valuable time allows you to focus on your clients, and happy and satisfied clients will lead to more business and referrals. You can also be assured of the accuracy of your firm's financial information and trust accounting, and a better work/life balance. Services include prebill creation and review, billing, e-billing (Ledes, etc) trust Accounting, accounts payable, bank reconciliations, month end reporting-

Member price \$95 per hour