



# Section on Law Office Management and Economics

## **The Mission of the [ISBA Law Office Management and Economics Section](#):**

The mission of ISBA Standing Committee on Law Office Management and Economics is to enhance and develop the professional capabilities of Illinois lawyers in the realization that the practice of law now requires the implementation of sound business practices; and to investigate, evaluate, develop and disseminate information and techniques that will make the legal services delivery team more effective, competent, ethical and responsive to the needs of clients and the public.

## **General:**

- ◆ Section fees are \$25 per year.
- ◆ To join, go to [www.isba.org/sections](http://www.isba.org/sections)

## **[Continuing Legal Education](#)**

The Section sponsored or co-sponsored three programs during the year:

- ◆ **Using a Blawg to Build and Enhance Your Professional Profile and Practice (Dec. 1, 2016)**
- ◆ **Engagement Letters, Timesheets & Billing Tips (March 8, 2017)**
- ◆ **Effectively and Ethically Handling Referrals for Personal Injury Clients (June 16, 2017)**

Section members also receive discounts on section-sponsored CLE programs.

## **[Legislation](#)**

The Section Council reviews proposed legislation that may affect their members' practice area.

## **Other**

- ◆ The [ISBA General Discussion List](#) allows members to pose questions and share information with fellow ISBA members from around the state.

## **[Newsletters](#)**

Delivered electronically unless otherwise requested. During 2016-17 the Section published four newsletters. Articles include:

- ◆ Accommodating the mobile employee (Feb. 2017)
- ◆ Balancing litigation and transactional work (June 2017)
- ◆ Billing options (May 2017)
- ◆ Birthing the baby: Let's get technical (Oct. 2016)
- ◆ Birthing the baby: Making sure your baby grows up healthy (Feb. 2017)
- ◆ Case management systems (May 2017)
- ◆ Dramatic and wide-ranging changes in the Chicago employment landscape (Feb. 2017)
- ◆ Effective communication between attorney and assistant leads to better work product (Feb. 2017)
- ◆ How to ethically and profitably refer personal injury clients (May 2017)
- ◆ Issues to consider when moving or opening a new law office (June 2017)
- ◆ Law Firm Succession/Exit Strategies: Small Firm Merger: A Case Study of a Solo Attorney that After Two Unsuccessful Attempts Took a Phased Approach to a Merger with a Small Sole Owner Practice (May 2017)
- ◆ The law practice MBA (Oct. 2016)
- ◆ Should "free consultations" R.I.P.? (Oct. 2016)
- ◆ Lawyers need to blog (May 2017)
- ◆ Mentoring attorneys in a small law firm (June 2017)
- ◆ My head and my work are in the clouds— With ScanSnap Cloud (May 2017)
- ◆ Smart phones in the workplace—Eating away at office efficiency (Oct. 2016)
- ◆ Solo practice tips to remember (June 2017)
- ◆ Systems, processes, and checklists all critically important to a successful law office (June 2017)
- ◆ To invest or not to invest in online marketing (May 2017)
- ◆ When can I destroy my records? (June 2017)
- ◆ Working with the difficult client (Feb. 2017)