

**Law Practice Management**  
**Law 587**  
**Fall 2019**

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**Textbook:**

The Experiential Guide to Law Practice Management: Opening and Operating Your Own Firm, Kramer & Nowak, Carolina Academic Press, 2016, ISBN 978-1-6328-1906-2  
There will be additional readings outside the text assigned throughout the semester as indicated on the class schedule.

**Course Description:**

An examination of issues related to the operation of a law practice. The student will gain an understanding of the practical aspects of the business of running a law practice. Particular emphasis will be placed on the organization of a law practice, business planning, law firm financial matters, law firm management, compensation, client relations, marketing and insurance.

**Learning Objectives:**

The students should gain a thorough understanding of the challenges facing a lawyer in the planning, opening and operation of a law practice. The student will be able to identify policies, procedures and strategies for addressing these challenges and apply them to a potential real-life situation in their own career.

**Attendance & Grading:**

Classes meet Monday and Wednesday from 11:00 - 12:15. I will take attendance in class and follow the School of Law=s attendance policy. The attendance policy for this class will allow 6 misses. The class will have a Midterm Examination, each student will be required to do a short written/oral presentation to the class and there will be other group exercises and class participation points. Each student will submit a Business Plan at the end of the semester, which will be graded. An Outline of the proposed Business Plan will be due around the mid-point of the semester. No Final Examination. The grade distribution will be: Midterm B 30%, Business Plan B 50%, written/oral presentation B 10% and class participation B 10%.

**TWEN:**

There is a TWEN page for the course. Please sign on to the TWEN page immediately so that I can contact students as needed. Consult the TWEN page regularly. Changes in class meetings, assignments, and other important material will be presented on the TWEN page. It is your responsibility to check the TWEN page regularly.

**Workload Expectation:**

According to ABA Standard 310, a credit hour is an amount of work that reasonably approximates not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time. Our class is a 3-credit class meeting twice a week, which means that you should prepare approximately three hours for each class.

**Office Hours:**

I am generally available to students, but since I also supervise students in the clinic and am the Director of Clinical & Experiential Programs, it is probably best to set up office appointments with me via email so that I can consult my calendar when setting up the appointment. You may e-mail me at [erbes@siu.edu](mailto:erbes@siu.edu). For short meetings, feel free to stop by my office. If I am not busy, I will be glad to talk with you.

**Independent Work and Collaboration:**

You are allowed to discuss assignments with any other student, but you are not allowed to rely on any written materials from another student either from the current semester or from previous semesters. Your Business Plan must be your own work, but you may utilize other written resources (other than from students) or web resources for ideas and formatting.

**Emergency Procedures:**

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT's website at [www.bert.siu.edu](http://www.bert.siu.edu), Department of Safety's website [www.dps.siu.edu](http://www.dps.siu.edu) (disaster drop down) and in Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. **It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

**Disability Accommodation:**

Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. <http://disabilityservices.siu.edu/>. Upon completion of a Disability Accommodation Agreement with DSS, students should bring the agreement to the School of Law Registrar's Office to ensure the School of Law provides the proper classroom and examination accommodations

### **Saluki Cares:**

The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress (physical, emotional, financial, or personal). By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For information on Saluki Cares: (618) 453-5714, or [siucares@siu.edu](mailto:siucares@siu.edu), <http://salukicare.siu.edu/index.html>. At the School of Law, Assistant Dean Judi Ray is also available to help students access university resources. Her email is [judiray@siu.edu](mailto:judiray@siu.edu), and her phone number is 618-453-3135.

### **Course Schedule & Assignments:**

#### **Week of August 19<sup>th</sup>**

**19** Should You Open a Law Practice?  
**Assignment:** Read Chapter 1 & Chapter 2

**21** Naming and Operation of the Law Practice  
**Assignment:** Read Chapter 3 & Chapter 4 and Illinois Professional Service Corporation Act, 805 ILCS 10/2 - 10/19

#### **Week of August 26<sup>th</sup>**

**27** In-Class exercise on naming your law practice

**29** Business Planning  
**Assignment:** Read Chapter 6 and Review Sample Business Plan in Appendix (P. 205-214)  
Web resources will be assigned for reading

#### **Week of September 2<sup>nd</sup>**

**2** **No Class - Make-up class to be determined**

**4** Law Firm Accounting - Business Financial Documents  
**Assignment:** Web resources will be assigned for reading

#### **Week of September 9<sup>th</sup>**

**9** Student Presentations on the Organization and Operation of the Law Practice

**11** Lawyer Compensation

**Assignment:** Read Chapter 5

**Week of September 16<sup>th</sup>**

**16** Deciding on an Office Location and Type of Practice

**Assignment:** Read Chapter 7 & Chapter 8

**18** Guest Speaker on Business Planning

**Week of September 23<sup>rd</sup>**

**23** Setting-Up the Law Office

**Assignment:** Read Chapter 9 & 10 (pages 81-87) and assignment on law office costs (to be assigned to law firms in class)

**25** Law Finances

**Assignment:** Read Chapter 10 (pages 87-90), Chapter 11 and Illinois Rules on Trust Accounts - Rule 1.15 of the Illinois Rules of Professional Conduct

**Week of September 30<sup>th</sup>**

**30** Student Presentations on Case Management Programs

**10/2** Marketing

**Assignment:** Read Chapter 12