eLaw

Practice Management Update

December 2007 - No.8

In this issue:

---

1. Managing Your Email

The downside to the convenience of email is that the use of email is now so prevalent that we need to develop strategies to cope with and manage the volume of it. David Bilinsky, in his *Thoughtful Legal Management* blog, recently wrote on the topic in *The Inbox Runneth Over....* Related tips on writing an effective auto-reply message can be found in the Canadian Bar Association's October 2007 issue of *Addendum, Solo and Small Firm Edition*. Author Jared Adams provides practical suggestions and tips on drafting a good auto-reply message in *The medium is the mess-up: writing an effective out-of-office autoreply*.

---

2. *"Staying Out of the Briar Patch"*

The American Bar Association's Law Practice Management Section has posted an excellent free podcast (i.e. an audio file) on its Law Technology Today website. *Ethics in the Electronic Era: Staying Out of the Briar Patch* is presented by Sharon Nelson and Jim Calloway. If you prefer to read your ethics materials, take a look at the November 2007 ABA Journal article *Top 10 Ethics Traps* by Stephanie Francis Ward.

---

3. CLE Reminder for Solo and Small Firm Lawyers

The Law Society's upcoming CLE program, *Minding Your Own Business* takes place on Friday, January 18, 2008 from 12:00 - 4:00 p.m. This half day program follows up on the success of last year's inaugural Forum on Solo and Small Firm Practice and features keynote presenter David Bilinsky (see #1 above) as well as local talent: Bob McCulloch and Martin Gutnik. The program is chaired by Barney Christianson, Q.C. and will provide practical information on the business side of running a solo or small firm practice. Contact Legal Studies to register or visit our website for more information.

---

4. Practice Finances: Some Resources

PracticePro, the risk management arm of Ontario's LawPro Insurance program has developed a number of practice aids that focus specifically on managing the finances of a law firm. These resources, available on their website, include:

- *Managing the Finances of Your Practice* booklet
- Precedent documents including a business plan and sample retainer agreements
- *Common Pitfalls & Best Practices For Starting Practice and Leaving Practice*, an article by Margaret Dickie first published in LAWPRO magazine.

Go to the eLaw Archive