CHAPTER 22
LAW OFFICE MANAGEMENT

INTRODUCTION
I.  (§22.1) SYSTEM SETUP—PRINCIPLES AND APPLICATIONS
   A.  (§22.2) HOT ISSUES
   B.  (§22.3) AVOIDING DISCIPLINARY COMPLAINTS
   C.  (§22.4) CREATING AND DOCUMENTING A MANAGEMENT SYSTEM:
   D.  (§22.5) OFFICE SPACE REQUIREMENTS AND VIRTUAL OFFICES
   E.  (§22.6) BUSINESS RELATIONSHIPS
   F.  (§22.7) SOURCES OF INFORMATION AND ASSISTANCE
II.  (§22.8) EMPLOYEE MANAGEMENT SYSTEM
III.  (§22.9) CLIENT ACQUISITION (MARKETING) RELATIONS AND DEVELOPMENT SYSTEM
IV.  (§22.10) CLIENT SERVICE SYSTEM
   A.  (§22.11) COMPUTERS:
   B.  (§22.12) COMPUTERIZED INFORMATION SOURCES
   C.  (§22.13) YOUR FIRM’S COMPUTER SECURITY POLICY
   D.  (§22.14) CLOUD COMPUTING
   E.  (§22.15) METADATA
   F.  (§22.16) SUCCESSION PLANNING—PLANNING FOR THE EXPECTED (OR UNEXPECTED) END OF PRACTICE
V.   (§22.17) MONEY MANAGEMENT SYSTEM
   A.  (§22.18) BUDGETING:
   B.  (§22.19) ACCOUNTING.
   C.  (§22.20) RULES AND STANDARDS GOVERNING FEE AGREEMENTS
   D.  (§22.21) WASHINGTON CASE LAW RE: ATTORNEY FEES.
VII.  (§22.22) APPENDICES:
   APPENDIX 1: REFERENCES TO REQUIRED FORMS AND FILINGS
   APPENDIX 2: CASEMAKER