

SOLO SUCCESS: LAUNCHING YOUR OWN PRACTICE

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Solo Success: Launching Your Own Practice

Materials

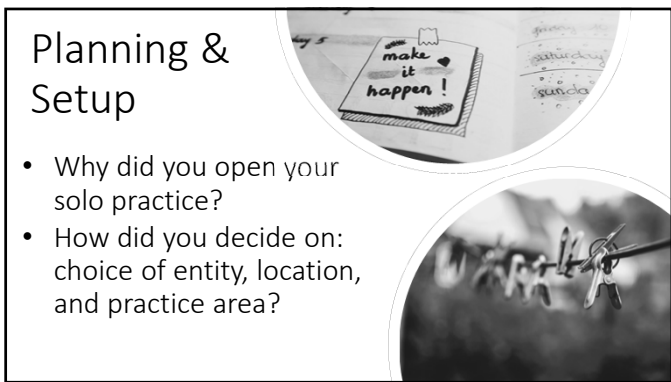
- Chart of PLF-covered attorneys by county in Oregon
- The following materials and more can be found at the PLF's website:
<https://www.osbplf.org>.
 - **Checklist for opening a law office:**
<https://www.osbplf.org/assets/forms/pdfs//Checklist%20for%20Opening%20a%20Law%20Office.pdf>
 - **Law Business Plan Worksheet:**
<https://www.osbplf.org/assets/forms/pdfs//Law%20Office%20Business%20Plan%20Worksheet.docx>
 - **Office sharing guidelines:**
<https://www.osbplf.org/assets/forms/pdfs//Office%20Sharing%20Guidelines.pdf>
 - **Start-up budget:** <https://www.osbplf.org/assets/forms/pdfs//Start-Up%20Budget.pdf>
 - **Monthly budget:**
<https://www.osbplf.org/assets/forms/pdfs//Monthly%20Budget.pdf>
- PowerPoint Slides

PLF-Covered Lawyers by County
September 2018

County	Population (2015)	# of PLF Covered Attys	Ratio (pop:atty)	#<= age 40	% <= Age 40	% >= Age 60	# >= age60
Baker	16,750	12	1396:1	4	33%	33%	4
Benton	92,575	64	1446:1	10	16%	33%	21
Clackamas	413,000	656	630:1	133	20%	34%	226
Clatsop	38,820	34	1142:1	11	32%	26%	9
Columbia	51,345	35	1467:1	9	26%	37%	13
Coos	63,310	48	1319:1	7	15%	48%	23
Crook	22,105	15	1474:1	3	20%	20%	3
Curry	22,805	15	1520:1	1	7%	60%	9
Deschutes	182,930	291	629:1	78	27%	25%	74
Douglas	111,180	54	2059:1	18	33%	31%	17
Gilliam	1,995	0	*	*	*	*	*
Grant	7,415	5	1483:1	2	40%	20%	1
Harney	7,360	2	3680:1	1	50%	0%	0
Hood River	25,145	36	698:1	5	14%	28%	10
Jackson	216,900	190	1142:1	34	18%	38%	73
Jefferson	23,190	12	1933:1	4	33%	25%	3
Josephine	85,650	43	1992:1	9	21%	47%	20
Klamath	67,690	42	1612:1	8	19%	40%	17
Lake	8,120	5	1624:1	1	20%	20%	1
Lane	370,600	475	780:1	109	23%	37%	178
Lincoln	47,960	57	841:1	5	9%	56%	32
Linn	124,010	69	1797:1	13	19%	33%	23
Malheur	31,845	28	1137:1	6	21%	32%	9
Marion	339,200	462	734:1	146	32%	31%	141
Morrow	11,890	0	*	*	*	*	*
Multnomah	803,000	3,644	220:1	1,045	29%	27%	970
Polk	81,000	33	2455:1	6	18%	30%	10
Sherman	1,800	0	*	*	*	*	*
Tillamook	26,175	19	1378:1	6	32%	53%	10
Umatilla	80,500	45	1789:1	15	33%	42%	19
Union	26,900	22	1223:1	8	36%	23%	5
Wallowa	7,195	9	799:1	1	11%	33%	3
Wasco	27,100	32	847:1	8	25%	44%	14
Washington	595,860	617	966:1	164	27%	28%	175
Wheeler	1,480	0	*	*	*	*	*
Yamhill	106,300	83	1281:1	24	29%	25%	21

Note: Lawyer data from OSB records. County data from PSU certified population estimates for 2017.







Client Development

How do you to get new clients?

1. How do you determine your hourly rate or fee structure?
2. How do you handle clients who don't want to pay their fees/bills?

Payment





Legal Support | Do you hire or contract out for support services?



Financial Operation

1. What are some expenses and costs of operating your own practice?
2. How do you keep track of the financial health of your law office?





CHECKLIST FOR OPENING A LAW OFFICE

- ❑ Decide what form of entity your business will be (if or solo; sole practitioner; professional corporation; single-member LLC; For multi-member firms: professional corporation, partnership, LLC, LLP)
- ❑ Name your business. If you form a PC, LLP, or LLC, comply with statutory requirements. See ORS 58.115, ORS 67.425, and ORS 63.094, respectively.

The name of your business must not be misleading on the identity of the lawyers practicing under the name. Use of "and Associates" violates the Rules of Professional Conduct if there are no associates or no relationship exists among lawyers in an office sharing attorney liability. "Group" violates the rule if the practice comprises a sole proprietor and no other lawyers. (The common meaning of "group" implies two or more individuals.) See ORPC 7.3 and 7.5(b).

Use of trade names and historical names of deceased or retired lawyers is permitted. For more information, review Sylvia E. Stevens, "What's in a Name: Things to consider before changing that shingle," Oregon State Bar Bulletin (November 2008), available online at <https://www.osbar.org/publications/bulletin/08nov/barcourse1.htm>

- ❑ Choose a location (downtown, suburbs, virtual, or home office)
- ❑ Choose space option (rent office space, share office space, executive suite, virtual office, and/or home office)
- ❑ Determine office needs:
 1. Furniture:
 - a. Lawyer's office (desk, chair, guest chairs, file cabinet, chair mat, wastebasket)
 - b. Reception area (chairs, coffee table, lamp, picture, magazine rack)
 - c. Staff (desk, chair, chair mat, wastebasket, file cabinet)
 - d. Conference table, chairs
 2. Equipment:
 - a. Dedicated business telephone—landline, VoIP, or cellphone
 - b. Document or virtual receipting
 - c. Secure Internet connection

Checklist for Opening a Law Office

Business Plan Worksheet

**LAW OFFICE
BUSINESS PLAN WORKSHEET**
A Guide to Helping You Write a Business Plan

The purpose of this worksheet is to help you think through some of the important issues of your law office so you have a better understanding of the business side of your practice. Use the worksheet to draft a formal business plan that you can use as a roadmap and tool to grow your practice.

BUSINESS DESCRIPTION

Use this section to work up a description of your firm. The description should capture the vision and mission of your practice.

Vision Statement

Describe in one or two sentences where your firm wants to be in the next 3 to 5 or 10 years. What is the future you want to create for your firm that captures your passion and inspiration for your practice?

Mission Statement

PLF Website
<https://osbplf.org> VIEW CART | CONTACT | LOGIN

OSB Professional Liability Fund 503.639.6911

CLE	PRACTICE MANAGEMENT	ASSESSMENTS & EXEMPTIONS	COVERAGE	EXCESS COVERAGE	CLAIMS	ABOUT PLF	QAAP SERVICES	BLOG
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PAST UPCOMING

FORMS

PRACTICE MANAGEMENT ATTORNEYS

INBRIEF

BOOKS FROM THE PLF

INPRACTICE BLOG

SERVICES

ABA RESOURCES

DISCOUNTS

OREGON LAWYERS' CONFERENCE ROOM

NON-MEMBER LOGIN

- **Written materials:**
 - A Guide to Setting Up and Running Your Law Office
 - Start-up budget
 - Monthly budget
 - Marketing plan outline
- Practice Management Assistance
- Oregon Attorney Assistance Program