

LAW OFFICE MANAGEMENT

PROFESSOR ROY P. AMES, ESQ.

SUMMER 2013

ATLANTA'S JOHN MARSHALL LAW SCHOOL

Contact: Roy Ames, roypames@yahoo.com, 404-734-3433. The best means of communication is via e-mail. I am available for office visits; appointments must be made before or after class.

Course Objective: To give the law student a practical view of the legal profession and operation of a law practice. Topics will include small law office survival, fee contracts and fee arrangements, ethical complaints and responsibilities, marketing and promotion of legal services, firm performance evaluation, staffing and other human resource issues, and pro bono obligations.

Course Materials: Jay G. Foonberg, How to Start and Build a Law Practice, 5th Edition.

Class Meeting: This class is scheduled to meet twice a week, Monday and Wednesday from 6:15 p.m. to 8:15 pm.

Class Attendance and Preparation: Class attendance is mandatory. An attendance roster will be circulated and students will be expected to sign their own names. Students are expected to prepare for classes and participate in class discussion. Students who miss three (3) classes (6 hours of class time) will not be allowed to take the final exam and will be asked to withdraw from the course.

If you must miss a class due to illness, emergency, or extraordinary personal circumstances, please notify me of the situation by e-mail at roypames@yahoo.com.

Late Arrival and Early Departure: All students are expected to be on time and remain the entire class time. If you arrive more than 20 minutes late to class, you will be counted absent for that day. If you depart more than 20 minutes before class is dismissed, you will be counted absent for that day.

Final Grade for the Class: The final grade for the course will be determined as follows:

Percentage of Final Grade	Item
33%	Marketing Plan
33%	Business Plan
34%	Final Exam

Laptop/computer Policy: Laptops are not needed in this class; therefore, the use of laptops is not allowed during this class.

*** I reserve the right to make changes in this syllabus. Any changes will be made in plenty of time for you to make the necessary adjustments.

CLASS SYLLABUS

Class Date	Topic	Pages Referenced
May 29, 2013	Getting Started	3-57
June 3, 2013	Getting Located	61-85
June 5, 2013	Getting Equipped	89-143
June 10, 2013	Getting Clients	147-182
June 12, 2013	Getting Clients	183-216
June 17, 2013	Getting Clients	217-251
June 19, 2013	Setting Fees	255-290
June 24, 2013	Setting Fees	291-332
June 26, 2013	Managing the Law Office	335-370
July 1, 2013	Managing the Law Office	371-408
July 3, 2013	Managing the Law Office	409-447
July 8, 2013	Managing the Law Office	448-488
July 10, 2013	Managing the Law Office	489-519
July 15, 2013	Resources & Advice Quality of Life	593-637 641-647
July 17, 2013	Present Marketing & Business Plans	-
TBA	Final Exam (6 PM – 8 PM)	-

Weekly Assignments: Students will be responsible for reading the text and be prepared to discuss assignments when called upon. I may bring in guests for some of the topics; be prepared to ask questions.