

# Hanging Your Shingle

*Establishing, developing, and running a law practice*

## An unparalleled opportunity to take charge of your career

Starting a law practice is both daunting and exciting. Despite the economic changes which have restructured the practice, law remains a potentially lucrative profession with many financial and personal rewards. But there are pitfalls to avoid along the way. Law school taught you to “think like a lawyer,” but no one taught you how to run your own law practice. If you plan to establish your own practice, this is a workshop you will not want to miss. *Hanging Your Shingle* gives you information you need to become a successful and ethical lawyer-entrepreneur.

A 2-Day,  
Step-by-Step  
Workshop

## Hands-on, practical advice and actual planning exercises

*Hanging Your Shingle* features practical advice that gets you off to the right start. Experienced lawyers and consultants explain the nuts and bolts of setting up your own business; how to formulate an effective business plan; the acquisition of computers; library assets; effective billing; and how to avoid malpractice. Each registrant receives a detailed course workbook filled with useful information on the subjects covered during the workshop. The workbook contains material to help you draft your own marketing and business plans, including financial models on disc. Registrants discuss these exercises in class and then learn to use this information to create their own business plan.

## Agenda and written materials

- ▶ Knowing Yourself and Defining Your Practice
- ▶ The Nuts and Bolts of Setting Up Your Law Firm as a Business
- ▶ Ethical Issues: Avoiding Malpractice
- ▶ Computers, Technology, and Software
- ▶ Building Your Library
- ▶ Business Planning Issues
- ▶ Billing
- ▶ Marketing
- ▶ Taking the First Steps
- ▶ Faculty Roundtable

**Take this program and get this book—a \$125 value—FREE!**



### *Hanging Your Shingle*

MCLE's *Hanging Your Shingle* is a practical guide to the questions and steps to consider when establishing your own law practice. Features include a discussion of business planning, location, leasing, and insurance issues to consider, as well as information on establishing banking relationships and technology arrangements—including computer, networking, software, website hosting, and e-mail setups. The guide book includes information on building your library and data security measures to consider.

## FACULTY

Paul E. Costantino, CPA, MST, Cochair, *Costantino Richards Rizzo LLP, Wakefield*; Catherine F. Downing, Esq., Cochair, *Downing & Flynn, Boston*; Brian J. Harkins, Esq., Cochair, *Reference Librarian, Social Law Library, Boston*; Donald L. Anglehart, Esq., *Law Office of Donald L. Anglehart LLC, Cambridge*; Steven M. Ayr, Esq., *The Law Office of Steven M. Ayr, Boston*; Sami S. Baghdady, Esq., *Baghdady Law Offices, Arlington*; Stephanie A. Bahl, Webmaster, *Social Law Library, Boston*; Jared D. Correia, Esq., *Massachusetts Law Office Management Assistance Program, Boston*; Anita T. Fink, Vice President, *Citizens Bank, Boston*; Brian Flynn, Director of Technology Services, *Social Law Library, Boston*; Elizabeth A. Garner, Esq., *Brennan, Dain, Le Roy, Wiest, Torby & Garner, PC, Boston*; Val D. Gurvits, Esq., *Boston Law Group LLP, Newton Centre*; Mark R. Karsner, Esq., *Karsner & Meehan, PC, Taunton*; Donald R. Lassman, Esq., *Law Offices of Donald R. Lassman, Needham*; John M. Lawlor, Esq., *Publications Attorney, Massachusetts Continuing Legal Education, Inc., Boston*; Jill E. Libby, CPA, *Costantino Richards Rizzo LLP, Wakefield*; Robin Dana O'Donoghue, Esq., *O'Donoghue Law Office, Cambridge*; Matthew V. Pettine, CGEIT, CISA, ASE, MCSE, MCDDBA, *MFA Cornerstone Consulting LLC, Tewksbury*; Shelley M. Richmond Joseph, Esq., *Joseph & Joseph, Newton*; Constance V. Vecchione, Esq., *Bar Counsel, Board of Bar Overseers, Commonwealth of Massachusetts*; Terence J. Welsh, *MBA Insurance Agency, Springfield*

## BOSTON

9:00 a.m. – 5:00 p.m.,  
Tuesday, May 15, &  
Wednesday, May 16, 2012  
MCLE Conference Center,  
10 Winter Place, via Winter Street  
Program No. 2120334P01

## WEBCAST

9:00 a.m. – 5:00 p.m.,  
Tuesday, May 15, &  
Wednesday, May 16, 2012  
MCLE Conference Center,  
10 Winter Place, via Winter Street  
Program No. 2120334WBC

## REBROADCAST

9:00 a.m. – 5:00 p.m.,  
Tuesday, June 12, &  
Wednesday, June 13, 2012  
MCLE Conference Center,  
10 Winter Place, via Winter Street  
Program No. 2120334RBC

### TUITION includes written materials

- ▶ \$275
- ▶ \$245 MCLE Sponsor Members
- ▶ \$195 New lawyers admitted to law practice after 2007, pending admittees and law students

**Earn up to 14 CLE credits**

### CAN'T ATTEND?

View the webcast—live or later, or download the mp3 recording at [www.mcle.org](http://www.mcle.org)

Available after Wednesday, May 23

- Written materials
  - ▶ \$125
  - ▶ \$110 MCLE Sponsor Members
- Audio CD
  - ▶ \$135
  - ▶ \$125 MCLE Sponsor Members