

SYLLABUS
LAW PRACTICE MANAGEMENT

Spring 2013

Law 3685 Section 1

Stetson University College of Law, Gulfport, Florida

Crummer Hall Florin Roebig Courtroom

Thursdays 6:00 pm to 7:50 pm

Adjunct: Adj. Prof. Jim Martin, Esq., St. Petersburg, Florida
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Website: www.jamesmartinpa.com
Office hours: By appointment

Course Catalog Description: This course is offered to present the practical aspects of organizing a law practice. The course will provide insight into the management of a law office, in both theory and practice, and provide students with the rationale behind the procedures and systems they will be asked to adhere to as a professional.

Goal: To learn how to confidently and competently manage a law practice.

Required Text: Jay G. Foonberg, *How to Start and Build a Law Practice* (5th ed., ABA Law Practice Management Section, 2004)

Required Tools: Legal pad, pen, computer

Classes:

<u>Class #</u>	<u>Text pages to read before class</u>
1.	i-xxxiii Prefaces
2.	3-60 Part I Getting Started
3.	61-88 Part II Getting Located
4.	89-146 Part III Getting Equipped
5.	147-202 Part IV Getting Clients
6.	203-247 Part IV Getting Clients
7.	255-334 Part V Setting Fees
8.	335-392 Part VI Managing the Law Office
9.	393-447 Part VI Managing the Law Office
10.	448-522 Part VI Managing the Law Office
11.	523-592 Part VII Ethics and Professional Responsibility
12.	593-640 Part VIII Resources and Advice
13.	641-650 Part IX Quality of Life

Stetson Attendance Policy: Attendance will be taken at each class. Students are required to attend 80% of scheduled classes. Maximum allowable absences cannot exceed 5 hours of the 26 classroom hours. Students with excessive absences will be given a grade of "X" and excluded from receiving credit for the class. Please see Associate Dean for Academics Kristen Adams for special requests.

Grading Policy: Grading is based on assignments and class participation. There is no final exam. Grading is on a pass/fail basis, not the standard grading system.