

**SYLLABUS
LAW PRACTICE MANAGEMENT**

Spring 2014

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: James W. Martin, Esq.,
James W. Martin, P.A.
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St. Petersburg, Florida 33701
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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 firm, in both theory and practice, and provide the student 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

Grading Policy: Grading is based on assignments and class participation. There is no final exam. Grading is on a pass/fail basis, not the 4.0 scale.

Attendance Policies:

Note: Failure to attend class #1 counts as an absence even if the student added the course after class #1.

Attendance is mandatory. Attendance will be taken at the beginning of each class. A student arriving after 6:00 pm must inform the professor upon arrival so that he can mark the student partially present instead of completely absent. Failure to attend at least 80% (21 hours) of the total class hours (26 hours) will automatically exclude the student from receiving any credit hours for the course. In addition, failure to attend and prepare for class will be considered in determining the student's pass/fail grade in the course. Each student is required to keep a record of his or her total absences for each class. The professor is not obligated to keep a student informed of the student's absences. A student who meets one or more of the following criteria should contact the Associate Dean for Academics (not the class professor) as soon as possible to discuss attendance: (a) has the flu or flu-like symptoms; (b) has a contagious or serious illness other than the flu; (c) is caring for another person suffering from the flu or contagious disease; or (d) presents extraordinary circumstances that might require missing a large number of class hours.

See Homework Assignments for list of classes and topics and pages to read before each class.

HOMWORK ASSIGNMENTS

Course: **LAW PRACTICE MANAGEMENT** Spring 2014 LAW 3685 SEC 1
Adjunct: James W. Martin, Esq.
Text: Jay G. Foonberg, *How to Start and Build a Law Practice* (5th ed., ABA Law Practice Management Section, 2004)

<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