

**Wednesday, October 7, 2020** (Intro class 12 of 30!)

**Today:**

- Extra credit: legal news responses!
- Practical assignment: timekeeping!
- Workings of a Law Office!

**For Fri. Oct. 9** (Civ Pro):

- Read *Leuthner* case posted on OL. By 1pm post a short thoughtful reply: question, response, etc.
- (Re)read C&W ch. 4.
- *For Intro:* Timekeeping assignment due by end of day!

**Mon. Oct. 12:** NO CLASSES! *Happy Indigenous Peoples' Day.* ☺

**Wed. Oct. 14:** College on Monday schedule!

**Wed. Oct. 14** (Intro) & **Fri. Oct. 16** (Civ Pro): Quizzes #2!

**Wed. Oct. 21** (Intro) & **Fri. Oct. 23** (Civ Pro): **MIDTERM EXAMS!**

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**Who's Who in a Law Firm? *Common Titles / Positions***

**Attorneys**

- Partners = have ownership in firm → share profits! ☺ *but also losses* ☹
- Associates = employees of firm; not owners → no profits ☹ *but also no losses!* ☺

**Legal support staff** (not attorneys but need legal knowledge)

- **Paralegals!**
- Paralegal managers
- Law clerks (usually law students)
- Legal secretaries

**Administrative/clerical support staff** (don't need legal knowledge *but it helps*)

- Office manager
  - Secretaries
  - Receptionists
  - Mailroom staff
- ... *and many others!!*

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**Law Firm Financial Procedures!!** ... *as they arise in the steps of the attorney-client relationship:*

**1. Client hires Attorney.**

- They sign a **retainer agreement** = document signed by Client and Attorney, stating:
  - (a) legal services Attorney will provide to Client, and
  - (b) how Client will pay Attorney.*\*\*See where Spellman and Sanders agreements include both of these items!*
- Client may pay a "**retainer**" = initial advance payment to Attorney ... *see this in the Spellman retainer agreement!*

2. Client receives services from attorney.

- Attorney and paralegals keep track of billable hours they work for Client → *through timekeeping!* Like your assignment due Friday Oct. 9!

3. Client receives a bill from Attorney.

Common fee arrangements:

- **Hourly** → most common, send monthly bill → *like Destribats bill in "class notes & materials"!*
- **Contingency** → percent of amount recovered, Attorney takes at end → *as described in Sanders retainer agreement!*
- **Fixed** → set amount for particular proceeding, like a divorce or a will, generally taken at end → *as described in Spellman retainer agreement!*

4. Client pay\$ Attorney! (hopefully)