

**Tuesday, October 25, 2022** (class 15 of 30!!)

**Today:**

- Mid-semester status!
- Workings of a law office!

**Now:** Look at the handout, "Destribats Campbell." What is it? Mark one (or more) things that interest you.

**For next class** (Th. Oct. 27): Read textbook ch. 4, pp. 85-99 *on OL!*

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**Mid-semester status**—by Thurs. Oct. 27 *in all courses!*

*As of now, you are:*

**P** = likely to pass (\*\*70 is passing in LAW courses!!)

**BL** = borderline

**U** = currently unsatisfactory/unlikely to pass

**There's still time!!** All this can change . . . *hopefully for the better.*

\*\*Last day to withdraw ("W" grade) is **Wednesday, December 14.**

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**Workings of a (private) law office!**

**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** (legal knowledge not required *but it helps*)

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

## Law Firm Financial Procedures!!

### 1. Client hires Attorney.

- They sign a retainer agreement = contract between Client and Attorney, stating:
  - (a) legal services Attorney will provide to Client, and
  - (b) how Client will pay Attorney.
- Client may pay a "retainer" = initial advance payment to Attorney.

### 2. Client receives services from attorney.

- Attorney and paralegals keep track of billable hours they work for Client → *timekeeping!*

### 3. Client receives a bill from Attorney.

- Common fee arrangements:
  - Hourly → most common, send monthly bill
  - Contingency → percent of amount recovered, Attorney takes at end
  - Fixed → set amount for particular proceeding, like a will, generally taken at end

### 4. Client pays Attorney! (hopefully)

Timekeeping = Paralegals' and attorneys' practice of keeping track of the amount of time they spend on various professional tasks, like meetings, phone calls, and legal research. They record the time in fractions of hours, such as quarter-hours (15 minute increments) or tenths of an hour (6 minute increments). Law offices use these records to bill their clients for time spent working on those clients' cases.