



COMPONENTS FOR BUILDING YOUR LAW FIRM



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Our strength is your insurance



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Disclaimer: This resource guide has been created for general guidance only. It is an attempt to present background information for attorneys who are considering building their own law firm. It is not intended as legal advice. There is no guarantee that following this guide will eliminate errors and omissions. The materials presented are intended to provide a general foundation for the reader. We invite you to visit our website www.lawyersmutual.com or connect with us at 818.565.5512 for further information.



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**WELCOME TO
COMPONENTS FOR
BUILDING YOUR LAW FIRM
RESOURCE GUIDE**



INTRODUCTION

Building a law firm requires hard work, discipline, and exceptional organizational skills.

This resource guide provides practical advice to help you in opening your own law firm and attracting your first clients.

With over five decades of providing professional liability insurance, Lawyers' Mutual Insurance Company is familiar with the unique demands of the practice of law.

Consider us your partner down the hall, offering encouragement and support through every stage of your career.

**“MAINTAINING PROPER COVERAGE WILL PROVIDE YOU
WITH PEACE OF MIND.”**





CHAPTER 1

INSURANCE

It takes a suite of insurance products to make sure you are fully protected from the unexpected, whether it's a malpractice claim or a slip and fall in your office.

Here's a primer on the various types of policies to protect your firm.

PROFESSIONAL LIABILITY INSURANCE

A professional liability insurance policy protects your firm from legal malpractice claims. Although malpractice policies are not required, California Rules of Professional Conduct, Rule 1.4.2, requires attorneys without insurance to disclose this information to their clients.

A claims-made policy (such as your Lawyers' Mutual policy) responds to claims made during the current period of insurance, irrespective of the date of the act(s), error(s), omission(s) or personal injury(ies) claim.

“Our strength is your insurance.”

Whereas, **an occurrence policy** (such as your home or auto insurance) responds for claims occurring during the current policy period of that insurance, regardless of when they are reported.

Therefore, with a Lawyers' Mutual claims-made policy, coverage will apply to the current policy year the claim is reported (not when the event occurred), as long as the claim occurs after the prior acts date and is reported before the current policy expires.

CYBER LIABILITY INSURANCE

A cyber liability policy protects the firm from liability of a data breach. In today's world, it's not a question of if your firm gets breached, but when.

Cyber coverage should include protection for cyber ransom, cyber extortion, security breach, network asset protection, and costs of notification and remediation.

BUSINESS INSURANCE POLICIES

General liability policies protect your firm from claims of bodily injury and / or property damage that occurs on your premises. While not required by state law, landlords may require the firm as a tenant to purchase general liability insurance.

Workers' compensation insurance provides the firm's employees with benefits if a work injury or illness occurs. California Labor Code Section 3700, requires a business to provide workers' compensation insurance if a business employs more than one employee.

Employment practice liability insurance protects the firm from employee related claims such as wrongful termination, sexual harassment, and discrimination.

OTHER INSURANCE PRODUCTS TO CONSIDER

- Fiduciary / Fraud Insurance
- Directors & Officers Insurance
- Life Insurance
- Health Insurance
- Disability Insurance
- Business Interruption Insurance
- Commercial Property Insurance
- Auto Policy

BENEFITS OF LAWYERS' MUTUAL INSURANCE COMPANY

- Stable professional liability insurance coverage since 1978— here today and tomorrow.
- We are a single line / single state provider of legal professional liability (LPL) insurance and fully understand the California marketplace and our members.
- A variety of loss prevention resources to add value to your policy: free CLE, free access to Fastcase Premium (a free legal research tool), free cyber endorsement, non-lawyer employees automatically covered, personal customer service, a toll-free Lawyer-to-Lawyer Hotline with highly qualified claims attorneys and \$50,000 annual Claims Expense Allowance outside limits included.
- As a mutual company, we serve our members rather than shareholders.*

STRONG START PROGRAM

Our Strong Start Program is designed to provide affordable coverage to solo practitioners who have been licensed for three years or less. Through this easy to apply for program, we leverage our strength and experience to support you, eliminating some of the risk associated with starting a new practice.

STANDARD PROGRAM

Our Standard Program offers the broadest range of coverage and provides individualized rates that takes into account your area(s) of practice, county and part-time attorneys.

Visit our website to find out more about our other programs:

- Low Income Lawyer Program
- Lawyers Insurance Defense Program

FACTORS INFLUENCING PREMIUM

- Limits of liability
- Deductible
- Firm size
- Claims history
- Area of practice
- County

I'M IN A PICKLE, NOW WHAT?

One of the most popular member benefits that Lawyers' Mutual offers its members is a lawyer-to-lawyer hotline to assist with risk management. Our hotline is available to all Lawyers' Mutual members during regular business hours and is run by California lawyers and highly qualified claims examiners.

The most common question we receive on the hotline is whether to tender a claim. You should never be worried about being overly cautious. A call to Lawyers' Mutual can help assess whether your circumstances constitute a potential claim that must be reported. Whether you have a potential claim or an actual claim, the hotline can instruct you on the tender procedures. If you delay, there could be adverse consequences so it is wise to err on the side of caution and call the hotline.

Lawyers' Mutual lawyer-to-lawyer hotline can be reached at 800-252-2045 and you will be transferred to one of our experienced claims professionals to help navigate ethical and practical dilemmas you may find yourself encountering in the practice of law. We may have a solution or approach to the problem you may not have been aware of.

We strongly encourage your calls and please note that a hotline call has no effect on your underwriting record or premium.

Lawyer-to-lawyer Hotline at 800.252.2045

**PROTECT YOUR PRACTICE.
PROTECT YOUR FUTURE.
PROTECT YOUR CLIENTS.**

While providing the most dependable professional liability insurance in California, Lawyers' Mutual strives to assist our members and make the ease of doing business as a lawyer their sole focus.

We listen to our members and have collaborated with industry-leading vendors to source valuable benefits to level up their practices.

Complimentary with every policy:

- Fastcase legal research system
- Cyber Coverage Endorsement
- Dedicated lawyer-to-lawyer hotline
- Unlimited access to LMIC+ CLE
- 25 Hours of access to Beverly Hills Bar Association OnDemand CLE

Add value to your practice through these partnerships:

- Daily Journal exclusive member subscription offer
- MyCase case management software
- Veritext court reporting agency
- e-Legal subpoena preparation

Get your free no obligation indication today:
www.lawyersmutual.com



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A low-angle photograph of a forest with tall trees and sunlight filtering through the canopy. The image is split into two horizontal sections. The top section shows a dense forest of tall, thin trees with green foliage, with sunlight filtering through the canopy. The bottom section shows a similar forest, but with the sun low in the sky, creating a bright, golden glow and long shadows on the tree trunks. A semi-transparent blue rectangular box is overlaid on the top section, containing white text.

**“A BUSINESS PLAN IS THE ROAD MAP TO BUILDING
YOUR LAW FIRM.”**



CHAPTER 2

BUSINESS PLAN

WHY CREATE A BUSINESS PLAN?

The business of operating a practice is not always taught in law school. Before you can begin assisting clients, you must assemble the pieces of a successful practice.

A business plan describes the organization's effective strategy for growth, determines your financial needs, and attracts lenders. For example, banks will use your business plan in considering the establishment of loans and lines of credit.

Build your firm on a solid foundation to provide the best service possible to clients.

Remember a well crafted business plan is a critical element to setting a clear direction and achieving success for your practice.

COMPONENTS OF A BUSINESS PLAN

YOUR FIRM OVERVIEW

List your law firm practice areas and describe the problems you will solve for clients. Analyze the competition and distinguish your practice from others by showing how you plan to make your practice distinctive.

DETERMINE YOUR TYPE OF ENTITY

- Sole Proprietership
- Partnership
- Professional Corporation (PC)
- Limited Liability Partnership* (LLP)

Be aware of basic tax and legal characteristics of the various types of business entities in order to choose the right one for you. Consider talking with a business lawyer and your CPA before finalizing your decision.

YOUR FINANCIAL PLAN

Create your start-up budget (and whatever you think that budget is, double it). It's important to know how much money it costs you to operate your law firm, and to deliver specific services to clients. Resist the urge to cut corners when it comes to important items, such as hardware, software, and support. Budget considerations include expenses for office or WFH equipment, rent, utilities, insurance (see Chapter 1) and salaries (including your own). Estimate your expenses and set fees accordingly.

** LLPs must be registered with the Secretary of State and once approved, you need to register your LLP with the State Bar of California annually.*

YOUR MARKETING PLAN

The marketing strategy of your firm is one of the most important components of building your law firm and you should budget accordingly by including an outline of your marketing goals as part of your business and financial plans.

Consider traditional and digital advertising such as - print, event sponsorships, public speaking, writing opportunities, social media, digital marketing and if it works for your practice area, include direct email or mail campaigns.

In addition, consider strategic networking via engagement with local associations, legal organizations and building a presence in the local legal community to build referral services.

If your budget allows, you can always consider outsourcing marketing as opposed to do-it-yourself.

The good news is that starting a law firm today is much easier and less expensive with the use of technology, subscription services, and contract employees.

Your goals will drive your plan.

A scenic landscape featuring a bright blue sky with scattered white clouds. Below the sky, there are rolling green mountains and a field of vibrant orange poppies in the foreground. A semi-transparent teal banner is overlaid across the middle of the image, containing a quote in white text.

“A SOUND OPERATIONAL INFRASTRUCTURE IS THE SOLID FOUNDATION FOR LAWYERS TO DELIVER FOCUSED LEGAL EXPERTISE.”



CHAPTER 3

OPERATIONAL ESSENTIALS

A sustainable, repeatable and profitable operational platform is critical to the success of any business (also refer to Chapter 2 Business Plan). It provides a framework for the day-to-day running of your practice. A smooth running operational infrastructure will enhance productivity, customer satisfaction, expense management, resource efficiency and support the successful growth of your practice.

FIRM NAME

Choosing your law firm name is an important step. An obvious choice is to use your name or the names of the multiple firm partners. However, trade names are gaining popularity. Consider whether your practice could benefit from a name that describes your practice and the services offered, that would be easier for clients to recall than multiple names that grow longer over the years.

State Bar Rules regulate a given name to ensure it is not false, deceptive or misleading to the public. Cal. State Bar Standing Committee on Professional Responsibility and Conduct Formal Op. 1986-1990.

For more information on how to register your firm name, check out the U.S. Small Business Administration resources: <https://www.sba.gov/business-guide/launch-your-business/choose-your-business-name>

OFFICE SPACE

Elevate your practice by strategically selecting office space - whether it is a traditional office, flexible work-from-home arrangement, a dynamic hybrid set up or an office sharing space. Remember your choice could impact your client relations and define your professional presence.

WEBSITE AND EMAIL ADDRESS

Once your firm name has been selected, ensure you can get the domain name that reflects your firm name or can complement the firm name. Investing time in considering law firm names, website domains, and email addresses is an important part of establishing your law firm brand and marketing efforts.

TECHNOLOGY

Technology has leveled the playing field for solo and small law firms. Enterprise technology systems used to be affordable only for the largest law firms. Today it's possible to start a law firm with a laptop and cloud-based software. Having access to good IT support is KEY!

There are many resources for exploring technology options for your law firm including Practice Management Advisors at bar associations, as well as technology consultants.

Bob Ambrogio's blog "LawSites" and his podcast "LawNext" track technology and innovation for the legal profession.

Legal research tools are an important part of your technology systems. As a member of Lawyers' Mutual, you have free access to Fastcase Premium, LMIC+ CLE and free cyber endorsement which represents significant savings in law firm start-up costs.

BACK OFFICE

Other than office space, staffing a law firm is typically one of your two largest expenses. Many solos want to know when they should hire their first employee. Before hiring an employee, consider looking at alternative options such as interns from law schools, paralegal schools, contract, freelance and outsourcing services.

If you are going to be hiring employees, a good benefits package (health, vision, dental, 401K) is something you need to think about. Research and consider all aspects of hiring ahead of time. Remember the state of California has regulations that may apply depending on the number of employees you hire.

Lee Rosen with the Rosen Institute has a specific formula for hiring and his magic number is don't hire until you are bringing in \$25,000 per month. Visit this blog post to learn why: *When Should You Hire Help? The Most Asked Question.* (www.roseninstitute.com/hire-asked-question/)

A night sky filled with stars and the Milky Way galaxy, with the silhouettes of trees in the foreground. A teal rectangular box is overlaid on the sky, containing a quote in white text.

**“ANYONE YOU MIGHT WANT TO MEET IS AT MOST
FOUR TO FIVE CONNECTIONS AWAY FROM YOU.”**



CHAPTER 4

BUILDING YOUR NETWORK

Networking is imperative for the development of your practice and is a crucial facet of professional growth for new lawyers. Beyond the legal expertise acquired in law school, building a robust professional network opens doors to opportunities, mentorship, and access to seasoned professionals and peers. In a dynamic legal landscape, networking serves as a catalyst for staying informed, enhancing skills and navigating the intricacies of the legal profession.

KEY ELEMENTS ABOUT NETWORKING

- Networking builds relationships
- Most people you meet have at least 250 contacts
- Anyone you might want to meet is at most only 4-5 degrees of connection from you
- 70 – 80% of jobs are not posted
- LinkedIn survey revealed 85% of jobs are filled by networking
- Identify mentors and sponsors
- Identify potential clients and referral sources

THE IMPORTANCE OF REFERRAL SOURCES IN YOUR NETWORK

Do you know where your work comes from? It is as important to develop relationships with people who can refer clients as actually meeting potential clients.

QUESTIONS TO CONSIDER:

- Do you have 20 referral sources who you can count on to refer work to you throughout the year?
- Do you reciprocate by referring work to others?
- Have you identified the types of people who can refer work to you? For example, if you are in family law, your referral sources might include marriage counselors, psychologists, social workers, other lawyers, and accountants.
- Identify types of lawyers to meet to build relationships. At some point, you will be asked by family and friends to refer a criminal lawyer, a family lawyer, a small business lawyer, and an estate lawyer. Build relationships with practice areas outside of your own and share referrals generously.

In order to be eligible to represent clients referred by a Certified Lawyer Referral Service, a lawyer must have insurance.

Lawyers' Mutual has designed our specialized Association Referral Program exclusively for solo practitioners handling cases from an approved California State Bar Certified Lawyer Referral Service.

We are able to provide greater value with a program that allows you to seamlessly connect with your next referral client.

EXPAND YOUR NETWORK

- Bar associations – join, get involved, and attend events.
- Volunteer for pro-bono activities.
- Stay connected with law school and undergraduate classmates.
- Get involved with Alumni networks for college, law school, or prior employment.
- Use your university or law school Career Services Department to assist in networking.
- Connect with current and past business colleagues such as your accountant, banker, financial advisor, realtor, consultant, and vendors.
- Build relationships with members of associations and clubs you have joined.
- Get to know the people in the organizations where you volunteer.
- Share what you do with your neighbors, friends, family, and play-date parents.
- Get to know the other members of your homeowners' association.
- Get involved in your local community.
- Build relationships with fellow members of professional, charitable, special-interest, nonprofit organizations, sports teams, hobbies, swim group, running club, and other places where you enjoy spending your time.

NETWORKING FOLLOW-UP

- Connect on LinkedIn or other social media platforms.
- Send a follow-up email to new contacts.
- Always deliver on promises such as an introduction to a colleague.
- Add value to your network connections through reciprocating referrals.
- Build authentic relationships through spontaneous communications.
- Schedule the next opportunity to get to know your contacts better.
- Make it personal, always thank your network for sending referrals with a text, note or email.

Become a part of the Lawyers' Mutual Mentor/Mentee Networking Program. Events are held twice a year throughout the state of California.

If you would like to join, please email mbinfo@lawyersmutual.com for more information.



**“LEGAL TECHNOLOGY CAN HELP INCREASE
THE STABILITY AND RESILIENCY OF YOUR LAW FIRM.”**



CHAPTER 5

INDUSTRY TRENDS

MYCASE & LAWPAY LEGAL INDUSTRY REPORT SURVEYED 2,300 CONSUMERS:

The primary focus for law firms in 2022 was upgrading their technology post-pandemic to increase stability and resiliency. This means firms are now better situated to withstand times of uncertainty, driving growth and efficiency.

- 56% of consumers believe legal matters can be dealt with remotely – this a change from 2019 when most clients favored in-person meetings
- 83% of law firms report they now store documents online using law practice management or consumer software
- Legal professionals now accept that practicing law remotely is not only possible but even beneficial

56%

of consumers believe legal matters can be dealt with remotely

THE IMPORTANCE OF LEAD INTAKE

Lead management and intake are crucial for your law firm's success. By using technology and streamlining lead management, you reduce the number of hours chasing down leads resulting in saving time and converting leads into paying clients.

56% of law firms use lead intake software, saving between 1.5 to 6 hours or more a month.

Using this type of software can help you create a streamlined and systematized law firm. As a Lawyers' Mutual member, you receive a member discount to MyCase, a law firm case management software where you can create and send client intake forms. MyCase customers captured 36,543 leads from lead intake forms.*

**MyCase 2022 Legal Trends Report*

WHAT ARE CLIENTS LOOKING FOR?

- A law firm that meets their needs.
- Reputation of a suitable law firm.
- A firm's relevant prior experience.
- Approach to building and maintaining client relationships.
- Clients pay attention to a firm whose values align with their own.
- Value for money.
- Thoughtful and prompt communication.

COFFEE BREAK ... WHAT MATTERS?

CUSTOMER SERVICE MATTERS

When your law firm wants to attract more clients, be sure to ask yourself these questions.

- *Do you provide your client with enough information?*
- *Are you listening to your clients and their needs?*
- *Are you and your firm friendly and approachable?*
- *How will you set yourself apart from your competitors?*

Remember: don't sacrifice service levels to your existing clients at the cost of getting new clients

RESPONSE TIME TO LEADS MATTERS

It is important when responding to a potential new lead that first contact is both thoughtful and prompt.

- *Responding promptly to a client inquiry demonstrates you care for their needs, and respect their time which can increase trust and loyalty to your firm.*
- *A thoughtful response reflects professionalism and demonstrates your competence, reliability, diligence and organization in your work.*
- *Avoid procrastination and be confident in responding to new leads. Waiting beyond 24 hours to respond may not meet the expectations of potential new clients.*

**The chances of connecting with a potential client decrease by over 10 times after the first hour of initial outreach.*

**LinkedIn*

A scenic view of a mountain valley at sunset. The sun is low on the horizon, casting a warm, golden glow over the landscape. The sky is a mix of light blue and yellow. In the foreground, there is a dense forest of evergreen trees. In the background, there are several mountain peaks, some with snow. A teal-colored rectangular overlay is positioned in the middle of the image, containing white text.

**“CHOOSING THE RIGHT FEE STRUCTURE AS A NEW
LAWYER IS PIVOTAL.”**



CHAPTER 6

FEES, BILLING & COLLECTIONS

Choosing the right fee structure as a new lawyer is pivotal, shaping not only your firm's success but also setting expectations for clients and establishing a foundation for a successful law practice.

The four different types of fee structures are ...

- Hourly
- Flat rate
- Contingency
- Retainer

A clearer fee structure helps set expectations, avoid disputes, influence income and ensure a sustainable legal practice.

Which one suits your firm?

ARE MY FEES COMPETITIVE?

- Do a google search “how much for a divorce lawyer in Smallville, XYZ.”
- Recruiting firms often publish online Salary Guides that include regional billing rates – look at Special Counsel, Robert Half, or AppleOne.
- Ask trusted clients and referral sources what they feel is reasonable.
- “Mystery shopper” program – law firms call other firms to inquire about rates.
- Ask judges what rates they typically award for lawyers with your area of expertise.

EXPERIMENT WITH FEES

- Experiment with fees and then tweak them if they don't work.
- Consider alternative service offerings such as unbundled services, packaged services, subscription services, educational programs, consulting services.
- Offer your service at your rate, if no one signs up this might be a sign the price is too high.
- Break your project down into parts so that clients have more payment flexibility by buying in phases, also known as unbundled services.

USE THE DATA

- Once established, review your financial reports for the prior 12-24 months for clues, data, insights, trends – talk this over with your accountant or CPA.
- What is your most profitable work? Your least profitable work?
- Are you staying in touch with clients? Referral sources? Networking is key to a profitable practice.
- Do you know where your work comes from? Use this time to be strategic about building your referral network and thanking them for their efforts.
- Look for opportunities. What work have you been doing that should be expanded? What are new practice areas to explore?

MAKE BILLING A PRIORITY

- Put processes in place to ensure you are adequately capturing your time which should be billed to clients.
- Document your billing process in order to improve billing workflow.
- Timely billing results in greater collections – is it necessary to bill once a month? Is it time to change the process? Rather than hold all bills to the end of the month, do you want to process bills a few times during the month?
- Does your process involve multiple layers of time keeping, review, editing, and processing?
- Streamline the process and you'll collect more money and have happier clients.

COLLECTIONS

- Consumers in need of legal services are more likely to hire a lawyer who accepts online payments.
- A study conducted by Total System Services (TSYS) showed that as many as 75% of customers today prefer to pay with a credit or debit card (in addition to the convenience, customers enjoy credit card rewards, cash back and other perks of using their cards).

ADVICE FROM OTHER LAWYERS ABOUT SETTING FEES

“It is really hard to figure out what to charge and keep up with what others are charging in your area. When calculating my flat fees, I tend to use my hourly rate x the number of hours something will normally take me + build in time for one round of edits or questions.”

.....

“As someone who does litigation, I find fee affidavits in other cases or in my own cases to be a helpful way of gauging whether my rate and calculations are reasonable or not.”

.....

“Ensure you are entering your time daily. It’s hard to recreate time after days have passed as it can result in losing money.”

ONLINE PAYMENT OPTIONS

- When shopping for a credit card payment processor consider costs such as transaction fees, monthly rates, integration with your other practice management tools, and Terms of Service language.
- Integration between your credit card processor and your time and billing / accounting system reduces duplication of payment information.
- There are many online payment platforms available - MyCase Payments, LawPay, ClientPay, Headnote, LexCharge.
- Taking credit cards means you get paid faster.

Online payments continue to increase (and for a good reason): they streamline the invoicing process and increase law firm collection rates.

The collection rates for customers who accepted online payments were nearly 10% higher than those who didn't.

ADVICE FROM OTHER LAWYERS ABOUT SETTING FEES


“Solos and small firms do not seem to change their pricing at the pace of mid to larger firms due to concerns about client pushback. Based on your expertise and length of time with no increase in fees, there is often more room than you may think to increase fees.”

.....

“Often you need to increase your fees to get the kind of client you want.”

.....

“Know how much it costs to do the work and calculate that into your fee setting process.”



**“WELL-BEING CANNOT BE DEFINED JUST BY THE
ABSENCE OF ILLNESS BUT ALSO ENCOMPASSES A
POSITIVE STATE OF WELLNESS.”**



CHAPTER 7

LAWYER WELL-BEING

“Stress is inevitable in lawyers’ lives and is not necessarily unhealthy. Mild to moderate levels of stress that are within our capability to handle can present positive challenges that result in a sense of mastery and accomplishment.

But when lawyers feel overburdened by their work, they are at much greater risk of burnout, depression, anxiety, alcohol abuse, and physical health conditions.

We are happiest and healthiest when we adopt healthy work habits and lifestyle choices. Well-being is a team sport.

This means that if we truly desire to improve well-being, we can’t focus only on individual strategies like making lawyers more resilient to stress; it is equally important (if not more so) to focus on systemically improving our professional cultures to prevent problems from developing.”

- *ABA Well-Being Toolkit For Lawyers & Legal Employers*

DEFINING LAWYER WELL-BEING: A MULTI-DIMENSIONAL APPROACH

Well-being cannot be defined just by the absence of illness but also encompasses a positive state of wellness. From a whole-health perspective, it can be viewed as continuous process in which we work across multiple dimensions of wellness.

The way we function in one dimension can enhance or impede the way we function in another dimension.

The report of the National Task Force on Lawyer Well-Being identified six dimensions that make up full well-being for lawyers:

THE SIX DIMENSIONS OF WELL-BEING*

- **Occupational.** Cultivating personal satisfaction, growth, and enrichment in work; financial stability.
- **Emotional.** Recognizing the importance of emotions. Developing the ability to identify and manage our own emotions to support mental health, achieve goals, and inform decision-making. Seeking help for mental health when needed.
- **Physical.** Striving for regular physical activity, proper diet and nutrition, sufficient sleep, and recovery; minimizing the use of addictive substances. Seeking help for physical health when needed.
- **Intellectual.** Engaging in continuous learning and the pursuit of creative or intellectually challenging activities that foster ongoing development and monitoring cognitive wellness.
- **Spiritual.** Developing a sense of meaningfulness and purpose in all aspects of life.
- **Social.** Developing a sense of connection, belonging, and a well-developed support network while also contributing to our groups and communities.

**ABA Well-Being Toolkit For Lawyers & Legal Employers*

WELL-BEING RESOURCES

- **The State Bar of California Lawyer Assistance Program (LAP)** helps attorneys, State Bar applicants, and law students who are struggling with stress, anxiety, depression, substance abuse issues, or personal and career concerns.

Contact: 877.LAP.4HELP / 877.527.4435

LAP@calbar.ca.gov

- **The Other Bar** is a network of recovering lawyers, law students, and judges throughout the state, dedicated to assisting others within the legal profession who are suffering from alcohol and substance abuse problems. The Other Bar is a private, non-profit corporation and open to all California lawyers, law students, and judges.

Contact: 800.222.0767

www.otherbar.org

- **The ABA Wellness & Well-Being Resources**

Well-Being Tools (americanbar.org)

- **The Institute for Well-Being in Law**

www.lawyerwellbeing.net



LAWYERS' MUTUAL DIRECTORY

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Claims: tender@lawyersmutual.com



As lawyers serving lawyers, we listen to our members and have collaborated with industry-leading vendors to source valuable benefits to your practice.

Lawyers' Mutual strives to assist you to make the ease of doing business as a lawyer your sole focus.

FREE MEMBER BENEFITS



CYBER COVERAGE

Complimentary cyber endorsement for protection against cyber ransom, security breach, network asset protection and more.



LAWYER-TO-LAWYER HOTLINE

A members-only hotline maintained by our in-house claims examiners for guidance regarding general questions.



LEGAL RESEARCH

Evolve with Fastcase, the industry-leading legal research system.



LMIC+ CLE LIBRARY

Unlimited access to our comprehensive library of legal ethics, competence issues, bias and general credits to help you meet your mandatory State Bar CLE requirements. *Plus an additional 25 hours of access to BHBA OnDemand CLE.*

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SAVE 10% ON CASE MANAGEMENT SOFTWARE

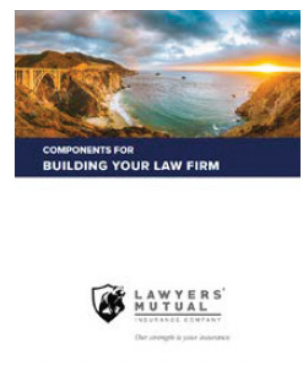
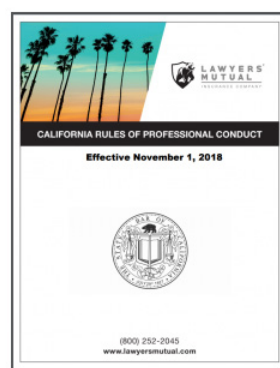
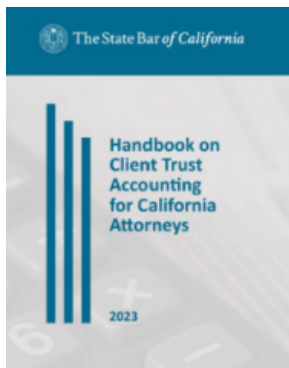
Stay productive wherever you are with MyCase, a case management software that is affordable and trusted to help run your practice.



SUBPOENA PREPARATION & LEGAL COPY SERVICES

Everything you need for subpoena preparation and legal copy services. e-Legal Services, Inc. offers court services, service of process, subpoena preparation, imaging services and trial technician.

THOUGHT LEADERSHIP





**LAWYERS'
MUTUAL**
INSURANCE COMPANY

Our strength is your insurance

notes





**LAWYERS'
MUTUAL**
INSURANCE COMPANY

Our strength is your insurance

notes





ACKNOWLEDGEMENTS

We enjoyed crafting this toolkit to help you navigate the creation and growth of your law firm. We hope the information provided helps you build a foundation towards success.

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