One with the law is a majority.

Calvin Coolidge
BACK TO THE BASICS IN 2015: PRACTICAL INFORMATION FOR SETTING UP SHOP

Carol Furnish & Jennifer Mart-Rice

Over the course of 2015, the Chase Law Library columns in *Lex Loci* will focus on the nuts and bolts of starting or running a solo or small practice. The inspiration for these articles comes from the NKBA program “Hanging Your Own Shingle: A Guide to Small Firm Practice.” The NKBA Young Lawyers Section and the NKU Chase Career Development Center co-sponsored this program in October 2014. It is our intention to provide readers with tips on cost-cutting measures related to: research; technology for a home/small office; and configuring your office so that you can balance your costs while continuing to offer quality services. Here is an overview of what you can look forward to in 2015:

- **Going Beyond Casemaker (Research Costs)** – Casemaker is the primary research tool used by many in the local legal community. The articles for this topic will discuss ways in which you can supplement Casemaker with the various databases available at your local libraries at no charge. Additionally, they will describe some of the top web-based tools for your research needs.

- **Technology Tips and Tricks (Technology Costs)** – These articles will discuss the latest in computer hardware and software, cloud-based options available to you, billing software options, and a sampling of legal apps that can make your practice more organized and mobile. We will explore some local and online libraries where you can purchase these items at an affordable rate.

- **Brick and Mortar vs. Virtual Office Space (Office Costs)** – The decision between a physical office space, virtual office, and something in between, is becoming more and more of a prominent issue. This series of articles will explore providing a secure office environment for your clients while maintaining a more manageable budget.

In closing, we will be discussing sources for those of you who are evaluating your current practice and for those of you who need help because you are just starting out. You are encouraged to contact either of us with ideas or specific questions that you would like for us to address. As you anxiously await the forthcoming articles, here are some resources that you can use to evaluate your day-to-day law firm operations:


- **Flying Solo: A Survival Guide for the Solo & Small Firm Lawyer** [by K. William Gibson] – Sections address finances and collecting fees, operations or choosing your office arrangements, technology from research to collaborative tools, and marketing.

- **How to Start & Build a Law Practice** [by Jay Foongerg] – This is a classic guide to getting clients, setting your fee structure, managing a law office, and ethics and professional responsibility.

- **Minding Your Own Business: The Solo and Small Firm Lawyer Guide to a Profitable Practice** [by Ann Guinn] – This book provides guidance on client intake, billing and collections, and personal habits to make the firm more profitable.


- **Solo by Choice: How to Be the Law-

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