

The PMRC 2013

It's Our Resolution to Help You Keep Yours

By JoAnn L. Hathaway

Whether you began practicing law last week, last year, or 20 years ago, you've most likely discovered the hard way that running a business wasn't something you learned in law school. Accounting problems, managing employees, high technology costs, learning curves, and building a client base can keep you from doing what you really want to do—practice law. Thanks to the ever-evolving Practice Management Resource Center (PMRC), help is only a phone call or computer click away.

The PMRC was launched in 2006 with the mission of providing practice management guidance to Michigan lawyers and their staff. Initially offering software demonstrations and a dedicated practice management helpline, website, and lending library, the PMRC was a welcome addition to the many benefits available to State Bar members. Over the years, the PMRC has added to and enhanced its practice management resources. This article provides an overview of the PMRC and the benefits available to you.

Where We've Been and Where We're Going

As the new year begins, it is our resolution to help you meet yours. Have you

Law Practice Solutions is a regular feature brought to you by the Practice Management Resource Center (PMRC) of the State Bar of Michigan, featuring articles on practice management for lawyers and their staff. For more resources offered by the PMRC, visit our website at <http://www.michbar.org/pmrc/content.cfm> or call our Helpline at (800) 341-9715 to speak with JoAnn Hathaway or Diane Ebersole, Practice Management Advisors.

resolved to become more efficient, better understand and use technology, or develop a paperless office? The PMRC can help. Sporting a signature brand of "PRACTICE ez™," the PMRC plans to offer new and innovative practice management resources and learning opportunities throughout the new year. Here's what we currently offer and a glimpse of what's coming in the year ahead.

Practice Management Helpline

Do you have a question regarding file retention, the development of a conflict-of-interest checking system, malpractice insurance, or a technology purchase? Call or e-mail our practice management advisors at the PMRC Helpline at (800) 341-9715 or PMRCHelpline@mail.michbar.org for informal advice and practice management guidance.

Lending Libraries

The PRACTICE ez™ Digital Lending Library allows members to download audio and e-books to office computers, laptops, smartphones, and tablets. These downloadable library items are free to members and automatically delete after the designated two-week lending period expires.

To access the digital library and download instructions, visit us online at <http://www.michbar.org/pmrc/lending.cfm>.

The PRACTICE ez™ Hardcopy Lending Library contains a variety of law practice management publications for loan to SBM members at a nominal fee. Sample titles in the collection of 165 publications include *How to Start and Build a Law Practice*, *Winning Alternatives to the Billable Hour*, *Management Tools for Lawyers*, *Marketing on the Internet*, and more.

To access a list of all available titles and for check-out information, visit us online at <http://www.michbar.org/pmrc/lending.cfm>.

PMRC Dedicated Website

The PMRC website can be quickly accessed from its direct link on the State Bar of Michigan home page. Populated with more than 275 resources, members have access to forms, guidelines, how-to kits, articles, links of interest, podcasts, and more. With an average of more than 38,000 hits a month at <http://www.michbar.org/pmrc/content.cfm>, this resource has repeatedly shown to be a member favorite.

Customized Training and Consulting

The PMRC's fee-based Customized Training and Consulting Program offers practice management and technology-based consultations conducted by our practice management advisors. The PMRC also offers onsite or online software training in

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PRACTICE *ez*TM

Adobe® Acrobat®, Time Matters®, and Clio™ and introductory training in HotDocs™. Our software-certified advisors tailor the training specifically to a law firm's needs.

Seminars

Over the years, the PMRC has offered numerous practice management seminars, both in-house and at various locations statewide. Most recently, the PMRC conducted a series of iPad seminars (*Order in the Court: Trial by iPad* and *MiPad Practice: iPad for Legal Professionals*), which were

attended by approximately 500 Michigan legal professionals.

"Law Practice Solutions"

Brought to you by the PMRC, "Law Practice Solutions" is a regular column of the *Michigan Bar Journal* with articles focused on practice management for lawyers and their staff. Previous titles include "Twelve Little-Known LinkedIn Secrets," "Search Engine Optimization and Links," and "Practice Smarter, Not Harder, With These 50 iPad Apps."

2013 at a Glance

As 2013 unfolds, the PMRC plans to offer a variety of learning opportunities, both in person and online. Stay tuned for new resources, web pages, seminars, and opportunities to build and strengthen your practice with help from the PMRC. ■

JoAnn L. Hathaway is a practice management advisor for the State Bar of Michigan Practice Management Resource Center. Previously, she worked in the field of professional liability insurance, focusing on law firm risk management and legal malpractice claims. She is a registered professional liability underwriter, a Michigan-licensed insurance producer, a certified Clio consultant, an Adobe Acrobat certified expert, and a certified independent consultant for Lexis-Nexis Time Matters and Total Practice Advantage.