



**Preventing Legal Malpractice 2014:
Mirror, Mirror...Who Has the Fairest Law Firm of All?
November 5, 2014
Knoxville, TN**

Description - No two law firm's can, or should, have the same practice management procedures. By using the knowledge and experience gained from going inside the firm's who thought they were doing it right, this seminar will show you how to be your own Risk Manager, and customize these critical processes to the unique characteristics of your firm.

COURSE SCHEDULE

- 8:30 – 9:00 **Registration**
- 9:00 – 10:00 **The QUIZ** – A potpourri of the hottest topics in legal malpractice and ethics, and what you need to know to protect yourself from novel malpractice risks and ethics complaints.
- 10:00 – 10:15 **Break**
- 10:15 - 11:15 **The Firm** – Structure, Staffing, & Practice Areas – Understanding how your firm's business model dictates your risk for malpractice claims and ethics complaints.
New Client Procedures – Getting clients into your firm's systems the right way – How to make the connection between getting the client into the firm and getting the client into your Risk Management systems.
Billing and Records Systems – How your fees control your case management procedures
Personnel – Getting the most, and the best, out of the people at your firm
- 11:15 – 11:30 **Break**
- 11:30-12:30 **Docket and Calendar Control** – Learn why tracking dates is so hard, and how to make it easier
Risk Management – How you can learn to avoid problems before they arise
Disaster Recovery/Business Resumption Plan – Because into every law firm, some rain must fall – Be ready to recover from problems before they strike.