

LAW OFFICES OF SARAH J. READ

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FREQUENTLY ASKED QUESTIONS ON LAW PRACTICE MANAGEMENT AUDITS

What is law practice management?

- ◆ Law practice management (LPM) is the process of implementing systems that help you practice law in an efficient, effective and safe manner. Especially if you are a solo practitioner it can be helpful to work with a consulting attorney to help you improve your practice.

What is a LPM audit?

- ◆ A law practice management audit is a review of your existing systems and procedures as compared to recommended practices and the requirements set forth in the professional rules of conduct.

What happens during a LPM audit?

- ◆ During an LPM audit your consultant will visit your office, interview you and your staff, and look at the equipment, and some of the systems and forms you are using. Following the audit she will generate a report that summarizes what was observed and provides recommendations for change. Before a report is finalized, you should receive a draft for review and comment.

How does a LPM audit differ from an audit by my accountant?

- ◆ An LPM audit is not a financial audit. Instead it is a review of administrative policies and procedures.

What are my responsibilities for the LPM audit?

- ◆ Your presence, and that of your staff, will be required during the audit.
- ◆ You will be expected to candidly answer questions, provide copies of forms, and provide an overview of how you use your office equipment and software programs.
- ◆ You are not expected to discuss or disclose client specific information or individual matters.

How long does an LPM audit take?

- ◆ Each case is different and will depend on your individual and unique needs. In general, however, the audit will take at least one full day. In some cases, an additional day will be needed.