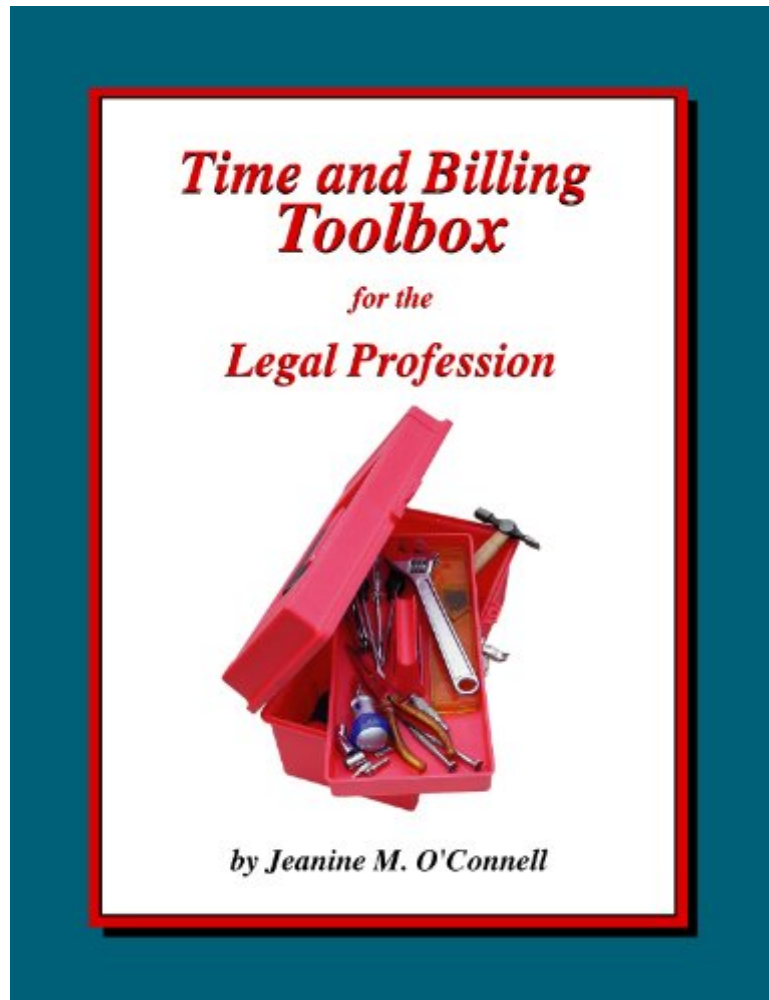




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Time And Billing Toolbox For The Legal Profession



Synopsis

Business is about money. Law firms are businesses. They pay taxes, apply for and maintain business licenses above and beyond law practice memberships and dues. They pay labor costs and have a whole host of overhead items that must be paid to keep the law firm operating. But what they are selling is legal expertise and it's calculated in time, flat fee amounts, contingent fees and costs reimbursements. Capturing time is an attorney's individual contribution to the firm. You must capture time professionally and account for any costs you expend so they can be passed on to the client, rather than paid for as miscellaneous business costs which cuts into everyone's profits. Learn to make money for your firm and you will be part of the firm's solution. If you can't capture that dollar and account for your hours, you won't be with the firm for long and you will feel the stress. Partners have a way of passing stress on and not having a paycheck will do that, too. So this book's intention is to explain the general billing process, teach professional timekeeping description writing, and to show you how to set yourself up to capture time in your daily work life. This book is designed to make you an integral part of your new law firm's solution!

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