


**WHAT'S INSIDE Start** : We provide a range of practice tools generally regarded as basic necessities in legal practice. Divided into four key sections, each section offers advice and tips on practice essentials:

## START

This section contains the *Setting Up Practice* Booklet and a unique START Planner.

The *Setting Up Practice* Booklet sets out basic information on the prerequisites, and the applicable rules and regulations to be complied with in the setting up and running of a law firm. Typical day-to-day problems that arise in setting up, and/or running of, a practice are also candidly discussed.

This Booklet is complemented by the START Planner, which contains checklists, helpful references and materials on practice issues.



## BEST PRACTICES

Risk management is a culture, not an event. As a lawyer, ensuring high standards and quality service is crucial to keeping clients, minimising risks and enhancing productivity. This section, complete with a Practice Area Checklist CD-ROM on litigation and conveyancing, time management Booklet and a Practice Alert! magazine, provides information and guidance on managing risk, time and staff.

## OFFICE MANAGEMENT

The heights a firm can achieve and its success is often determined by its culture. The resources and tools provided here are to guide new lawyers in shaping positive work culture through systems and procedures from day one.

## FOR ME

This section is self-explanatory. It is for the lawyers to include and incorporate their own risk management ideas and materials for their future reference.

### Available materials:



**Setting Up Practice Booklet**



**Accounting for Lawyers Booklet**



**Office Management DVD**



**Time Management for Lawyers Booklet**



**Your START Planner**



**Law Practice Management Booklet**



**Practice Area Checklist CD**



**Practice Alert Risk Watch Magazine**

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