



PRACTICE MANAGEMENT

ADVISORY SERVICE

Practice 360° Newsletter

December 2020

Help us to better understand and respond to your needs by taking our *COVID-19 Law Firm Impact Survey*. [Click Here](#).

Calendar

Networking

Join us for Networking on Zoom following each Lunch and Learn session.

(See schedule on the right.)

COVID-19 Resources

[Coping During COVID-19: You Are Not Alone](#) (D.C. Bar, Lawyer Assistance Program)

[COVID-19 and Well-Being](#) (D.C. Bar, Lawyer Assistance Program)

[Well-Being Tips for Working at Home](#) (D.C. Bar, Lawyer Assistance Program)

[Bracing for the Unexpected: Disaster Preparedness for Lawyers](#) (D.C. Bar,

Lunch and Learn

Due to the pandemic, key Bar services, including PMAS programs, are currently only available online via videoconference.

All Lunch and Learn programs begin at Noon.

Register for any or all at lunchandlearn@dcb.org

December 10, 2020

Pandemic Response | Business Planning Considerations with Covid-19, presented by Tom Martin of [Goldblatt Martin Pozen, LLP](#).

Register

December 17, 2020

How to Market Your Firm in Challenging Times, presented by Mary Ellen Hickman of [Hickman Consulting Partners, LLC](#).

Register

Read more at **Small Firm Lunch and Learn Series**

All programs begin at Noon. You may attend by Zoom video conference. Register for any or all [here](#).

Practice Management Advisory Service)

[Quick Start Guide to Launching a Firm During the Pandemic](#) (D.C. Bar, Practice Management Advisory Service)

[New Law Firm Quick Start Technology Guide](#) (D.C. Bar, Practice Management Advisory Service)

[Working Remotely During the Pandemic: A Guide to Bar Member Benefits](#) (D.C. Bar, Practice Management Advisory Service)

[Legal Ethics in the Age of Coronavirus](#) (D.C. Bar, Legal Ethics Program)

[Link to other D.C. Bar Covid-19 Resources](#)

PMAS Events

December

December 9 – Day 1 of Basic Training & Beyond

December 10 – Lunch and Learn: *Pandemic Response| Business Planning Considerations with Covid-19*

December 16 – Day 2 of Basic Training & Beyond

December 17 – Lunch and Learn: *How to Market Your Firm in Challenging Times*

Ethics

Here is new ethics guidance on **Acceptance of Cryptocurrency as Payment for Legal Fees**. [Legal Ethics Opinion 378](#)

The *Lunch and Learn Series* is [here](#). New programs are added regularly. Recordings and materials from recent programs are [here](#). If you have an idea for a program, let us know at: lunchandlearn@dcbbar.org.

And if you missed ***Affordable Tools, Tech, and Talent to Run a Small Law Firm Remotely*** with Maddy Martin; ***Overcoming the Crisis: How to Retool your Marketing to Stay Connected and Relevant*** with Mary Ellen Hickman; ***Running on Empty: Burnout in the Legal Profession*** with Niki Irish; ***Clearing Clutter, Tuning in to Time, Space & Mind*** with Niki Irish & Tracy Huang; or Mary Ellen Hickman on ***Help, I Have No Time for Marketing***, here are the [recordings](#) and [materials](#).

Basic Training & Beyond

Our monthly [Basic Training & Beyond](#), is set for December 9 and 16 (9:15 a.m. – 4:30 p.m.) We will meet by Zoom videoconference. [Register here](#).

This program has been presented 264 times for more than 3,800 lawyers over the last twelve years and many have launched and are operating small law firms. We keep in touch with many small firms and what we learn informs the content for this program.

PMAS Links and Free Downloads

[Law Firm Management Assessment \(Self-Check\)](#)

[Small firm legal trends and compensation reports](#)

[e-Manual for Basic Training & Beyond](#)

[More PMAS programs](#)

Other Events

[Continuing Legal Education programs](#)

[Communities Events](#)

[Pro Bono Center training programs](#)

From the Desks of Dan and Rochelle



Is your computer or device infected with malware?

Data security is and will continue to be an ever-present challenge for lawyers and small firms who can't afford to hire IT professionals. The best way to confront this challenge is to stay informed and get training. Lawyers are not typically trained in this area, but we must understand the technology tools we use because we have an ethical duty to safeguard client information and maintain confidentiality. We need to, at minimum, know what to look for or how to identify when our computers may have become compromised. Here are a few signs that your system or computer has been infected with a form of malware:

1. Slow computer speed
2. Computer crashes or needs to reboot
3. Hard drive or files are not accessible
4. Computer starts to make noises
5. You receive unusual messages
6. New icons appear or disappear
7. Antivirus won't run
8. System Restore won't work
9. Jumbled letters or strange appearance

10. Contacts report receiving strange emails from you

If any of these things happen to you, it could be malware affecting your computer or device. You should attempt to reboot your system in safe mode and then run an anti-virus software. If that does not work, you should contact an IT professional right away to help you identify the problem as your computer could be infected with a malware that takes effect before your system reboots.

If you have the technical skill, you can try to separate your hard drive from the infected device to repair. You will need to remove your hard drive and reboot it from an external device and then run anti-virus software.

-- Rochelle

The Trauma We Carry . . .

On Thursday, December 3, at 2 p.m. ET, the [Center for Legal Inclusiveness](#) presents a workshop, ***The Trauma We Carry***, about a serious problem for lawyers, especially in these times – compassion fatigue. [Register here](#).

For all kinds of reasons, lawyers are very vulnerable to burnout. Sometimes we start to live with it as a badge of honor. We are often the last to know how it affects our work and those around us. The times we are in accelerate vicarious trauma.

[Sara Scott](#), the D.C. Bar member who heads up the Center for Legal Inclusiveness, has arranged for D.C Bar members to attend, ***The Trauma We Carry***, for free. Some will remember Sara from her days at the Children's Law Center and from the former Zamani & Scott firm she founded with Sogand in 2010, which continues today as Zamani & Associates.

Our thanks to Sara for making this event free for our members. I hope to see you Thursday at ***The Trauma We Carry***.

-- Dan

Dan & Rochelle

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