

AKRON BAR ASSOCIATION TO-DO LIST

- My contact information:
 - Jaclyn Palumbo, (330)212-4758; 1653 Merriman Road, Suite 202, Akron, Ohio 44313
 - Fax: (330)319-8340
- My background
- Determine firm name
- determine business address – or post office box! Or home address to get started set up letterhead
- determine office phone number – you will be married to this for a long time
- determine office fax number (can get an online fax number!)
- determine office email
- get legal insurance
 - OBLIC – great insurance rates and coverage – I’ve had them over five years now
 - Important to get insurance so you can be on the LRIS referral list
- then get EIN
- then set up LLC
 - Ohio secretary of state for \$99.00
- then get bank accounts – business checking and IOLTA
 - MAINTAIN PERFECT RECORDS FOR IOLTA!
- Start tracking business expenses now! If you can’t afford software do excel. This will prepare you for your tax return. Keep all receipts!!!
- get really involved in the Akron Bar Association and networking – take all opportunities
 - after every CLE approach the teacher and ask to get coffee
 - find anything and everything you can do to get involved in in the community
 - NEED TO GET MENTORS!!
- building your client base
 - READ THE RULES ON THE APPOINTMENT LISTS
 - many lists you can get on – Probate (two lists there), juvenile court (three lists there), court of common pleas (criminal list), Domestic relations (two lists there)
 - LRIS list at Akron Bar Association
 - Getting reduced fee cases from legal aid

- ways to stay organized and manage your schedule (google calendar, track deadlines meticulously).

TIPS:

- Be kind to everyone as a general principal. However, practically, you never know who is related to who.
- Maintain the strictest confidentiality of your cases.
- If you have interns or staff, they all need to sign confidentiality statements.
- Make a file for and against your client.
- If you are running late, communicate quickly with bailiffs and court staff. Do not make this a habit.