

Fundamentals of Law Practice (Law 7336)
Spring Semester 2010

Syllabus

Unless otherwise indicated, all readings are linked to the syllabus, except for Michael J. Kelly, *Lives of Lawyers Revisited: Transformation and Resilience in the Organizations of Practice* (University of Michigan Press 2007) (hereinafter Kelly 2007), which is to be purchased for this course.

January 12. We will NOT meet as a class today but do the following readings both as overview of themes for the course and in preparation for class on January 19.

1. R. Lisle Baker, [Enhancing Professional Competence Through Teaching Law Practice Management](#), 40 Journal of Legal Education 3755 - 80 (1990)
2. Michael J. Kelly, *Lives of Lawyers: Journeys in the Organizations of Practice* (University of Michigan Press 1994) (hereinafter Kelly 1994). [Introduction and Afterword](#).
3. Kelly 1994: [Marks & Feinberg's Struggle to Survive](#).
4. Kelly 2007, pp 21 - 52: Chapter 2 --- Marks, Feinberg, Fried and Burch (15 years later).

January 19

5. [Assignment One](#) (writing assignment due by noon on 1/19)
6. [Assignment Two](#) (includes several reading assignments and also a writing assignment due by noon on 1/19)
7. [Assignment Three](#) (review five law firm websites)

January 26

8. "[Asking Questions](#)," from **Conference Skills** (Inns of Court School of Law) (pdf)
9. "[Taking Notes](#)," from Foonberg, **How to Start & Build a Law Practice** (pdf)
10. [Assignment Four](#) (writing assignment due by noon on 1/25 for "team captains")
11. [Assignment Five](#) (writing assignment due by noon on 1/26 for all students)
12. "[Timekeeping](#)," from Everett, **Fundamentals of Law Office Management** (pdf)

February 2

13. [Assignment Six](#) (deadlines of 1/27 and 2/8)
14. "**Teaching Ethics and Professionalism as Part of a Course on Fundamentals of Law Practice**": View [webcast from 2006 workshop of the National Institute for Teaching Ethics & Professionalism](#) (you need the free version of Quicktime installed on your computer)
15. [Memo from Professor Alexander on the Law School Consortium Project](#)
16. Kelly 2007, pp 225-35 (end of 1st paragraph), pp. 349-65, pp. 168-221 (you have already read 168-175); pp. 130-67.

February 9 (NO CLASS -- FIELDWORK AND INDIVIDUAL CONFERENCES)

Attorney Interview Report (Assignment Six) due by noon on Monday, February 8)

17. [Assignment Seven](#) (due by noon on Monday, March 22)

February 16 (NO CLASS -- FIELDWORK AND INDIVIDUAL CONFERENCES)

February 23 [What we will be doing in this class](#)

No new readings or assignments but please review item 14 assigned for class on February

2.

March 2 -- Class canceled due to weather.

Spring Break (March 8-12). You do NOT have to submit a weekly time sheet on March 9.

March 16 [What we will be doing in this class ...](#)

Time sheet covering March 2 - March 15 (two weeks) due by 10am on Tuesday, March 16.

18. [Assignment Eight](#) (due by noon on Tuesday, March 2)

March 23

Guest Speaker: Fred Rooney, Director, [Community Legal Resource Network](#), City University of New York (CUNY) School of Law.

19. "[Lawyers Learn How to Be Businesslike](#)," New York Times (January 2, 2008) (pdf)
20. "[Community Legal Resource Network: A Decade of Sharing Legal Knowledge, Experience and Resources](#)," CUNY Law School Magazine (Spring 2009) (pdf)
21. [Download from the Clio website](#) the Fieldwork Reports of the three students whose names follow yours in the alphabet, review, and prepare to discuss at least 1 thing you learned from each report.

March 30 (no class)

22. [Assignment Nine](#) (due by 10am on March 29) and [Student Presentation Assignments](#)
23. No time sheets due on March 23. Time records for preceding two weeks to be entered in Clio by 10am on Tuesday, March 30.
24. By 10 am, March 30, all past and current fieldwork time to be recorded in Clio in appropriate detail, using your past Excel records as the basis.
25. By 10 am, April 1, put all your regularly scheduled commitments on your Clio calendar such as courses, externships, paid work and extra-curricular activities. For courses include full course name, name of instructor, room, start time and end time. For externships, indicate placement and location. For paid work, general location and at least some detail is appreciated. [Deadline extended from March 30 due to Clio calendar problems.]
26. By the end of the day on April 1, finish reading all the fieldwork reports from your fellow students. Note in "What We Will Be Doing" and in the Student Presentation materials for April 6 the use to be made of the fieldwork information during class. [Deadline extended from March 30 due to period of time when Fieldwork Reports could not be downloaded from Clio.]

April 6 [What We Will Be Doing in This Class](#)

27. In Clio go to the Matter titled "FIRM-Student Presentations" -- download and review all the documents under that matter that begin with either "Weatherford" or "Bennett." Please prepare for these class presentations by Christina Weatherford and Eli Bennett as they have requested in the instruction memos you will find under this matter.
28. Read [Georgia Rule 1.7](#) and comments on conflict of interest. (We distributed at the last class copies of the entire set of Georgia Rules of Professional Conduct.)
29. Read [Formal Advisory Opinion 05-11](#), interpreting Rule 1.7, and adopted by the Georgia Supreme Court on September 22, 2008.
30. Read Greg Land, [Conflict claim sours big firm's work with health giant --Duane Morris handling Atlanta suit against McKesson, is company's counsel in Pennsylvania case](#) (Fulton County Daily Report, August 31, 2006)

31. Carefully review the [May 30, 2006 Engagement Letter](#) between the Duane Morris law firm and McKesson Medication Management LLC (pdf) (especially the attempted waiver of future conflicts of interest on page 3)
32. Read Greg Land, [Duane Morris loses ethics fight with client -- Judge: megafirm has conflict working for McKesson affiliates, opponents](#) (Fulton County Daily Report, November 10, 2006)
33. Optional additional reading: [Order of Disqualification](#) (McKesson Information Systems v Duane Morris November 8, 2006) (Hon. Thelma Wyatt Cummings Moore, Fulton County Superior Court) (pdf)

April 13

34. Review Readings 8 and 9 originally assigned for class on January 26.
35. Todd C. Scott, "[Conflict-Checking Systems: Three Great \(and Cheap\) Ways to Effectively Manage Conflict Checking](#)," 3 *ABA GP/Solo Law Trends & News* No. 2 (Feb 2006) (pdf)
36. "[Preventing Conflicts of Interest](#)" (Michigan State Bar) (pdf)
37. Gils Bar, "[Conflicts of Interest Checklists](#)" (pdf)
38. Read [Georgia Rule of Professional Conduct 1.5](#) (fees) and comments 1-4.
39. In Clio go to the Matter titled "FIRM-Student Presentations" -- download and review all the documents under that matter that begin with Call, Cupid and Starrett. Please prepare for these class presentations by Jon Call, Lisa Cupid, and Wesley Starrett as they have requested in the instruction memos you will find under this matter.