

# NEW LAW FIRM SETUP CHECKLIST



## INITIAL STRATEGIC PLAN

Vision

Expectations

Initial members

Key personnel

Client considerations

Selection of consultants

## FINANCIAL PLAN

Income

Operating expenses

Cash flow

Financing needs

Draw requirements

Capital policy and capital contributions

## LLC OR OTHER ENTITY CREATION

Formation documents

Tax ID numbers

Operating agreement

Compensation agreements

Management structure

Legal and Tax support

## FINANCING

Bank application

Personal financial statements

Loan negotiation

Commitment letter

Collateral requirements

Temporary operating funds accounts

## FINANCING PERMANENT

Permanent back accounts

Permanent notes

Transfer funds to new firm

Regular banking from new firm

## OFFICE SPACE

Lease consultant/broker

Space requirements

Location

Build out

Timing

Temporary space if needed

## WEBSITE DEVELOPMENT

Web Designer

Domain name

Logo development

Hosting

Basic site plan

Content generation

## IT AND SOFTWARE

Phone and internet

Hardware and network requirements

Document management

Time, billing and accounting

Research support

Data transfer requirements from former firms

IT support and consulting

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## INSURANCE & BENEFITS

E&O  
CGL, Non owned auto, EPL, Cyber  
Health, life and disability  
Key man  
Fiduciary  
401 K /Pension

## OFFICE EQUIPMENT AND FURNITURE

Phone systems (Included with IT)  
Copier/print/scanners  
Office furniture  
File cabinets  
Virtual office allowances

## HR POLICIES AND PROCEDURES

Payroll services  
HR manual  
Leave and holiday policies  
New employee packets  
HR responsibility  
HR consulting support

## OFFICE SUPPLIES

Business cards  
Letterhead templates  
Office supplies  
Vendor relationships  
Kitchen supplies

## CLIENT COMMUNICATIONS

Ethics considerations  
Method and timing  
Client letters  
Paper and digital file authorizations  
Motions to substitute counsel  
Time and billing

## LAWYERS AND STAFF EMPLOYEES

Timing and offers  
Bonus plans  
Seniority in new firm  
Staff assignments  
Staff and lawyer training for new systems

## POST LAUNCH SUPPORT

Implementation of plan  
Advanced financial systems set up  
Punch list items from each area  
Management support  
Systems implementation support  
Moving firm from start up mode to normal operations

## LOGISTICS

Moving support  
Delivery coordination  
Occupational license  
Announcements  
File moving and intake