

LAW PRACTICE MANAGEMENT – LAW 2729
Professor John L. Rivkin – Fall 2016

CLASS SYLLABUS

Course Description:

This course will be broken down into fourteen discrete topics, one for each two hour session. During these sessions, the students will be asked to make oral/written presentations based on their analysis of complex fact patterns based on real and hypothetical scenarios, all arising in the day-to-day life of managing a law firm. Against the backdrop of these factual scenarios, the students will be asked to read, analyze and apply discrete portions of a specimen partnership agreement, an employee handbook, an ethical rule and a ground lease to the fact patterns provided. The students will be sitting as an Executive Committee of a law firm.

Class times & location:

Wednesdays, 8:10 am – 10:00 am

Law Offices of Rivkin Radler LLP
926 RXR Plaza
West Tower – Tenth Floor
Conference Room 10A
Uniondale, New York 11556

Professor Rivkin contact information:

Email: john.rivkin@rivkin.com
Telephone: 516-357-3310
Office Hours: By appointment
Secretary: Ms. Diana Dorsey
Email: diana.dorsey@rivkin.com
Telephone: 516-357-3310

Course Materials (available for purchase at the Hofstra University Bookstore):

- STEIN, JACOB A. AND ANDREW M. BEATO, *THE LAW OF LAW FIRMS* (2015 EDITION)

A binder enclosing the various articles listed as part of the required reading will be distributed at the first class.

Assignments

Planned assignments, including the estimated class date for which each is due, are set forth below. Unless otherwise notified, you should come to class prepared to discuss a given assignment on the estimated date specified.

No	Topic	Book	Article	Estimated Date
1	Form/Agreement	Chapters 1 & 3	<i>Five Clauses Every Partnership Agreement Needs</i>	8/24/16 (Wed)
2	Compensation/Benefits	Chapters 6 & 10	<i>Compensation and Remuneration Revisited</i>	8/31/16 (Wed)
3	Advancement Criteria/Mergers and Laterals/Firings	Chapter 5	<i>Some Questions to Ask Your Managing Partner</i>	9/7/16 (Wed)
4	Executive Committee/Committees	Chapter 2	<i>Dealing with the "Leadership Vacuum"</i>	9/14/16 (Wed)
5	Employee Handbook		<i>The Employee Handbook: Pitfalls and Importance of Employer Communication</i>	9/21/16 (Wed)
6	Insurance/Vacation/ Payables		<i>Negotiating Your Law Firm's Malpractice Insurance: How to Avoid Purchasing the "Never Pay Policy"</i>	9/28/16 (Wed)
7	Rates/Receivables/Write Offs	Chapter 8	<i>General Counsel Experiment with Full Contingency Fees</i>	10/5/16 (Wed)
8	Client Intake/Client Firing	Chapter 7	<i>Client Intake Best Practices</i>	10/19/16 (Wed)
9	Pro Bono/Ethics	Chapter 11	<i>Law Firm Changes: The Ethical Obligations When Lawyers Switch Firms</i>	10/26/16 (Wed)
10	Fiduciary Duties/Barter	Chapter 14	<i>Bartering Catches on in Legal Profession</i>	11/2/16 (Wed)
11	Real Estate Ownership & Leasing		<i>The Financial Rights of a Departing Law Partner</i>	11/9/16 (Wed)
12	Dissolution/Buy Outs Capital Accounts and Pensions	Chapter 13	<i>Does a Business Partnership Have to be Dissolved if a Partner Leaves?</i>	11/16/16 (Wed)
13	Name Use/Advertising and Marketing/Branding		<i>Partnership Branding: A Growth Strategy</i>	11/23/16 (Wed)
14	Website Content/Final Examination Review	Chapter 9	<i>Does Your Law Firm's Website Bring You Clients?</i>	11/30/16 (Wed)