

AILA's Immigration Practice & Professionalism Toolbox

CAVEAT

The sample documents and materials in *AILA's Practice and Professionalism Toolbox* are just that-- samples. Read each one *carefully* and adapt it to meet your specific needs and jurisdictional requirements; but don't forget, the law can change quickly, so always review the relevant rules and regulations.

Preface

About the Editors

I. INTRODUCTION: THE LAWYER AS MANAGER

Articles

101. Entrepreneurship 101: How to Be Successful in the Business of Law

by Vic Goel

102. The Immigration Lawyer as Manager

by Rami D. Fakhoury, Frieda Garcia, Maurice Goldman, and Sheela Murthy

103. Best Practices for Immigration Law Office Management

updated by Davis C. Bae and David S. Jones

104. If Times They Are a-Changing, Why Aren't Lawyers Too?

by Reid Trautz

II. LIFECYCLES OF YOUR PRACTICE

A. Launching an Immigration Practice

Articles

201. The Top Ten Do's and Don'ts of Starting and Immigration Practice

by Sandra A. Grossman

202. Navigating to Success Through Challenging Times—Setting Up a Business Structure That Supports Flexibility and Responsiveness in Dynamic and Challenging Times

by Ruth McChesney and Eden Minucci

203. Accounting for Start-Up Law Firms: Know the Entity Tax Classification to Know the Accounting Method

by Clayton E. Cartwright, Jr.

Samples: Checklists

204. Start-Up Checklists for a Law Firm

by Peter D. Roberts

205. Staying in Business: Business Deadlines Checklists

by Ruth McChesney and Eden Minucci

B. Merging or Reinventing Your Existing Practice

Articles

206. Reinventing Your Law Practice

by Reid F. Trautz and Ken Stern

207. Forming and Dissolving Partnerships

by Hudaidah Bhimdi, Mitch Wexler, and Becki Young

Sample: Checklist

208. Pre-partnership Due Diligence Checklist

by Reid F. Trautz

C. Planning for Closure or Retirement

Articles

209. When You Go to Heaven Will Your Practice Go to Hell

by Reid F. Trautz

210. Practical Tips for Contingency and Succession Planning for Solos and Small Firms

by Jonelle Ocloo, David A.M. Ware, and Becki Young

211. Contingency Planning for Attorneys: The Ethics of Extended Leave, Disability, and Death
by Jonathan E. Avirom, Steven A. Clark, and Mark Ivener

III. MARKETING: BRINGING THE WORK INTO YOUR PRACTICE

Articles

301. Marketing Your Brains Out Without Losing Your Mind
by Reid F. Trautz
302. Top 10 Marketing Tips
by Sandra A. Grossman, Nathan R. Bogart, Jacob Sapochnick, and Rohit Turkhud
303. Legislative Advocacy: Good Citizenship and Good Marketing
by Greg Siskind
304. AILA's Media Relations Handbook
by AILA Department of Communications and Outreach
305. Supercharge Your Client Referrals: Marketing Through Client Service
by Reid Trautz
306. Tips for LinkedIn Marketing
by Greg Siskind
307. How-To Guide to Twitter
by AILA Department of Communications and Outreach
308. Six Content Strategies for Twitter
by Greg Siskind
309. Untapped Referral Resources Using your Past and Current Clients
by Greg Siskind
310. How to Choose the Right Domain Name for Your Firm
by Greg Siskind

311. Are Lawyer Awards Worth Your Time?

by Greg Siskind

312. Business Card Tips

by Greg Siskind

313. The Do's and Don'ts of Email Signature Blocks

by Greg Siskind

314. How Artificial Intelligence Helps Marketing

by Greg Siskind

Samples

315. Sample Marketing Plan

316 (a–b). Ideal Structure of an Op-Ed and Sample Op-Ed Introduction

(a)

(b)

by AILA Department of Communications and Outreach

IV. RISK MANAGEMENT

401. Top 10 Things to Know about Legal Malpractice Coverage

by AILA Malpractice Insurance Program

402. What to Do if a Malpractice Claim Might Be Filed Against You?

by Reid Trautz

Sample

403. Sample AILA Malpractice Insurance Form

by Leavitt Group

V. LAW PRACTICE TECHNOLOGY

Articles

501. Immigration and Technology: The Final Frontier

by Becki Young, Douglas Penn, Tiffany Martinez, and Karol Brown

502. Cyber Security and Ethics of Protecting Client Data

by Ruby Powers, Kimberly Sutton and Patrick Kolasinski

503. Mobility Management: Taking Your Practice with You on the Road

by Ruby Powers, Allen Orr, and Greg Siskind

504. Three Automation Tools to Consider Implementing in Your Practice

by Ruby Powers

505. Technology/Cybersecurity Management & Policies

by Sharon D. Nelson, Esq., John W. Simek, and Michael C. Maschke

VI. ONBOARDING CLIENTS, GETTING THE WORK DONE, AND GETTING PAID WHILE STAYING ETHICAL

Articles

601. The Importance of Advanced Business Planning in the Initial Representation Decision

originally submitted by Roxana C. Bacon and updated by Reid F. Trautz

602. Office Systems and Procedures—Best Practices for Solos and Small Firms

by Reid Trautz

603. Winning Tips for Winning RFPs

by Reid F. Trautz and Greg Siskind

604. Case Management and Ethical Considerations for an Immigration Law Practice

by Davis C. Bae

605. Understanding the Needs of Your Clients and Your Role as an Advisor: It's Not Just Filling Out the Forms—Ethical Issues in Representing Corporate Clients

by Paul Zulkie, Sara DeBlaze, and Lori Chesser

606. Conflicts of Interest and Waivers in Family Practice
by Scott Titshaw
607. Current Issues from the AILA Ethics Compendium: Unauthorized Practice of Law, Multijurisdictional Practice of Law, and Conflict of Interest for Current Clients
by Alan B. Goldfarb, Kenneth Craig Dobson, and Meghan Moore
608. Representation of the Joint Sponsor on an I-864 is Both Permissible and Prudent
by Cyrus Mehta
609. Ethical Consideration for Immigration Attorneys in Three Emerging Areas
by Romy Kapoor, Cyrus Mehta, Reid Trautz, and Rami Fakhoury
610. The Ethics of Balancing Humanity and Lawyering: Ethical and Cultural Challenges Involved in Zealously Representing Vulnerable Immigrants
by Michael S. Vastine and Charles Shane Ellison
611. Getting Paid: A Primer for Immigration Lawyers
by Reid F. Trautz and Carl Falstrom
612. Breaking the Self-Imposed Barriers: Ideas and Solutions for Workplace Success—Gender Parity in the Workplace
by Ruth L. McChesney and Sonal Mehta Verma
613. Creating the Best Representation Agreement for Your Immigration Practice
by Reid Trautz
614. Driving Profits—It’s Not About How Much Revenue You Bring; It’s About How Much You Keep
by Ruth McChesney and Eden Minucci
615. Ethical Challenges of Engagement Agreements and Fees
by Melissa Chavin, Robert Juceam, Ruby Powers, and Helen Sklar
616. Accepting Advance Flat Fees Means Thinking About Having to Return Them
by Alan Goldfarb

617. Withdrawal of Representation in Immigration Practice

by Cyrus Mehta

Samples: Intake and Workflow Forms

618. Prospective Client Phone Information Sheet Introduction

Prospective Client Phone Information Sheet

by Bonnie Stern Wasser

619. General Immigration Questionnaire Introduction

General Immigration Questionnaire

by Janet H. Cheetham

620. Addendum to Client Immigration Questionnaire (for Potential E Visa, EB-5, and L-1 Start-Up Ventures) Introduction

Addendum to Client Immigration Questionnaire (for Potential E Visa, EB-5, and L-1 Start-Up Ventures)

by Bonnie Stern Wasser

621. Asylum Intake Questionnaire

by R. Mark Frey

622. Client Communication Preference Form Introduction

Client Communication Preference Form

by Reid F. Trautz

623. Sources of Referrals Form Introduction

Sources of Referrals Form

by Bonnie Stern Wasser

624 (a–b). Service Center Tracking Logs (one in MS Word and the other in MS Excel)

(a)

(b)

by Bonnie Stern Wasser

625. Inactive File Memorandum Introduction

Inactive File Memorandum

by Michael W. Schoenleber

626. General Client Feedback Questionnaire Introduction

General Client Feedback Questionnaire

by Reid Trautz

Samples: Workflow Checklists

627. Solo/Small Law Office Procedures Checklist

by Reid F. Trautz

628. Onboarding Clients: New Client Matter Checklist

by Ruth McChesney and Eden Minucci

Samples: Representation Forms

629. Basic Representation Agreement

by Reid F. Trautz

630. Sample Evergreen Retainer Provisions

by Reid F. Trautz

631. Fee Agreement

by Sarah E. Buffett

632. Representation Letter in Connection with Immigration Matter

by H. Ronald Klasko

633. Basic Fee Agreement (Massachusetts)

by Denis P. Bergin

644. Engagement Letter (Paying Client)

by Robert E. Juceam

645. Engagement Letter (Pro Bono Client)

by Robert E. Juceam

646. (Family-Based) Legal Representation Agreement
by Meghan Moore
647. H-1B Representation Agreement to Employer Letter
by Linda Rose and Chéryl Williams
648. Limited Dual Representation Letter in H-1B Matter
by Janet H. Cheetham
649. Retainer Agreement—Adjustment of Status
by Cyrus D. Mehta and David A. Isaacson
650. Retainer Agreement—PERM, Adjustment of Status, Removal Proceedings
by Cyrus D. Mehta and David A. Isaacson
651. Family-Based Hourly Dual Representation Letter
by Janet H. Cheetham
652. Employment-Based Hourly Dual Representation Nonimmigrant Visa Letter
by Janet H. Cheetham
653. Employment-Based Hourly Dual Representation Immigrant Visa Letter
by Janet H. Cheetham
654. Conflict Letter of Disclosure and Mutual Consent Form
by Edward R. Litwin
655. Conflict of Interest and Disclosure Information Waiver
by Steven Clark and Vincent W. Lau
656. Waiver Conflicts Letter for Employer Regarding an H-1B Petition
by Cyrus D. Mehta

657. Waiver Conflicts Letter for Employee Regarding an H-1B Petition
by Cyrus D. Mehta

Samples: Declining or Ending Representation Forms

658. Non-Engagement Letter
by Robert E. Juceam

659 (a–b). Simple Routine Disengagement Letters (two versions)
by Robert E. Juceam and Reid F. Trautz

660. Notice Regarding Discharge of Attorney Introduction
Notice Regarding Discharge of Attorney
by Michael W. Schoenleber

661. Letter to Client Terminating Representation on the Basis of Dual Representation Conflict(s)
by Edward R. Litwin

VII. MANAGING YOUR PEOPLE: YOUR MOST IMPORTANT ASSETS

Articles

701. Introduction to Human Resources
by Janet Parker

702. Building the Strongest, Most Flexible Team
by Ruth McChesney

703. Attracting, Developing, and Keeping the Best and the Brightest
by J. Anthony Smith, Magali Suarez Candler, and Amy Novick

704. You Are Not Alone: Creative Practices in Managing People
by Davis C. Bae, Steven Garfinkel, and Linda Rahal

705. Why and How to Conduct *Pre-Interview* Testing of Immigration Legal Assistants and Paralegals
by Cletus M. Weber

Samples: Forms

706. Employee/Contractor Confidentiality Agreement

by Reid Trautz

707. Staff Teleworking Agreement

by Reid Trautz

708 (a–e). Skills Assessment Test for Legal Assistants and Paralegals

(a)

(b)

(c)

(d)

(e)

by Cletus M. Weber

709. Performance Evaluation of Legal Support Staff Introduction

Performance Evaluation of Legal Support Staff

originally submitted by Paul McLaughlin and updated by Adam J. Rosen

Sample: Checklists

710. Professional Development and Compensation Factors Checklist

by Reid Trautz

VIII. ATTORNEY WELLNESS

801. The New Billable Hour: Increase Your Productivity by Focusing on Your Wellness

by Ritu Goswamy

802. Holistic Lawyering: How to Live Long and Prosper

by Ritu Goswamy, Lisa T. Johnson-Firth, Alexandra Kennedy, and Donusia Lipinski

803. Holistic Lawyering Practices: Three Steps to Aligning Your Mission, Brand, and Operating Principles

by Lory D. Rosenberg

804. Substance Abuse: Identifying the Problem and Getting the Help You Need
by Irma Pérez, Rachel R. Ray, and Ritu Goswamy

805. Competency: Mindfulness, Secondary Trauma, and Self-Care
by Douglas Chermak, Ritu Goswamy, and Galia Schechter

IX. APPENDIX

Using AILA Resources in Your Immigration Practice

List of Additional Resources

Top 25 Practice Tips (2014-2017)