

AILA's Immigration Practice & Professionalism Toolbox

PREFACE

This first edition of *AILA's Practice & Professionalism Toolbox* is designed to replace the practice and professionalism materials found in *AILA's Immigration Practice Toolbox* and to provide a new resource that focuses solely on practice management and legal ethics. In addition to the compilation and reorganization of *Practice Toolbox* forms, this edition adds a solid collection of articles, checklists, forms, tips, and samples that cover a wide range of practice management and professionalism issues.

The practice of law is a profession, but a law practice is a business. The distinction is important: as a practicing lawyer, we need to learn and know the law. However, that knowledge is worthless unless we have clients who can use it and are willing to pay for it. The process of attracting clients, applying the legal knowledge in an efficient and effective manner, and getting paid for that service is the business of law. Without understanding how to deliver legal services, learning the law is merely an academic exercise.

This *Toolbox* is dedicated to that purpose and to your success as an immigration lawyer.

The *Toolbox* is divided into sections that address separate aspects of your practice and guide you through each of these topics. The various authors and editors who graciously contributed to this project provide both their expert advice as well as explanations and other practice tips to help you develop and improve the skills necessary to build and successfully and ethically run your practice with confidence. The electronic format allows you to tailor the forms, checklists, and documents for your specific practice to meet your needs more efficiently.

Overall, we hope that you find the first edition of *AILA's Practice & Professionalism Toolbox* to be a valuable resource that supports you in the practice of immigration law. AILA continually strives to improve its publications and to support practitioners of all aspects of immigration law. If you have any questions about practice management, ethics or risk management, please visit the Practice & Professionalism Center on the AILA website: aila.org/ppc or contact the PPC at ppc@aila.org. If you have suggestions for improving upcoming editions of this publication, please e-mail AILA at books@aila.org.

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