



LOSEY

HANDBOOK for
NEW ATTORNEYS

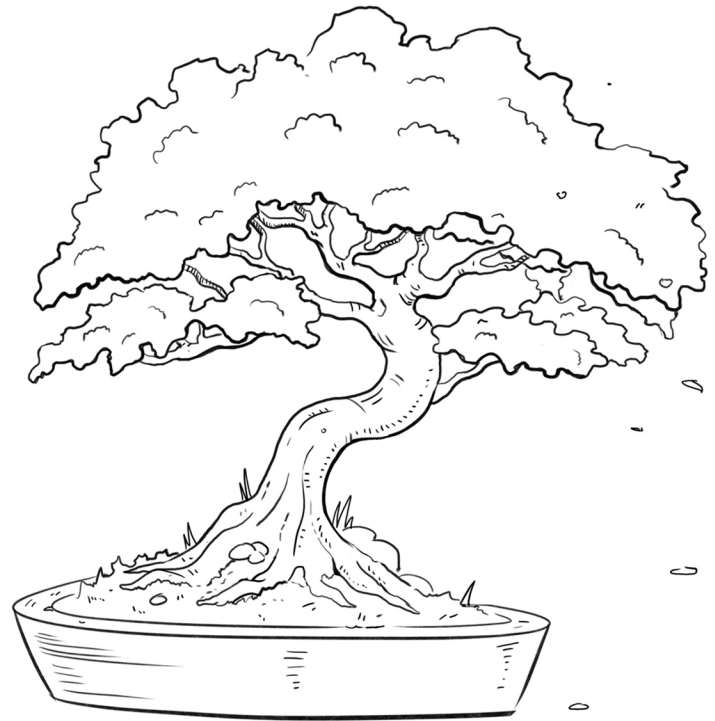


LOSEY PLLC
Handbook for New Attorneys
First Edition



Time for adventure
We welcome you to our firm
First, with this haiku

Our law firm culture
We can actively shape it
Like a Bonsai tree



Culture is important to us. We believe that a firm’s culture defines the firm. It shapes the people and business environment surrounding the firm. This handbook describes the intended culture and philosophies of our firm, consisting of the following five elements:

High ethical and professional standards. We want everyone to do the right thing. We strive to be happy warriors who are professional not only with each other, but also with that one annoying opposing counsel who shouts all the time.

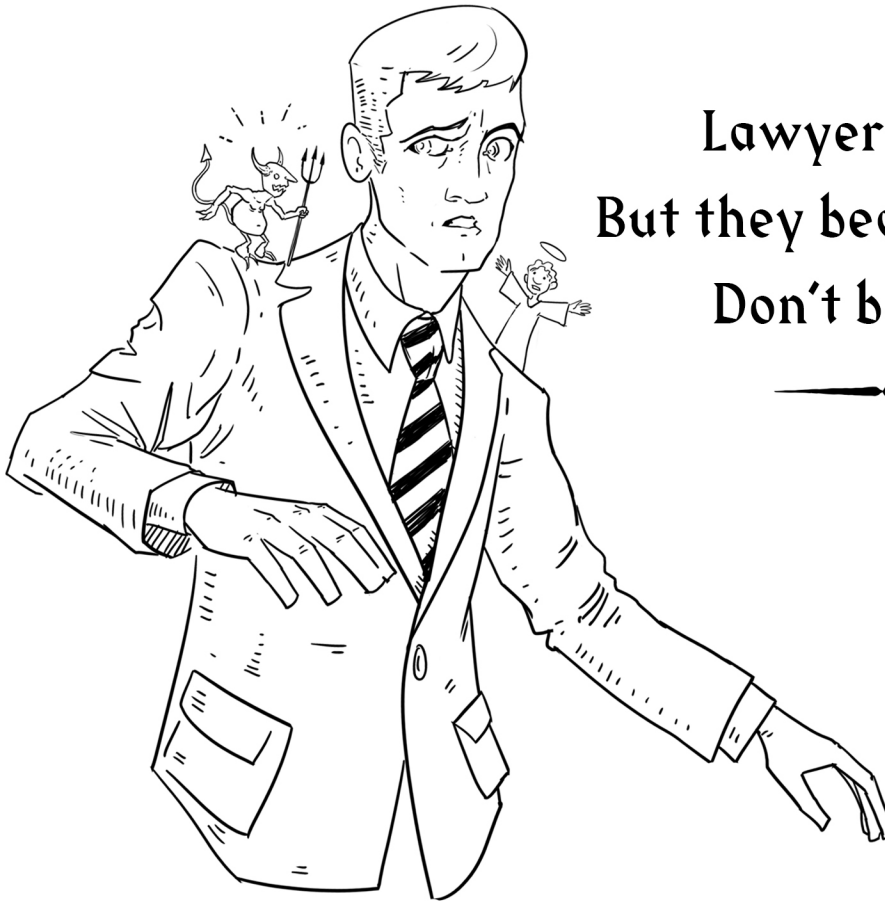
Client service focus. We aim to be the best and most responsive lawyers. We also want to add value to our clients beyond simply performing a service for them. Our clients are who we are serving and we do what is in their best interests.

High quality work product. We seek to produce the highest quality legal work product. From emails to briefs, we write clearly and concisely. We aim to buck the legal profession’s trend towards dense, obtuse writing.

Efficiency and technological prowess. We endeavor to leverage technology to be efficient in our work. We continually adapt advances in technology into our daily business tasks. This saves us, and our clients, time and money- a win-win.

Entrepreneurial teamwork. We are team players and entrepreneurs. Everything from hiring to our compensation system emphasizes team-based entrepreneurial efforts. We look to succeed together, and to recruit like-minded team players.

*If we mindfully guide our everyday actions towards these goals,
we can meet them together.*



Lawyer jokes are fun
But they bear a grain of truth
Don't be a punchline



Ethical and professional standards are challenging to meet in our highly-demanding profession. The rules of professional conduct and responsibility lay out the baseline duties that we are all required to follow. And we all follow those rules. But we strive to go beyond the baseline and to be examples of the highest levels of professional and ethical conduct.

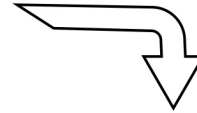
As fiduciaries, we always want to think of our client's economic interests. We want to communicate the economic aspects of firm representation with our clients. We always want to add enough value to earn our keep. If we are not, we want to let our client know how to find a more cost-effective option.

Competence can also become an issue when balancing client needs for expediency with the need to give complex problems due care and deliberation. We strive for efficiency, but give complex issues enough attention to give proper guidance and prepare high-quality work product.

If a potential client seeks representation so limited that we cannot competently proceed, then we do not proceed. Along these same lines, if a potential client seeks representation that we feel is unethical, then we do not proceed.

We all want to do the right thing for our clients, our legal system, and each other. If you ever have concerns about an ethical or professional issue, we always want you to bring it to the firm's attention.

A law firm exists Because it provides value Like any business



Client service is one of our primary value propositions. Business moves very fast. Modern businesses expect their lawyers to keep pace. Thus, we are on call for our clients. We respond to client inquiries as soon as we possibly can. If we can't get something done for a client immediately, we communicate with our client immediately to make sure we meet their expectations on timing. As a team and with communication we can ensure coverage for our clients' needs while giving ourselves enough breathing room.

Another big part of client service is offering value. Every successful business creates something of value. In serving our clients, we have lots of opportunities to make their lives and businesses better. A large part of our job is to identify these opportunities, and seize them. To do this effectively, we strive to listen closely to our clients. Understanding their needs and goals is the best way for us to think of creative ways we can help them meet their goals. So, we work together to listen, learn, and come up with creative ways to add value.

As a firm, we want to help each other add value for clients. Let us know if you have ideas to help our clients succeed, and we'll help you implement them.

The best work product
Is simple and effective
Just like the haiku



Quality work product is assumed as a given by most clients. Despite this assumption, it is extremely difficult to consistently produce high-quality written work while dealing with the daily challenges associated with the practice of law. We look to recruit individuals who care about their written work and who are genuinely interested in words, their meanings, and their differences.

As a firm, we seek to devote ourselves to producing effective prose in everything we do— from emails to appellate briefs. We also want to distinguish ourselves as a firm by writing simply and effectively. We know you are a great writer (that is part of why you are working here), but we can all continue to improve. As a firm, we strive to regularly communicate with each other about how we can improve our writing.

Please feel free to build Your tool for your workday Circuits and chipsets



We want to leverage **technology** to be better and more efficient lawyers.

Just as a carpenter learns to use woodworking tools in an expert way to become more efficient, we master and leverage the information technology that we use every day. We expect that all of us will be able to quickly and accurately use technology without assistance to accomplish our daily tasks.

Just as a carpenter is always on the lookout for new tools and techniques to make better product and be more efficient, we will identify, adopt, and master innovative technologies together. This requires continuing effort, as technology is anything but static. We want you to continually be on the lookout for technological solutions that you believe can help us become more efficient, and for you to bring any such solutions to the attention of the firm.

After working with the firm for a period, we welcome you to build your own firm computer with your colleagues. Don't worry if you have never done so before. Building computers is surprisingly easy (and fun).



Unity is strength Lawyers working together Better than alone



Entrepreneurial teamwork is last, but not least, of our core values. We want to work together to steer our firm towards opportunities and away from risks. From helping potential clients see the value we can offer, to identifying lawyers that share our core values, we look to you to help us collectively grow and succeed.

We want to offer each other advice, mentoring, ideas, and support. The point of our being together in a law firm is that we can become better lawyers and provide more value to our clients collectively. We are not a collection of individual lawyers who share office space; we are a team.

A big part of being a team is communicating regularly. We encourage regular communication amongst the firm, and we want you to reach out to your colleagues regularly to compare notes and help each other succeed.

We also want you to constantly look at new possibilities and innovative ways to deliver value to clients. Be an entrepreneur. If you see an opportunity, the firm will help you seize it and will reward you for your efforts.

If you identify ways we can change for the better, the firm will work with you to assist you in implementing that change. As one example, this handbook is a work in progress, and available on our network. Feel free to edit it if you think you can improve it. If you don't feel comfortable editing it directly, you can leave comments in the handbook and we'll review and incorporate them in our next edition.

This is your firm now, and we are glad to have you here.

Thank you for reading
We know you will succeed here
Now let's get to work!