

# HOW TO SUCCEED IN A POST PANDEMIC WORLD

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# TOPICS TO BE COVERED

How do the ABA Model Rules of Professional Conduct Affect Us?

Remote Practice of Law Issues

Practical Practice Issues

Business Development

Well-Being

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# ABA MODEL RULES OF PROFESSIONAL CONDUCT

Model Rule 1.1	Duty of Competence
Model Rule 1.3	Diligence
Model Rule 1.5	Fees
Model Rule 1.6	Confidentiality of Information
Model Rule 4.2	Communication with Person Represented by Counsel
Model Rule 5.1	Responsibilities of a Partner or Supervisory Lawyer
Model Rule 5.2	Responsibilities of a Subordinate Lawyer
Model Rule 5.3	Responsibilities Regarding Nonlawyer Assistance
Model Rule 6.1	Voluntary Pro Bono Publico Service
Model Rule 8.4	Maintaining the Integrity of the Profession

# THE REMOTE PRACTICE OF LAW (THE NEW NORMAL?)

## Specific Technological Matters

- Electronic Communications
- Use of Personal Devices
- Electronic File Storage

## Preparedness to Work from Home

- Home Office
- Smart Devices

# EMAIL COMMUNICATION



**How to write a  
good email**



**What not to  
say in an email**

Read and re-read



**Email tidiness**

# SOCIAL MEDIA

## USE IT WISELY



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# MOBILE TECHNOLOGY AND PHONES

Public Wi-fi is PUBLIC

Understand risks of using technology

- File-sharing
- Websites
- Logging out
- VPN/mobile hotspot

Mobile Phone Use

Best practices

- Conversations about client matters
- Working on work in public

# VIDEO CONFERENCING

## WHAT TO DO:

- Be on camera if you can
- PAY ATTENTION

## WHAT NOT TO DO:

- Chat to people thinking you are only chatting to one person
- Share the wrong screen
- Share your screen if you have E-mail notifications where you can read a part of the E-mail
- Take a second call not on mute
- Make comments not on mute
- Make a bathroom trip!
- Not dress all the way
- Have welcome room entrants



# RECORDS RETENTION

Understand your firm and your client's requirements

Documents

- Naming
- Storing

How do you store emails and texts

Using Share Sites

# WHAT HAS CHANGED POST PANDEMIC – AND WHAT HAS NOT

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# THE OFFICE

You can now work from anywhere

Why come to the office?

- Other People
- Training

When should you come to the office?

- What are your firm's requirements?
- When will others you work with be in?
- Are there activities to be present for?

Creating Opportunities to discuss work

# The Assignment Process

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What to do when beginning an Assignment

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Things to be careful for when drafting

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What to do when you get a document back

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Organization

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Note taking and keeping

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# BILLING TIME

## Billing “Don’t”s:

- Double Billing
- Marking Up time

## Billing “Do”s:

- Bill for all of your billable work
- Understand how a law firm budgets
- Understand how clients are billed
- Enter time daily
- Break down entries/be a good time keeper
- Understand how you will meet your billable hours requirement
- Be realistic about your time

# BUSINESS DEVELOPMENT

Networking

Understanding what is expected for your level of seniority

THE BEST BUSINESS DEVELOPMENT YOU CAN DO  
IS UNDERSTANDING WHAT YOU DO

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# WELL-BEING

1

Establishing  
expectations

2

Setting  
Boundaries

3

Finding Joy!

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# Questions?

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