



NOVA SCOTIA
BARRISTERS' SOCIETY

NEW PRACTICE CHECKLIST

BEFORE SETUP	DONE
Consider what form of practice works for you (e.g., sole practitioner, space-sharing, partnership, limited liability partnership, multidisciplinary) Some factors to consider: <ul style="list-style-type: none">• <i>lawyer compatibility</i>• <i>income tax factors</i>• <i>client perception</i>• <i>preferred area(s) of practice</i>• <i>number of hours you wish to work</i>• <i>income security</i>• <i>family commitments</i>• <i>financial considerations</i>	<input type="checkbox"/>
Consider whether you wish to incorporate (this should be discussed with an accountant)	<input type="checkbox"/>
Consider how you wish to start practice (establishing a practice, acquiring an established practice, acquiring or earning interest in a practice overtime)	<input type="checkbox"/>
Create a business plan	<input type="checkbox"/>
Arrange financing, if needed	<input type="checkbox"/>
Create a budget	<input type="checkbox"/>
BUSINESS CREATION	DONE
Complete documentation with Registry of Joint Stock Companies (business name / LLP / incorporation)	<input type="checkbox"/>
Complete documentation for the Society (LLP / Law Corporation)	<input type="checkbox"/>
FINANCIAL SETUP	DONE
Review Trust Account Regulations	<input type="checkbox"/>
Review Trust Account FAQs	<input type="checkbox"/>
Take Trust Account Exam	<input type="checkbox"/>
Provide Society with Personal and Accountant's Certification	<input type="checkbox"/>
Open General in name of the practice	<input type="checkbox"/>
Open trust account in name of the practice "in Trust" with a designated financial institution and make arrangements for payment of interest to the Law Foundation of Nova Scotia	<input type="checkbox"/>
Open SNS account, if required, in the name of the practice " <i>In Trust for Service Nova Scotia</i> "	<input type="checkbox"/>
Provide Officer, Database Administration with particulars of trust account(s) (bank, account number, name on account)	<input type="checkbox"/>
Set up general accounting records	<input type="checkbox"/>
<ul style="list-style-type: none">• <i>General book of original entry (general receipts and disbursements journal)</i>	<input type="checkbox"/>
<ul style="list-style-type: none">• <i>Accounts receivable subledger</i>	<input type="checkbox"/>
<ul style="list-style-type: none">• <i>Billing records</i>	<input type="checkbox"/>

• <i>Cash receipt book of duplicate receipts</i>	<input type="checkbox"/>
Set up trust accounting records	<input type="checkbox"/>
• <i>Trust book of original entry (trust receipts and disbursements journal)</i>	<input type="checkbox"/>
• <i>Trust ledger</i>	<input type="checkbox"/>
• <i>Trust transfer journal</i>	<input type="checkbox"/>
• <i>Valuable property record</i>	<input type="checkbox"/>
• <i>Cash receipt book of duplicate receipts</i>	<input type="checkbox"/>
Set up SNS trust accounting records, if required	<input type="checkbox"/>
• <i>Trust book of original entry (trust receipts and disbursements journal)</i>	<input type="checkbox"/>
• <i>Trust ledger</i>	<input type="checkbox"/>
• <i>Trust transfer journal</i>	<input type="checkbox"/>
• <i>Valuable property record</i>	<input type="checkbox"/>
• <i>Cash receipt book of duplicate receipts</i>	<input type="checkbox"/>
Set up payroll for any employees	<input type="checkbox"/>
Set fees (hourly / flat fees / disbursements) – See <i>Law Office Management</i> <i>Standard 3: Timekeeping</i>	<input type="checkbox"/>
Set up collections policy and system	<input type="checkbox"/>
OFFICE	DONE
Arrange for office space (rent / buy)	<input type="checkbox"/>
Obtain office furnishings	<input type="checkbox"/>
Obtain telephone services	<input type="checkbox"/>
Obtain internet services	<input type="checkbox"/>
Set up other utilities, if necessary	<input type="checkbox"/>
Obtain computer hardware and software, including antivirus and surge protection)	<input type="checkbox"/>
Obtain copier / scanner	<input type="checkbox"/>
Set up voice mail	<input type="checkbox"/>
Set up website	<input type="checkbox"/>
Set up email	<input type="checkbox"/>
Obtain and set up dictation equipment	<input type="checkbox"/>
Set up backup systems for electronic data	<input type="checkbox"/>
Set up security for email and files	<input type="checkbox"/>
Purchase office stationery	<input type="checkbox"/>
Obtain and set up shredding services	<input type="checkbox"/>
Set up secure storage for files and valuables	<input type="checkbox"/>
Set up emergency exit plans	<input type="checkbox"/>

HUMAN RESOURCES	DONE
Review Law Office Management Standards 3 (<i>Timekeeping</i>) and 8 (<i>Equity & Diversity</i>)	<input type="checkbox"/>
Hire any needed personnel (See Sample Interview Questions , Interviewing Strategies: Finding a Good Fit)	<input type="checkbox"/>
Create office manual	<input type="checkbox"/>
• <i>Biographies of lawyers</i>	<input type="checkbox"/>
• <i>Areas of practice</i>	<input type="checkbox"/>
• <i>Management and supervisory structure</i>	<input type="checkbox"/>
• <i>Job descriptions</i>	<input type="checkbox"/>
• <i>Performance reviews</i>	<input type="checkbox"/>
• <i>Hours of work, overtime, vacation, sick days, holidays, leaves of absence, benefits</i>	<input type="checkbox"/>
• <i>Policies re: office administration (include procedures)</i>	<input type="checkbox"/>
Set up timekeeping system	<input type="checkbox"/>
Create supervision plan	<input type="checkbox"/>
Create confidentiality policy	<input type="checkbox"/>
Create privacy policy	<input type="checkbox"/>
Create professional development plan	<input type="checkbox"/>
Create training policy	<input type="checkbox"/>
Arrange life insurance	<input type="checkbox"/>
Arrange disability insurance	<input type="checkbox"/>
Arrange health insurance	<input type="checkbox"/>
Create succession plan (include contingencies for unplanned absences) – See Succession Planning	<input type="checkbox"/>
See Wellness and Balance	<input type="checkbox"/>
FILING SYSTEM	DONE
Review Law Office Management Standards 1 , 4 , 6 (<i>record retention, electronic data, cloud computing</i>)	<input type="checkbox"/>
Create labelling system	<input type="checkbox"/>
Set up file tracking / indexing software	<input type="checkbox"/>
Create file organization policy	<input type="checkbox"/>
Create file opening checklist including Client ID & Verification rules	<input type="checkbox"/>
Create file closing checklist	<input type="checkbox"/>
Create file storage and retrieval policy and procedures	<input type="checkbox"/>
Create file destruction policy	<input type="checkbox"/>
Create bring forward system	<input type="checkbox"/>

ADMINISTRATION	DONE
Advise Society of name and contact information	<input type="checkbox"/>
Arrange liability insurance (including excess insurance)	<input type="checkbox"/>
Arrange business insurance (property/fire/liability)	<input type="checkbox"/>
Create checklists for common matters	<input type="checkbox"/>
Create precedent bank <ul style="list-style-type: none"> • See Notes to File • See Sample Letters • See Real Estate General Precedents • See Family Law Resources • See Real Estate Resources • See Practice Management • See Technology • See Standards 	<input type="checkbox"/>
Pay Society fees	<input type="checkbox"/>
CLIENT MANAGEMENT	DONE
Review Law Office Management Standards 2 , 5 , 7 (<i>client service, retention & billing, limited scope retainers</i>)	<input type="checkbox"/>
Create marketing plan	<input type="checkbox"/>
Arrange to announce opening / arrival	<input type="checkbox"/>
Create communications policy (message, emails, mail, media, social media)	<input type="checkbox"/>
Set up procedure for conflict checks	<input type="checkbox"/>
Create retainer letter(s) (including contingency fee agreements) See Retainer Agreements and Engagement Letters See Limited Scope Retainer Resources	<input type="checkbox"/>
Create service evaluation survey	<input type="checkbox"/>