

## HOME-BASED LAW OFFICE

Attorneys with home-based law practices work from home but meet clients at another location, such as an executive suite. Executive suites provide private offices and conference facilities on a pay-per-use basis. Some offer additional amenities and services, such as:

- A business address in a highly desirable location or multiple locations
- A place for receiving and forwarding mail and deliveries
- Incoming and outgoing fax services
- Photocopying, scanning, and printing services
- Preferred rates on office supplies
- Reception services (call screening, call forwarding, voicemail)
- 24 hour digital dictation/transcription service
- Secretarial and notary services
- Accounting services

Use Google to find an executive suite near you.

Executive suites are a cost-effective alternative to renting conventional office space. The live reception services allow you to forgo paying an employee to wait for the phone to ring. Having a guaranteed private office or conference room also avoids the last minute scramble to find a meeting place. Executive suites also protect your privacy by allowing you to use the virtual office address as your mailing and business address.

When evaluating executive suite space, look for amenities and services that meet your needs. Flexibility is key. If you commit to use private office space two days per month, can you add more hours or days on a space basis? What alternatives are available if the conference room is booked when you need it? Compare executive suites using these criteria:

- If I need a new business phone line, can one be provided?
- Can I port my existing phone number for the call-handling service?
- Can my mail be collected and held for pick-up?
- Can my mail be collected and forwarded?
- How many conference rooms are available in the space? How large are they? Are built-in projectors available? Is there conference-calling capability? Do the rates vary by room?
- How many hours of conference room access are included in the basic plan?
- If additional conference hours are required, what is the cost?
- Is there a private office available? If so, what is the hourly rate?
- What is the cost for business support services?
  - Incoming and outgoing faxes
  - Photocopying, scanning, and printing
  - Reception services (call screening, call forwarding, voicemail)
  - 24 hour digital dictation/transcription service
  - Secretarial and notary services
  - Accounting services

Meeting at a local courthouse, law library, or public library is an affordable alternative to an executive suite. These spaces, however, often lack amenities and services.

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### **Oregon Lawyers' Conference Room – Free Meeting Space for Oregon Lawyers**

The Professional Liability Fund, in collaboration with the Oregon Attorney Assistance Program, is offering Oregon lawyers free use of a conference room in downtown Portland. This space can be reserved through our online calendar system. For more information, visit the PLF website, [www.osbplf.org](http://www.osbplf.org). Select Practice Management, then Oregon Lawyers' Conference Room.

### **Free or Low Cost Meeting Spaces Statewide**

For a list of free or low cost meeting spaces throughout Oregon, see “Oregon Meeting Rooms” available on the PLF Website, [www.osbplf.org](http://www.osbplf.org). Select Practice Management, then Oregon Lawyers' Conference Room. Scroll to the bottom of the page and locate the heading “Other Options for Meeting Space - Metro Area | Statewide.”

### **Other Considerations in Establishing a Home-Based Law Practice**

Some lawyers are well-suited to working from home. Others struggle with isolation, setting boundaries, or protecting client confidentiality. Learn whether a home-based practice is the best choice for you by considering the nine criteria discussed in this blog post: <http://oregonlawpracticemanagement.com/2014/11/03/establishing-a-successful-home-based-practice/>.

### **Cloud-Based Solutions for File Storage or Client Data**

If you establish a paperless home-based law practice or use cloud-based solutions for file storage or client data, see the File Management and Technology practice aids available on the PLF Web site, [www.osbplf.org](http://www.osbplf.org). Obtain client consent to store files digitally or in the cloud by customizing your engagement letter or fee agreement.

## IMPORTANT NOTICES

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