Solo & Small Firm Section of THE FLORIDA BAR

The Florida Law Practice

LINK

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For Florida Lawyers – By Florida Lawyers

A JOURNAL OF THE SOLO AND SMALL FIRM SECTION

MESSAGE FROM THE CHAIR

by Timothy S. Shaw
2020-2021 Solo & Small Firm Section Chair

This has been an exciting and challenging year for the Section, and with challenge comes opportunity and innovation. The Solo & Small Firm Section has expanded its leadership and outreach by adding Michelle Garcia Gilbert, Ghenete "G" Wright Muir and Camara A. Williams to the Executive Council; adding Stephanie Cagnet Myron as our liaison to The Florida Bar YLD; and Tim Chinaris as our liaison to The Florida Bar Out-of-State Division. Their insights and ideas have and will continue to help the Section as we move forward. While all of our meetings have been via Zoom, the personal connections and efforts of each of the members have allowed our Section to continue to progress.

CLE

Linda Calvert-Hanson and her CLE Committee members have kept the Section in the forefront of CLE innovation and offerings for our members and The Florida Bar at large. The Solo & Small Firm Section has produced a robust series of successful CLE's this year, which were offered only virtually given the uncertainty presented by COVID-19. We host several signature

TIMOTHY S. SHAW

seminars each year. Our full-day Florida Law Update at Annual Convention on June 18, 2020, provided topics that included Business & Litigation Law, Employment Law, Animal Law, Elder Law, Estate Planning, Criminal Law, Family Law and Real Property. Our fall half-day Annual Ethics Update, "Ethics in a Changed World" was offered on October 16, 2020, and both the Florida Law Update and Annual Ethics Update again were well organized by Program Chair Peggy Hoyt. Our thriving Solo and Small Firm Conference, "Virtually Irresistible: Tech Tools and Strategies for Solo and Small Firms," chaired by Cristina Alonso and Jacina Parson, was held on February 12, 2021. After a postponement, our ever-popular Annual Spring Out-of-Country Trip and CLE, a 7-day Rhine River Cruise, now have been rescheduled for August 25 – September 1, 2021.

In addition to our signature seminars, this is our third year offering monthly, noontime, one-credit InReach webinars as well as free, Wednesday Wisdom webinars for section members only. The Wednesday Wisdom webinars, moderated by Magistrate Jennifer Kuyrkendall Griffin, utilize the Zoom platform and are available on-demand on the section's closed

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MESSAGE FROM THE CHAIR
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Facebook group. By the end of this spring this year the section will have presented 10 one-credit InReach webinars and 13 Wednesday Wisdom webinars that along with our seminars continue to supplement our catalog of available CLE's for strong after-market sales.

SECTION SERVICES

LAWCLERK. Through the efforts of Chris Johnson, the Solo & Small Firm Section recently launched a partnership with LAWCLERK, an online legal freelance marketplace. LAWCLERK connects hiring attorneys with an extensive, nationwide network of over 3,400 freelance lawyers. Solo & Small Firm Section members now can earn rebates when they hire freelance attorneys through LAWCLERK—and the section will receive a share of the revenue for each member who signs up and uses an account.

- Solo & Small Firm Section members who register for a hiring attorney account with LAWCLERK will receive a 10% rebate on the first three projects they post on LAWCLERK using a special rebate code. Section members who register for a hiring attorney account also will be assigned a complimentary "Dedicated LAWCLERK Advisor" to assist with posting projects and getting work completed.
- LAWCLERK will offer free ethics CLE credit for section members on the ethics of outsourcing to freelance lawyers.
- Section members will be able to easily identify other section members on the platform and LAWCLERK will produce a custom daily email digest only for section members to ensure that they are aware of freelance opportunities posted by section members during the day.
- The Solo & Small Firm Section will receive a revenue share for each new section member who creates a hiring attorney account with LAWCLERK using the section's code, if the attorney completes at least one project on LAWCLERK in the calendar year.

COMMUNICATIONS

- **Social Media.** The Section continues to expand its reach through active social media profiles, which include Facebook (1,745 followers), a members-only Facebook group (418 members), a LinkedIn group (678 members), Twitter (2,382) and Instagram (added February 2021; 61 followers).
- **Publications.** Under the leadership of Publications Committee Co-Chairs Liz McCausland and Jennifer Dietz, the Section disseminates QuickLINK, a bi-weekly electronic newsletter containing information important to a solo or small firm practitioner. QuickLINK content also appears on the section's website blog. Section members also receive the triannual *LINK*, a more expansive publication covering topics dedicated to solo and small firm practitioners, including feature articles and section news.
- **Website.** The Section has created a CLE page that offers four ways to access section CLE offerings. In addition, the calendar page provides course descriptions and registration links so that members and others who are interested may easily find CLE opportunities.
- **Publicity.** The Section regularly sends content to The Florida Bar News for publication: Announcements, calls for nominations, section news, awards, etc.

SPONSORSHIP

Cristina Alonso and her Sponsorship Committee have greatly expanded our sponsors this year. We would like

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The Florida Law Practice LINK is prepared and published by The Florida Bar Solo & Small Firm Section.

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MESSAGE FROM THE CHAIR
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to express our sincere appreciation for the Solo & Small Firm Section's 2020-21 sponsors. Section Annual Sponsors are LexHelper and Sandler Training of Greater Tampa Bay – RC Howard & Associates. Thomson Reuters joined us at the Section Advocate level; our Section Supporters are Florida Lawyers Mutual Insurance Company, Aligned CPA and National Deed Network; and Tabs3 is a Section Friend. We thank each of them for their continued support and assistance and for their support and service to our members.

As a result of the hard work of everyone mentioned here and all of the members and liaisons of the Executive Council, as well as the hard work of Ricky Libbert, our Section Administrator and Lisa Tipton, our publicity, marketing and public relations consultant, our membership has continued to grow and we look forward to meeting the continuing needs of our membership.

As we have grown and the practice of law has changed, the needs of our members have changed. The Executive Council and its committees are here to serve all of our members. We welcome any concerns, thoughts, ideas or suggestions of our members for how the Section may serve you better.

Timothy S. Shaw, Chair
tshaw@blalockwalters.com

NEW TO SECTION? WELCOME!

We're so glad you joined our section and are eager to share ways for you to get involved and network with other members. Our website www.flsolosmallfirm.org has a wealth of information including a calendar of upcoming events and the Committee Preference Form. Committees this year include:

- Continuing Legal Education, Linda Calvert Hanson, Chair
- Outreach & Expansion, Jacina Parson, Chair
- Publications, Jennifer Dietz and Liz McCausland, Co-chairs
- Sponsorship, Cristina Alonso, Chair
- Transition to Solo, Chris Johnson, Chair

Other ways to participate could include:

- contribute an article for the LINK newsletter
- volunteer for the Section Member Spotlight in QuickLINK e-news and section social media
- attend an Executive Council Reception in your area
- exchange ideas and share events on social media
- reach out to us, we would love to hear your ideas…

Solo & Small Firm Section *of* THE FLORIDA BAR

PREPARE YOUR OWN OWNER'S MANUAL: PLANNING TO PROTECT YOUR FIRM, CLIENTS, AND FAMILY IN THE EVENT SOMETHING HAPPENS TO YOU—PART II

By Anne-Marie L. Bowen, Esq., Orlando

Whether you are a sole practitioner or a partner in a small firm, you should prepare your own "Owner's Manual" to document the million things inside your head that only you do. This "Office Bible" will help your trusted person (spouse, friend, lawyer) keep your office together in the event of your unexpected absence from your firm.

In Part I we discussed things to write down in your Owner's Manual including contact lists, (staff and colleagues), trusted business advisers, passwords, computers, and case management systems. In Part II we'll dive into more items that should be included.

Bank Accounts/Trust Accounts

- Where do you bank? (Bank name and branch location.)
- Banker's contact information.
- Each bank account you have. For example, I have five different business accounts including an operating account, trust account, profit account, publishing company account, and building owner's company account.
- Account numbers for each separate account
- Where are the checks located?
- Who can sign on the checks?
- Describe in detail the purpose of each account. Just because you know, don't presume your spouse knows. For example, you need to specify that your spouse, or whomever your trusted person is, never ever, ever, ever, ever write a payroll check out of your trust account! You and I know that your trust account holds money that belongs to someone else and is not to be used for your personal business until you earn it and then deposit it into your operating account. You certainly don't want to get back from your unexpected illness or injury only to find that you've got trouble with the Bar because you used Mrs. Smith's real estate money to meet your payroll on the 15th.

ANNE-MARIE L. BOWEN

Trust Account. Explain where the trust account information is held. Is it in a written notebook? Is it on a computer, and if so, where? Is it in QuickBooks? If so, how is it segregated from your operating QuickBooks account?

You get a bank statement each month and you must balance your trust account bank statement every single month without exception.

You must also reconcile the individual client sheets/cards/accounts—however you keep them—with a master running balance.

Who can help if your trusted person doesn't understand? CPA, bookkeeper, accountant friend, etc. List them here.

Billing/Accounts Receivables. What software do you use? Or is it in Time Matters or your case management system? What's the login information? Or do you do simple bills in a Word document? If so, where are they found?

- What procedures are there for billing?
- What fee amounts do you charge? Where are the fee agreements kept?
- Who gets billed and when?
- How often do bills go out? Where are they? List the staff member who prepares the bills.
- Do you get all your timesheets in by the 2nd of the month, review the typed bills on the 3rd through the 5th of the month, and send out all bills by the 7th, or what? Write a narrative description of your billing procedure.
- Where are accounts receivable kept?
- Who keeps track of that?

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OWNER'S MANUAL
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- What is your process for follow up with clients if you haven't been paid?

Payroll

- When is payday?
- Who is paid?
- How much is each person paid?
- Are they paid by the hour? If so, you need to review their time sheets and calculate their pay.
- If they are paid on salary, who, and how much?
- What is the process for determining how much tax to withhold for federal income taxes, Social Security tax, and Medicare tax? See the tax section below to determine when and how to send the withheld taxes to the IRS.
- Who is a contact person who could help? Payroll company, bookkeeper, CPA, accountant, who?

Taxes. If you're like most businesses, you pay a lot of different types of taxes. Do you pay taxes monthly, every payday, every quarter, or when? When are your 941 tax deposits made?

For your quarterly taxes, when are they due? When do you get the information to your CPA, bookkeeper, or whomever prepares the quarterly tax returns? List that person's contact information in the tax section. For your 941 taxes how do you send the tax money to the IRS? Do you use eftps.gov? If so, what's your user ID and password? Do you mail a check

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in? Which bank account do you pay the taxes out of?

For your 940 annual tax return, when is that done? Who prepares it?

Annually, you have your 1120 S or other federal income tax return. Who prepares that? When is it due, and when do you need to get your documents to whoever to prepare? If you do the taxes yourself, do you have a trusted accountant your friend/staff should call on to help if you're not around? Don't forget about Sales Taxes, if you own your own office building and pay rent.

List your tax ID number. Odds are you know it off the top of your head, but in your Owner's Manual, make it easy for someone who wants to help you.

Expenses (Monthly and Annual). In this section you want to consider "when does what come due."

Your checkbook stubs or QuickBooks usually shed a lot of light on what you're spending and when you spend it. It might be helpful if you make a when/who list that shows what day of the month you pay what bills and how much they usually are.

Monthly Bills. In this section, you should list the vendor/company, about how much each bill should be, when you pay it, and when is it due. Recurring monthly bills might include:

- Rent or mortgage or both
- Electric/water
- Internet
- Phone
- Cell phone
- Reception service
- Advertising
- American Express bill
- Credit cards
- Loans
- Vendors

Are all bills paid online? Are they on auto pay where your bank sends the money directly to the creditor each month, or does the creditor pull the money out of your bank account each month? Do you write a check? If so, which bank account is used to pay what bills?

Annual Expenses

- Florida Bar dues
- Local Bar dues
- Other membership dues
- Real estate taxes
- Real estate insurance
- Massey termite bonds (how many bonds do you have?)
- Malpractice insurance
- Occupational licenses with the city—one for you as an attorney and one for your law firm
- Occupational licenses with the county—one for you as an attorney, and one for your law firm. (While you know you have a total of four business licenses to be renewed and paid for every year, and you know they are due every September, unless you have it spelled out somewhere, nobody else who doesn't own a similar business will know this.

Legal Documents. For purpose of this discussion, the most important legal document you need is a valid Durable Power of Attorney. Name someone you trust and make sure that person knows you have executed the Power of Attorney and where to find it. You don't necessarily want them to have a copy of the Power of Attorney, as it is such a powerful document. But, you do want them to know where it is (i.e., at your lawyer's office, in the fireproof box in your closet, etc).

We've all heard the saying, "the cobbler's daughter who had no shoes." Don't be the lawyer with no legal documents! Be sure you've done some estate planning with a competent attorney. Make sure you have a validly executed the following:

- Durable Power of Attorney
- Last Will and Testament
- Trust (if appropriate)
- Health Care Surrogate
- Living Will

Inventory Attorney. Florida Bar Rule 1 - 3.8(e) specifies that most attorneys need to designate an inventory attorney who would take an inventory of your files and protect your clients. It's very easy to make your designation known to The Florida Bar. Log into your Florida Bar member portal; go to Inventory Attorney; designate your person online; save; done! Choose an attorney who knows your practice area and who agrees to serve. Don't forget to tell your Inventory Attorney where your Owner's Manual is located to make their life easier!

Planning for the unexpected by preparing your Owner's Manual is a great gift for your firm, clients, family, and yourself. You now know what things you should write down, so get started. What's the best way to complete your Manual? Simply begin.

Anne-Marie L. Bowen *is a sole practitioner with Anne-Marie L. Bowen, P.A. in Orlando. She has owned and operated her own firm since 1994. She practices consumer debtor bankruptcy law and is the author of the book, Forgive Us Our Debts: When is it Okay for Christians to File Bankruptcy.*

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STATE OF EVICTIONS

By Michelle Gilbert

Context

Beginning March 27, 2020, when President Trump signed the CARES Act into law, the state of evictions across the United States resembles a roller-coaster: tenants and landlords continue to face uncertainty, inconsistency and looming final actions, whenever the ride ends.[1]

MICHELLE GILBET

The CARES Act placed a moratorium through the end of June 2020, now extended through June 30, 2021, on foreclosures and evictions for loans owned by Fannie Mae, Freddie Mac, VA and USDA, affecting about two thirds of the single family residential lending market.[2] The Federal Housing Administration, the U.S. Department of Veterans Affairs, the Department of Agriculture, and Fannie Mae and Freddie Mac issued foreclosure and eviction moratoria that cover households living in properties insured or guaranteed by these agencies, which cover about 70 percent of all outstanding mortgage holders, or 33.4 million homeowners. Homeowners with fully private mortgages held by banks or private investors, about 14.6 million homeowners, were not covered.

Mortgage owner/insurer/guarantor	Number of mortgages outstanding	Share	COVID-19 relief announced
Federal Housing Administration	7,300,000	15%	Foreclosure and eviction moratorium; mortgage forbearance (PDF)
US Department of Veterans Affairs	3,200,000	7%	Foreclosure moratorium (PDF)
US Department of Agriculture	900,000	2%	Foreclosure moratorium
Fannie Mae and Freddie Mac (government-sponsored enterprises)	22,000,000	46%	Foreclosure and eviction moratorium; mortgage forbearance
Bank portfolios and private-label securities	14,600,000	30%	Some banks are voluntarily following government-sponsored enterprise guidelines for their portfolio loans
Total SF loans	**48,000,000**	**100%**	

Sources: Urban Institute calculations based on 2018 American Community Survey and eMBS.

As mentioned, eviction moratoria for the 70 percent of outstanding government owned/insured mortgages have been extended to January 31, 2021, more than two thirds of the 44 million renter households reside in properties mortgaged to private lenders.[3] Rental housing in the United States continues to grow, up over 3 million twenty unit or more apartment complexes since 2003, and more of those tenants pay more for housing, 30 percent or more of household income.[4]

Vulnerability of Tenants

There are a few factors that make tenants more vulnerable to eviction, in addition to the lack of the CARES moratoria. First, renters tend to have less income than homeowners: median income in 2018 was $40,531 compared to $78,945 for homeowners.[5] Renters tend to have less savings, less access to credit, and lower job and income stability.[6]

Second, nearly 16.5 million renter households have at least one worker in an industry impacted by the pandemic, namely food service, entertainment and tourism. Nearly 50 million people live in a renter household that experienced immediate job or income losses.

Current Moratoria

As of late November, 2020, a total of twenty four states, including four territories and the District of Columbia, have some type of eviction order in place, extending a moratorium on evictions or providing relief to tenants in eviction.[7] A

continued, next page

de facto moratoria caused by court closings and limited re-openings helped slow eviction proceedings.[8] Other states rely upon the order issued on September 4, 2020, set to expire December 31, 2020, by the Centers for Disease Control that prohibits landlords/owners from evicting a tenant based upon public health concerns in connection with the Covid-19 pandemic. The CDC order included a declaration form to be completed by tenants in an effort to avoid eviction, by affirming under penalty that they have been financially impacted and if evicted, would likely become homeless.[9]

Call to Action

Consumer housing groups urgently call for rental relief action as we head into 2021, and they offer up numerous studies and data showing the dire and threatening environment for tenants, the majority of whom rely somewhat inadequately on the CDC order.[10] It is noted that the CDC order does not necessarily prevent the sending of an eviction notice or filing of an eviction case or even the actual lockout, which is often dependent on the application by various state judges.[11]

As an aside, there are not nearly as many studies completed on pandemic impact on landlords, and researchers at Iowa State University launched a study focused on landlords as of September 16, 2020.[12] In deference to this publication, many scholarly articles on the impact of the pandemic on default servicing industry have been and continue to be highlighted, though uncertainty exists about what will be the ultimate impact on tenants and on the overall country in relation to impacted tenants and landlords. Of the 44 million rental units in the U.S., about half are owned by individual investors, who are less likely to sustain continued loss of rental income compared to the other half of business entity investors.[13]

What Comes Next

There appears to be some basis in fact about a pending avalanche of evictions. At this time, most states lack eviction moratoria and housing assistance measures according to the Covid-19 Housing Policy Scorecard created by the Eviction Lab at Princeton University. Courts across the country have resumed eviction hearings, and the Eviction Lab tracks in current time the number of evictions nationally.[14] For example, as of November 28, 2020, in the twenty seven cities tracked by the Lab, 151,165 evictions have been filed, showing an upward trend since March 15, 2020. Global advisory firm Stout Risius Ross, LLC estimates that 11.6 million evictions could be filed in the United States in the next four months.[15] Compare that to the 61 million evictions filed between 2000 and 2016, an average of 3.6 million evictions annually.[16]

Another Congressional stimulus bill looms on the horizon, along with a rise in Covid-19 cases and a pending vaccine which won't be fully dispatched until summer of 2021, so it looks like at least another six months of financial strain for the rental market.

Endnotes:

1 https://home.treasury.gov/policy-issues/cares

2 https://www.urban.org/urban-wire/price-tag-keeping-29-million-families-their-homes-162-billion

3 https://www.nmhc.org/research-insight/quick-facts-figures/quick-facts-resident-demographics/

4 https://www.jchs.harvard.edu/americas-rental-housing-2020

5 https://data.census.gov/cedsci/table?t=Income%20and%20Poverty%3AOwner%2FRenter%20%28Tenure%29&y=2018&tid=ACSDT1Y2018.B25119&hidePreview=false

6 https://www.urban.org/urban-wire/we-must-act-quickly-protect-millions-vulnerable-renters

7 https://www.perkinscoie.com/en/news-insights/covid-19-related-eviction-and-foreclosure-ordersguidance-50-state-tracker.html

8 https://www.ncsc.org/newsroom/public-health-emergency

9 https://www.federalregister.gov/documents/2020/09/04/2020-19654/temporary-halt-in-residential-evictions-to-prevent-the-further-spread-of-covid-19#footnote-5-p55293

10 https://www.aspeninstitute.org/blog-posts/the-covid-19-eviction-crisis-an-estimated-30-40-million-people-in-america-are-at-risk/

11 https://evictionlab.org/eviction-tracking/

12 https://www.news.iastate.edu/news/2020/09/16/landlords

13 https://www.huduser.gov/portal/pdredge/pdr-edge-frm-asst-sec-061118.html

14 https://evictionlab.org/eviction-tracking/

15 https://app.powerbi.com/view?r=eyJrIjoiNzRhYjg2NzAtMGE1MC00NmNjLTllOTMtYjM2NjFmOTA4ZjMyIiwidCI6Ijc5MGJmNjk2LTE3NDYtNGE4OS1hZjI0LTc4ZGE5Y2RhZGE2MSIsImMiOjN9

16 https://www.un.org/development/desa/dspd/wp-content/uploads/sites/22/2019/05/GROMIS_Ashley_Paper.pdf

2020-2021 Section Advocate

THOMSON REUTERS®

In partnership with The Florida Bar Solo & Small Firm Section, Thomson Reuters is providing complimentary access to our new playbook for small firm attorneys.

Work Smarter, Not Harder: Using Integrated Digital Marketing to Enhance Your Practice

Integrated digital marketing is the most straightforward, cost-effective, and high-yield strategy to connect with clients and keep a law firm running. Digital marketing tools aren't kept secret from anyone, but many solo attorneys don't use them effectively, and some don't employ them at all. And given how rapidly the online world evolves, even solo attorneys who have benefited from them in the past can use a polishing-up from time to time. In this guide:

- Learn what an integrated marketing approach overview looks like for a solo practitioner.
- Explore how the components of an integrated approach can be used to maximize impact.
- Walk through a hypothetical example so you can see this approach in practice.

Access your complimentary playbook here.

Ethics Questions?

Call The Florida Bar's Ethics Hotline

1/800/235-8619

SPRING 2021 CLE

All one-credit webinars are 12 – 1 PM. One-credit live InReach webinars are $50 for Solo & Small Firm Section members and $95 for non-section members. Wednesday Wisdom Zoom webinars are free for section members. Updates and registration information are available at flsolosmallfirm.org/calendar.

April

28—Rebecca Bandy, Director, The Henry Latimer Center for Professionalism at The Florida Bar, Tallahassee, **Using EQ to Improve Your Life and Practice**. Free Wednesday Wisdom webinar. Course number 4440. 1.0 General; 1.0 Professionalism CLE credit. **REGISTER**

May

11—Frank Ramos, Managing Partner, Clarke Silverglate, P.A., Miami, **Virtual Business Development – Developing Relationships, On and Offline.** Live InReach webinar. Course number 4502. 1.0 General; 1.0 Technology CLE credit. Section members register for only $50. **REGISTER**

19—Christine Phipps, Registered Professional Reporter, President of Phipps Reporting, Inc., West Palm Beach, **Court Reporting, Technology and Ethics**. Free Wednesday Wisdom webinar. Course number 4441. Approved for 1.0 General; 1.0 Technology CLE credit. **REGISTER**

June

10 — **Florida Law Update 2021**, 7:55 AM – 4:25 PM, 8.0 General CLE credits pending.

There are four options for accessing Solo & Small Firm Section-sponsored CLE courses:

1. Visit our calendar to register for upcoming monthly live audio webcasts and free Wednesday Wisdom Zoom webinars.
2. Join our section's members-only Facebook group to access a video library of previously recorded Wednesday Wisdom webinars.
3. Purchase previously recorded section CLE through The Florida Bar, available 24/7 as on-demand seminars and podcasts.
4. Purchase previously recorded section CLE through The Florida Bar in CD or DVD format.

Interested in presenting a CLE program in Fall 2021? Please email Solo & Small Firm Section CLE Committee Chair Linda Calvert-Hanson.

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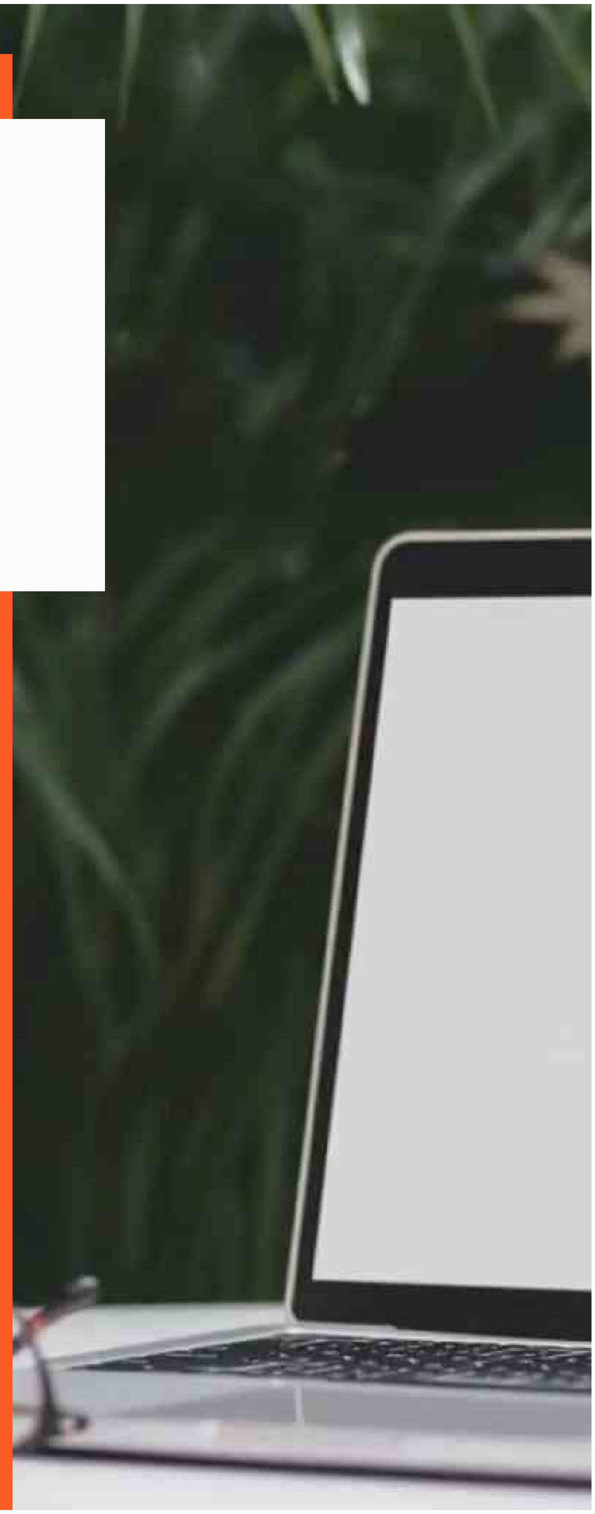
BAR EXPERIMENTS WITH I.T. HELPLINE FOR SOLOS AND SMALL FIRMS

By Jim Ash, Senior Editor



The Bar is about to launch a three-month experiment to see if mostly solo and small firm lawyers could benefit from a non-emergency IT helpline.

At a March 5 Board of Governors meeting, Board Technology Committee Chair Jay Kim said a “beta test” by Bar consultant Law Tech Partners is scheduled for March 15.

The service, which could eventually be added to the Bar’s Member Benefits program, will be promoted to solo and small-firm lawyers who typically can’t afford a full-time IT department or manager.
At a January 29 meeting, the Board of Governors approved a contract for the experiment, mostly to gauge need.

At a January 28 Program Evaluation Committee meeting, Kim said his committee initially envisioned an emergency IT hotline, but scaled the proposal back after determining that it would be cost-prohibitive.

Instead, Kim said, the helpline will offer routine remote services, including basic troubleshooting, operating system support, and technical setup for home and remote offices.

“I think the important thing...is that it is not intended to be an emergency line,” Kim said. “What will not be included are hardware issues and malware and ransomware attacks and things like that.”

Law Tech Partners owner Adriana Linares, a legal technology consultant and trainer, offers a similar service as a member benefit to the San Diego County Bar Association.

PEC backup material included a handful of glowing testimonials about the service from SCBA members.

Under the beta test, Law Tech will be required to provide the Bar with data that will help determine need, as well as the types of service requested, and how successfully problems were resolved.

Visit lawtechpartners.com/techhelpline for details.

Law Tech
PARTNERS

PARALEGAL CORNER

NEWS FOR PARALEGALS TO USE…

By Priscilla Horn Warren, CP, FRP

PRISCILLA HORN WARREN

Welcome to the Paralegal Corner, where you can find breaking news and other useful items (including website link information) pertaining to our profession.

The Solo and Small Firm Section recently held its annual Solo and Small Firm Conference, "Virtually Irresistible: Tech Tools and Strategies for Solo and Small Firms" as a virtual workshop seminar on **February 12, 2021**. For more details on the presentation, please go to our website presentation, visit the conference web page or contact our Section Administrator, Ricky Libbert, at rlibbert@floridabar.org or 850-561-5631.

A reminder: The Wednesday Webinar CLE noontime seminars offered by the Solo and Small Firm Section (free to members!), are very popular and welcomed by all, and provide current information on legal issues. If you are not an affiliate member of the **Solo and Small Firm Section**, what are you waiting for? Just download the online form today and send it in. Affiliate memberships are only $35 per year. Multiple benefits are available to our members and affiliate members. Learn more on our website. Becoming an affiliate member of the SSF Section might be one of the best personal and professional decisions you will make for your paralegal career to flourish and prosper.

For those of you who wish to learn more about the FRP designation, please visit the Florida Registered Paralegals web page or, on The Florida Bar home page, click on Florida Registered Paralegals in the About the Bar drop-down menu.

Additional information about the Paralegal Association of Florida, Inc. can be found on their website and/or you may contact the following 2021 executive officers:

President:	Asha Maharaj-Lucas, FRP
First Vice-President:	Michelle Ridge, ACP, FCP
Second Vice President:	Tonya Wood, FRP
Secretary:	Candace Jones, FRP
Treasurer:	Heather Rice, FRP
Immediate Past President:	Bea Levine, CP, FRP
NALA Liaison:	Eva Gonzalez, FRP
Parliamentarian:	Cynthia Johnson, CP, FRP

Finally, for additional information on **NALA**, the nationwide paralegal association, and/or requirements for obtaining your national Certified Paralegal designation, kindly visit the NALA website for membership requirements/continuing education opportunities that are available online.

Please do not hesitate to contact me with any questions or concerns. My direct email is: pris2323@yahoo.com.

NAVIGATE LAWYERING AND LIFE: 7 STRATEGIES TO CREATE MORE HARMONY AND HAPPINESS

By Paula Black

There is no doubt that there is a struggle between lawyering and life. But it doesn't have to be that way. There can be more harmony in your life. You and your loved ones deserve it. It can happen—it starts with you! How you think and how you take action. Here are seven strategies to help you navigate more harmony and happiness in your life.

1. **Find your north star.** What are you passionate about? Think long and hard about this! What calls to you? What keeps crossing your path, trying to get your attention?

2. **Make a commitment!** Ask yourself if you are really committed, or is it just an idea that sounds good?

Wolfgang von Goethe wrote: *"Until one is committed, there is hesitancy, the chance to draw back…. Concerning all acts of initiative (and creation), there is one elementary truth that ignorance of which kills countless ideas and splendid plans: that the moment one definitely commits oneself, then providence moves too. All sorts of things occur to help one that would never otherwise have occurred. A whole stream of events issues from the decision, raising in one's favor all manner of unforeseen incidents and meetings and material assistance, which no man could have dreamed would have come his way. Whatever you can do or dream you can do, begin it. Boldness has genius, power, and magic in it. Begin it now."*

3. **Everyone's journey is different.** You can do it your way! But, not by overthinking it! You analyze, research, contemplate, and ask all your friends. That is information overload! Instead, trust your gut—and take action. I love Einstein's words: "I never

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made one of my discoveries through the process of rational thinking!" Stop overthinking!

4. **Tailor your work to fit in harmony with your life.** I know this is a rigid mindset to alter because of all the preconceived ideas we hold; work 9-5, work-life balance, we shouldn't make personal calls at work, etc.! Career or life; It's not EITHER/OR. It's this AND that. I would suggest not to focus on the problem. Instead—**focus on solutions!** Find the bridge over the obstacles. Remember when your mother told you, "Don't drop the milk!" you dropped the milk! She made you focus on the obstacle. I say, focus on solutions! Focus on *how* can it work. Not, it will *never* work!

5. **What fuels your energy, enthusiasm, and joy?** Think about the feeling of contentment you get when you're in the zone when the endorphins are flowing. I'm in the zone when I'm creating books, online coaching programs, blog posts, and playing with my photographs for Instagram. They all bring me energy, enthusiasm, and joy! What brings you energy, enthusiasm, and joy?

6. **And most importantly. Take care of yourself—so you can take care of others.** There is a reason that flight attendants tell us, "in case of an emergency, put your mask on first." You can't help anyone if you are gasping for air! So, what state do you think you're in if you don't

eat right, you drink too much, or let everyone hijack your time? You, my friend, are gasping for air. You can't be patient when your voice gets loud. You can't focus, and you can't listen. To be honest, does this help others? Of course not! **Self-care is not selfish**—it is an act of love for those you

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care for deeply. And know that it's OK not to be OK!

"Be forgiving of your past self.

Be strict with your present self.

Be flexible with your future self."

I love that quote. It's by James Clear, the author of Atomic Habits (a great book, by the way.) Forgive yourself. You did the best you could, and you learned something. Hold yourself accountable to the person you want to be. Approach the future with an open mind, ready to see what could be possible.

So, what's stopping you? If not now—when? When it's too late?

I implore you—**take action now**. What could your future look like? **Take the time to REALLY think about that question!**

Paula Black *is one of the world's leading business development coaches for lawyers, entrepreneurs, and service providers. She teaches her clients how to attract more clients and grow their businesses while still having the personal life they want.*

Paula was voted the Top Legal Business Development Coach by the Daily Business Review and is a member of the Forbes Coaches Council.

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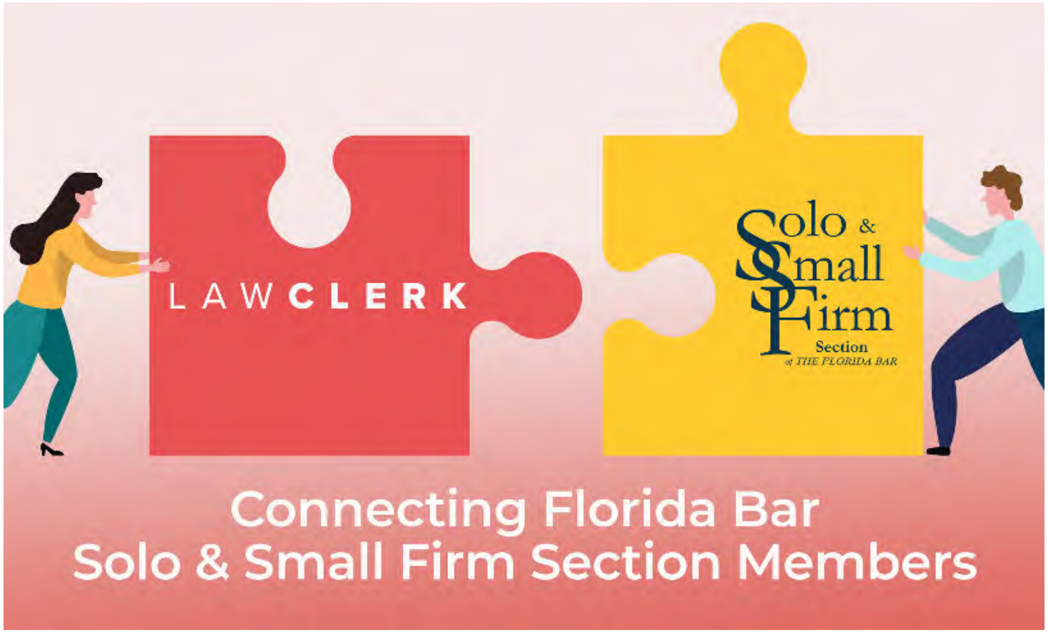

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