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## Office Management Institute January 8, 1949

Dicta Editorial Board

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## Office Management Institute January 8, 1949

The second in the series of Legal Institutes sponsored by the Denver Bar Association will be on Law Office Management. It is scheduled for January 8, 1949 at the Telephone Company's Auditorium, and will again be a Saturday morning session of three hours beginning promptly at 9:30 and concluding in time for luncheon.

The subject for the institute has been chosen in response to a growing interest among lawyers in keeping their office operations up to a reasonable standard of business practice and efficiency. The article by Maurice H. Winger of Kansas City in the October issue of DICTA, page 241, is only one of a number of such recent articles appearing in bar magazines that emphasize the importance of proper office management to every practicing attorney. It is a subject almost untouched by law schools and one often studied only on a trial and error basis.

Has the Bureau of Internal Revenue ever criticized your books? Have you been embarrassed by your mistakes made in accounting for your clients' funds? Have you been plagued by a bad memory and an inefficient tickler system? An exchange of ideas, of problems and solutions regarding law office practices and procedures should interest anyone who occupies a law office fifty weeks a year.

In the light of a realization that law office operation entails many business problems and with a purpose of increasing the lawyer service to his client, the second institute has been designed to examine two phases of office management; the first, that of the fiscal accounts which a lawyer should keep in the handling of his office business; the second, the importance to him of an understanding and analysis of his "costs of doing business."

The first ninety-minute period of the institute will be under the primary direction of Mr. Ralph B. Mayo whose subject will be "An Accountant Reviews a Lawyer's Fiscal Records." Mr. Mayo will outline and discuss accounting systems adaptable for a lawyer's use, with reference to specific forms which will be available to those who attend. Appropriate modifications to meet the individual needs of various types of offices will be discussed.

The second hour and one-half period of the institute will be devoted to a panel discussion of the subject "A Lawyer Considers the Expense of Operating His Office." Charles Biese will act as moderator of the panel consisting of Mr. Lewis Dick, Mr. Merrill Knight and Mr. Harold Taft King who will give the points of view of the large office, the medium-sized firm and the single practitioner, respectively, in connection with such problems as time studies, the use of time reports and the benefit to the lawyer of such mechanical business aids as dictaphones and microfilm. It is the purpose of both sessions to provide information to the inexperienced lawyer concerning law office accounts and records and to provide to all members of the Bar the benefits of an expert discussion of office management problems.