



THE FLORIDA BAR

651 EAST JEFFERSON STREET
TALLAHASSEE, FL 32399-2300

JOHN F. HARKNESS, JR.
EXECUTIVE DIRECTOR

850-561-5600
WWW.FLABAR.ORG

What is LOMAS?

The Florida Bar's **Law Office Management Assistance Service (LOMAS)** was established in 1979 by the Board of Governors to provide law practice management consultations to Florida Bar members. LOMAS is the oldest program of its kind in the country, and has served as the pattern for the establishment of similar programs in other State Bars. LOMAS is a member of the ABA's College of Law Practice Management. LOMAS services are available to any Florida Bar Member (private practice, corporate in-house legal departments, governmental law offices, and not-for-profits organizations). The services LOMAS provides to Florida Bar members include:

Telephone Consultations. LOMAS provides free telephone consultations regarding law office and practice management issues. Call 866-730-2020.

Product Development. LOMAS has developed products designed to help with the difficult job of law office and practice management. Examples of these products are: self-audits, new office checklists, merger checklists, instructional videotapes, and sample forms and policy manuals.

Seminars and Retreats. LOMAS presents seminars in conjunction with The Florida Bar, legal groups and local bar associations. LOMAS provides retreat facilitators to law firms, corporate in-house legal departments, not-for-profit legal organizations, or governmental law offices and/or conduct a private seminar at the retreat.

Research and On-site Consultations. Over the years, LOMAS has expanded its services to in-depth, onsite private consultations. Fees for these services vary depending on the size of the law office. LOMAS Practice Management Advisors are ready to assist lawyers on a variety of issues such as:

- Comprehensive Administrative Management and Practice Management Reviews
- Financial management and trust accounting compliance
- Law firm structure and governance
- Law firm valuation, mergers, acquisitions, and dissolutions
- Compensation and Performance Evaluation Systems
- Planning (developing a strategic business plan; establishing and measuring an ethical marketing plan)
- Technology planning and utilization
- Facilities management, office security
- Support staff delivery systems

LOMAS has several goals all involving, as a principal objective, assisting lawyers in improving the efficiency, productivity, and profitability of their law practice or legal department. LOMAS promotes effective practice management and business management techniques for both lawyers and support staff personnel. Many practicing lawyers lack the preparatory foundation needed to manage and grow their law practices effectively. Law schools do not teach law practice management or business management. Consequently, many lawyers may lack the management skills and knowledge necessary to develop and implement a business plan and incorporate sound business processes into their law practice. In addition, LOMAS's Practice Management Advisors research the legal industry to determine and anticipate trends, and potential problems or opportunities, which may arise from these trends, so that we are able to advise The Florida Bar regarding them.