

offices where the occupants can well afford to occupy better suites of rooms; the staircase is dusty, dirty, shabby, narrow, worn-out, creaky, disgusting. New clients, if any, must "come in through the post office," and not through the office entrance.

The interior arrangement of private offices and furniture in a law office is not easily dealt with. Senior members of the firm often want their offices off the route of incoming clients, so that access to them may be had only through an ante-room or hallway, occupied perhaps by a private secretary or clerk. This is a very good idea and the arrangement frequently prevents that member of the firm being disturbed unnecessarily in important consultations with clients and junior counsel.

The position of the private offices of other members of the firm depends on space available for them, and cannot very well be dealt with here. There must, of course, be a general or main office for bookkeepers, students, stenographers and other clerks, and its position depends on the position of the main entrance to the suite of offices, the existing office partitions, lighting arrangements, desk and wall space, the number of the staff occupying it, and other considerations.

All the bookkeepers (if more than one) should be together, all the stenographers should be together, the students and clerks engaged on loan company work and conveyancing should be together, also those on litigation; in short, where a number of the staff do similar work they should be near each other.

The managing solicitor's position should be central, a position from which he can be approached immediately and without going through the private office of some one else. If there is no enquiry clerk at the entrance, the managing solicitor should be on the route of incoming clients.

A waiting room with one or more clerks in attendance is more or less necessary according to the size of the business.

A strong room or vault for the safe keeping of records, deeds and securities is essential to any law business, no matter what its size. Its situation should be such that it is in charge of a responsible clerk, or the managing solicitor or partner. Don't locate it so that the senior partner has to be disturbed every time a document is wanted.