

## CHAPTER II.

### THE OFFICE ITSELF.

The location and arrangement of an office is a matter of great importance both to the young man about to open his office and to old established practitioners. While "circumstances alter cases," and it is therefore difficult to generalize, these are matters to which every practitioner should give his attention in a serious fashion. Many offices we have visited are so arranged that expansion of business is impossible; in others "things would be upset" if expansion suddenly took place. Why not start with an office which will help you expand your business, and at the same time adapt itself to the business when it does increase?

We have heard it said that "A law business is founded and established on the confidence of clients." They "will seek their legal adviser." It matters little, therefore, "where the offices of a lawyer are." Quite true, but the convenience of clients should be considered in the location of an office. A firm acting for the head office of a bank would be most conveniently located for the bank's interests if in the same building. If the firm's business consists largely of work for financial corporations, trust companies, banks and brokers, location in the financial district of the City is advisable. It saves the lawyer's own time. Another matter for consideration is nearness to such places as the post office, the court houses, the land titles or registry offices and other public offices. The nature of the business, the convenience of clients, and the location of public offices, are really the only considerations: with particulars of all three it should not be difficult to properly locate a law office anywhere.

In deciding whether the suite of offices is to be on the first floor or on the 'steenth floor, the convenience of clients must be consulted. It depends on the situation of the building, its height, and whether there is an elevator and whether the elevator-boy has a habit of taking frequent holidays. The entrance and outward appearance of a law office should be attractive and not calculated to turn a possible client away in disgust. We know the entrances to some law