

HINTS AND SUGGESTIONS

ON THE

Organization of a Legal Business

CHAPTER I.

PRELIMINARY.

Quot homines, tot sententia, and *suus cuique mos* are not maxims of the law, but they are applicable to nearly every law business in the country. Every practitioner has methods of his own and many are so "set" in their ways that the suggestion of an improvement in their office system or the elimination of obsolete methods would startle them more than a thunder clap. It seems strange that of all businesses and professions the lawyer's is the last to come under the hand of the organizer.

There can be nothing of more practical value to a solicitor than the systematic organization of his office and its affairs—matters which are frequently lost sight of in the day's work for his clients. It is very easy for the busy man to get into a rut, and unless something brings it forcibly to his attention he is likely to remain there, for it is so much easier to do nothing than to make the radical changes which are sometimes necessary. Many lawyers have started their business in a small way and have improvised methods which were then sufficient for their needs. The business grows and too often the original methods have become habits, and the need for change is not realized.