Considerations for Selecting Virtual Office Space

- Confidentiality given sharing space
  - A confidentiality agreement for the receptionist
  - Location and storage of client files
  - Use of shared printers and fax machines
  - Mailroom procedures
  - See, ER 1.6 Confidentiality
    - In the absence of informed consent, lawyers shall not reveal information related to the representation.

- Potential for Conflicts of Interest
  - Consider whether office support staff are sources of conflicts
  - If those you share an office with are in the same practice area, beware of representing an adverse party
  - See, ER 1.7 Conflict of Interest: Current Clients
  - See, ER 1.8 Conflict of Interest: Current Clients: Specific Rules

- Staff
  - Ensure that staff members are properly trained
  - See, ER 5.3 Responsibilities Regarding Non-lawyer Assistants

- Maintaining your independence and professional judgment
  - Even if you do not own the office space that you are using, do not allow a third party to interfere with professional judgment.
Consider the best ways to allow you to comply with the ethics rules and speak to your landlord about them.

- See, ER 5.4 Professional independence of a Lawyer

  - Naming and communicating your law firm’s name

    - Only imply that you practice in a partnership or other organization when it is true, not if you are merely sharing office space.

    - Ensure that letterhead, business cards, signs, etc. provide an accurate firm name.

    - See, ER 7.5 Firm Names and Letterhead

*Be sure to also check out our Going Solo in Arizona e-book and the Starting a Law Practice Set-up Packet for more information.*