

## HOME-BASED LAW OFFICE

Attorneys with home-based law practices work from home but may choose to meet with clients in-person at another location, such as an executive suite. Executive suites provide private offices and conference facilities on a pay-per-use basis. Some offer additional amenities and services, such as:

- A business address in a highly desirable location or multiple locations
- A place for receiving and forwarding mail and deliveries
- Incoming and outgoing fax services
- Photocopying, scanning, and printing services
- Preferred rates on office supplies
- Reception services (call screening, call forwarding, voicemail)
- 24 hour digital dictation/transcription service
- Secretarial and notary services
- Accounting services

Use a search engine to find an executive suite near you. Executive suites are a cost-effective alternative to renting conventional office space. The live reception services allow you to forgo paying an employee to wait for the phone to ring. Having a guaranteed private office or conference room also avoids the last minute scramble to find a meeting place. Executive suites also protect your privacy by allowing you to use the virtual office address as your mailing and business address.

When evaluating executive suite space, look for amenities and services that meet your needs. Flexibility is key. If you commit to use private office space two days per month, can you add more hours or days on a space basis? What alternatives are available if the conference room is booked when you need it? Compare executive suites using these criteria:

- If I need a new business phone line, can one be provided?
- Can I port my existing phone number for the call-handling service?
- Can my mail be collected and held for pick-up or forwarded?
- How many conference rooms are available in the space? How large are they? Are built-in projectors available? Is there conference-calling capability? Do the rates vary by room?
- How many hours of conference room access are included in the basic plan?
- If additional conference hours are required, what is the cost?
- Is there a private office available? If so, what is the hourly rate?
- What is the cost for business support services?
  - Incoming and outgoing faxes
  - Photocopying, scanning, and printing
  - Reception services (call screening, call forwarding, voicemail)
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  - Accounting services

### Other Considerations in Establishing a Home-Based Law Practice

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Some lawyers are well-suited to working from home. Others struggle with isolation, setting boundaries, or protecting client confidentiality. Learn whether a home-based practice is the best choice for you by considering the nine criteria discussed in this [blog post](#).

### Cloud-Based Solutions for File Storage or Client Data

If you establish a paperless home-based law practice or use cloud-based solutions for storage, see the Office Systems and Procedures and Cybersecurity and Data Breach practice aids available on the PLF website, [www.osbplf.org](http://www.osbplf.org). Click on the Services tab > CLEs & Resources > Practice Aids > Office Systems and Procedures, Cybersecurity and Data Breach. Obtain client consent to store files digitally or in the cloud by customizing your engagement letter or fee agreement.

## IMPORTANT NOTICES

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