

### Tips, Traps, and Resources

**LAWYER TRUST ACCOUNTS:** The PLF has updated its handbook, *A Guide to Setting Up and Using Your Lawyer Trust Account* (2016). You can download a PDF of the handbook or order a print copy online at the PLF website, [www.osbplf.org](http://www.osbplf.org), under Practice Management, Publications, Books from the PLF. The update includes new information about accepting credit cards in your law practice.

**RUNNING YOUR LAW OFFICE:** The PLF has updated its handbook, *A Guide to Setting Up and Running Your Law Office* (2016). You can download a PDF of the handbook or order a print copy online at the PLF website, [www.osbplf.org](http://www.osbplf.org), under Practice Management, Publications, Books from the PLF.

**TECHNOLOGY:** As a law office, you are a small business. Do you have written security policies? How about a disaster recovery plan? Are your computer systems up-to-date with security patches? The PLF has added a new practice aid, “Information Security Checklist for Small Businesses,” courtesy of John Simek, Sensei Enterprises, Inc., to help you evaluate your technology policies, programs, and processes. You can find the checklist on the PLF website at [www.osbplf.org](http://www.osbplf.org), under Practice Management, Forms, Category: Technology. The PLF has over 15 practice aids to assist you with various technology topics, including scanning, digital signatures, email, backing up, going paperless, metadata, and more.

**PORTLAND/MULTNOMAH BUSINESS TAX:** Lawyers who work in the City of Portland or Multnomah County are subject to tax on their law practices. Richard Wingard, CPA, and Craig T. Freeman, CPA, of Maginnis & Carey, LLP, explain and illustrate the applicable rules for who must file and when, how to apportion income, how to calculate the tax, and more. You can find this article on the PLF website at [www.osbplf.org](http://www.osbplf.org), under Practice Management, Publications, *In Brief*, April 2016.

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