

Wisconsin Law Firm Self-Assessment Tutorial

This self-assessment is designed to help lawyers mitigate risk, elevate competence, and enhance the quality of legal services. It is intended to be an aid to understanding and complying with the existing standard of care. The tool lets you see what works and what could be improved. The goal is to prevent problems before they arise, allowing you to spend more time on cases. While not every question applies to every law practice, collectively the questions let you see how you can better serve clients and run your practice more efficiently.

The self-assessment identifies common ethical questions and practice management resources to help firms navigate corresponding implications. Firms have the option of downloading and completing the form manually or using the online form assessment. It gives Wisconsin law firms, especially solo and small firms, a new and meaningful way to improve their operations, manage risk, and increase client satisfaction.

The self-assessment includes the following 10 modules:

- #1 – Developing Competent Practices
- #2 – Communicating in an Effective, Timely, Professional Manner
- #3 – Ensuring that Confidentiality Requirements are Met
- #4 – Avoiding Conflicts of Interest
- #5 – File Management, Security, and Retention
- #6 – Managing the Law Firm/Legal Entity and Staff Appropriately
- #7 – Charging Appropriate Fees and Making Appropriate Disbursements
- #8 – Ensuring Reliable Trust Account Practices are Used
- #9 – Access to Justice and Client Development
- #10 – Wellness and Inclusivity

As an example, a question for module one inquires “whether an attorney has the legal knowledge and education to handle client matters.” The corresponding ethical implications summarize disciplinary proceedings initiated against lawyers for lacking knowledge of substantive laws and procedures. Lawyers who are not in compliance with existing standards can use the tools and procedures provided in the referenced resources and Supreme Court Rules. Referenced materials are hyperlinked for ease of use and access.

Acknowledgement: *We thank the Colorado Supreme Court Office of Attorney Regulation Counsel for allowing us to use and revise their assessment tool for State Bar of Wisconsin members.*

Lawyers can download and complete either a paper or an online version of the assessment (which are identical to each other). Additional information, tutorials, and the assessment are available at wisbar.org/lawaudit. Regardless of the version being completed, lawyers can pause and resume modules at their own pace.

Both versions of the assessment are free to use, and no personally identifiable information is required to complete either version. Information completed in the paper version is only accessible by the lawyer who completes the assessment or the person to whom the lawyer grants access to the results (for example, other members of the firm). The online assessment results also are anonymous, in that lawyers are not required to log in or enter information that identifies their law practices.

Paper Version

To complete the paper version of the assessment, visit wisbar.org/lawaudit and download either the Word or PDF version of the Wisconsin Law Firm Self-Assessment. Once the document is open, you can click on a link to take you to a module.

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After visiting a module, you'll be faced with a series of questions, ethical implications and other resources. The answer to the questions should be "Yes." Corresponding ethical implications and other resources provide support for answering questions in the affirmative. Resources are hyperlinked for your convenience in viewing additional resources. Make sure to save your changes before closing the document. If you have questions or need additional resources, contact Practice411 by calling (800) 957-4670 or emailing practicehelp@wisbar.org.

Online Version

To complete the online version of the assessment, visit wisbar.org/lawaudit and click on the module you would like to start. No personally identifiable information is required to complete the online version of the assessment. The online assessment results are anonymous, in that lawyers are not required to log in or enter information that identifies their law practices.

1. After you complete the answers in the module, click the submit button.

Does your assessment include whether you have an unwillingness to take a case, what form and substance the communication(s) declining the representation should take?

Yes ▼

Submit

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2. You will then be given the below options. Click edit your response.

Module #1 - Developing Competent Practices

Your response has been recorded.

View accuracy

[Edit your response](#)

3. Your responses will appear, with the below dialogue box.

Does your assessment include statutes, rules, regulations, and...

You're editing your response. Sharing this URL allows others to also edit your response.

OPEN BLANK FORM

4. If you'd like to revisit your responses later, copy the entire URL link from the address bar.

Module #1 - Developin... X + v

← → ↻ 🏠 🔒 https://docs.google.com/forms/d/e/1FAIpQLSfM2rGrhz9z9qLzPx0wiYUFeL93P9YfvGFCaU8p6GnGjRTSeg/viewform?edit2=2

5. Paste the link into a document and then save the document.

<https://docs.google.com/forms/d/e/1FAIpQLSfM2rGrhz9z9qLzPx0wiYUFeL93P9YfvGFCaU8p6GnGjRTSeg/viewform?edit2=2> – Module 1

If you have questions or need additional resources, contact Practice411 by calling (800) 957-4670 or emailing practicehelp@wisbar.org.