PRACTICE MANAGEMENT FOR ATTORNEYS

Mass Tort Academy Mission Statement
Mass Tort Academy's mission is to give mass tort professionals an innovative and comprehensive vehicle for business growth and success.

Academy Advisor	Jerise Henson
Thinkific Tech Support	https://support.thinkific.com/hc/en-us/requests/new
Meeting Days and Times	Asynchronous
Office Hours	Tues. & Thurs. 9am – 11am CST
Support Email	academy@masstortinstitute.com
Phone	888-789-TORT

Course Description:

Mass tort attorneys must juggle business decisions, client interests, and zealous competitors while maintaining legal ethics and getting results for thousands of victims.

Practice Management for Attorneys aims to equip current and future mass tort attorneys with the knowledge and skills needed to run a thriving mass tort law practice that will maximize your investment and deliver the best results possible for your clients.

Required Textbooks and Course Materials:

To successfully complete this course, students will need access to the internet.

Course Learning Outcomes

Through course modules and assessments, students will demonstrate the ability to:

- Understand the mass tort legal industry, including how cases become mass torts and how they progress through the legal system.
- Identify and describe the characteristics of mass tort cases.
- Understand and meet client needs, exceed their expectations, and create a positive client experience.
- Work with co-counsel, opposing counsel, legal services vendors and allied legal professionals to ensure a timely resolution to client legal claims.

Course Expectations

- This is an online, self-led course. The modules allow for a variety of ways to access the content. Your work will be done asynchronously and independently. You may move at your own pace. After each assessment, you will receive a grade for your results. Upon completion of the course, you will receive a verification of completion email and course completion certificate.

- Students are expected to display tolerance and respect in all communication. Communicate with others the same way you would in a traditional classroom. Comments and language should be respectful and appropriate for an online learning community. All comments should also follow acceptable grammar and spelling.

Special Needs Accommodations

This course provides a variety of accommodations for students. Students can listen to audio lectures in lieu of reading text. Students can also download a .pdf version of the course, including all resource companions and assessments, and work offline.

Plagiarism Policy

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledge of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, either in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; or close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor. Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take

notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

Academic Integrity Policy
Students guilty of academic dishonesty, including plagiarizing, may not receive proof of completion of the course.

Module	Title	COURSE MODULES AND DESCRIPTIONS
1	Basics	In this module, students will learn about the history and process of Multi-District Litigation formation. This module will also give a brief overview of state court actions plaintiff leadership positions, and MDL judges.
2	Tort Selection	In this module, students will learn how to be strategic with selecting a mass tort to invest in by learning what factors to consider. This module will cover timing your entry, express and implied preemption, evaluating your firm, and the importance of knowing your defendant.
3	Budgeting	In this module, students will learn the best budgeting methods when working long-haul mass tort litigation. Topics in this module include staffing your practice, budgeting basics, operating and variable costs, working with vendors, and litigation finance.
4	Client Acquisition	In this module, students will learn about the ways successful mass tort law firms find clients, and how to find, persuade, and sign the right clients for your firm. Topics in this module include marketing, alternative models, intake conversion, and contingency agreements.
5	Compensable Case™ Workup	In this module, students will learn how to determine the criteria that claims must meet to continue towards resolution. Students will also learn how and when to refer your claims to experienced firms and when to co-counsel on a claim.
6	Litigation	In this module, students will learn how to select claims that are suitable for filing, as well as the typical process involved within federal and state court when a claim is filed. This includes topics in pre-litigation, mass tort pleadings, common affirmative defenses, Bellwether trials, mediation, and alternative dispute resolution.
7	Trial	In this module, students will learn how and why you need to update your retainer agreement in the trial phase, and how MDL remand process effects trial strategy. The module will cover

		updating your fee agreement, remand and trial package from MDL, adding lawyers to your team, and verdicts and appeals.
8	**Resolution**	In this module, students will learn about typical resolution avenues in mass tort litigation, and how to formally end representation with their clients. Topics include lessons on global settlements, lien resolution and client expenses, confidentiality clauses, and client satisfaction and reviews.
9	**Mass Tort Reform**	In this module, students will learn about the history of mass tort reform and how it has impacted the mass tort industry. It will also discuss what steps you, as a member of the community, can take in your own practice to stay ahead of impending changes. Lessons include the history of tort reform, procedural reforms, diversity in mass torts, as well as ethical considerations for attorneys.