

Law Office Management Working Group | FLO Guidelines

Law Office Management Working Group Guidelines

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Interested in joining the Law Office Management Working Group?

1. [Read Guidelines](#)
2. [Apply to join the Law Office Management Working Group](#)

This Guideline for the [Law Office Management Working Group](#) ("LOM") includes:

- [LOM description & purpose](#)
- [Admission requirements and who can join LOM](#)
- [Confidentiality, relevancy, and appropriate content](#)

This Guideline is made further to the terms and definitions in the [Universal Terms of Use](#) and [FLO Community Terms of Use](#).

LOM description & purpose

The [Law Office Management Working Group](#) consists of a forum (the LOM Forum) for family lawyers who are responsible for the management their law firm or their department, including sole practitioners, to share information and ask questions regarding:

- Law office management
- Trust accounting and accounting issues relating to law firms
- Staffing issues
- Law firm policy and practice
- IT issues relating to law firms
- Legal Software
- Any other matter relevant to the management of a law firm in British Columbia

The purpose of LOM is to connect family law lawyers in an online forum so that they can assist one another and support one another in the management of their law firms.

Admission and membership requirements

Who can join LOM

Any family lawyer who works in British Columbia in the area of family law and who is responsible for the management their law firm or their department.

Requirements

All members of LOM must have read and be prepared to abide by:

- These Guidelines
- [Universal Terms of Use](#)
- [FLO Community Terms of Use](#)

Furthermore, each prospective and active member must maintain a user profile that states, at a minimum:

1. their **practice area** (family law plus any other practice areas as applicable)
2. their **professional designation** (multiple designations are acceptable, but at least one must be "Practicing Member LSBC")

Listing the above user profile information is a precondition to admission and is an ongoing requirement for being a member of LOM. Those whose user profiles do not contain the required information will not be admitted. LOM members who no longer meet the criteria for membership, or who do not maintain the required information in their user profile, may have their membership in LOM revoked.

[To edit your user profile, [click edit profile](#), then click on "Member Details" to see relevant fields.]

Confidentiality, Relevancy and Appropriate Content

Duty to keep LOM content confidential

To protect ethical and legal duties of confidentiality and privilege while encouraging members to participate freely by ensuring members-only discussions, members of LOM shall:

- Only post Content that is relevant to the management of a family law firm in British Columbia
- Be mindful not to disclose personal information about other lawyers and or staff
- Not use the LOM to gossip or complain about, or risk defamation of, any individual
- **Not distribute Content shared to LOM to anyone who is not a LOM member, unless expressly permitted by the Content owner, or unless the Content is otherwise publicly available**
- Follow all ethical and legal duties surrounding confidentiality and non-disclosure, including the Code of Professional Conduct and any implied undertakings respecting disclosure

Relevant content

All Content posted to the LOM Forum must be relevant to the management of a law firm in British Columbia. Off-topic posts reduce the value of the LOM Forum and are not a welcome distraction for other LOM members. Content that fails to meet the criteria for relevance is subject to removal at the sole discretion of a FLO Steering Committee Member.

Appropriate content

Users are specifically reminded that the [Universal Terms of Use](#):

- Defines and prohibits Inappropriate Behaviour
- Prohibits posting of Commercial Messages except where expressly allowed

- Contains rules respecting privileged and confidential information
- Contains rules on identity of User accounts and responsibilities of Users to control access to their accounts
- Contains disclaimers with respect to Content monitoring by CLBC or Administrators and instructions for reporting Inappropriate Behaviour

Do not use the LOM Forum to gossip, complain, or speak negatively about other professionals, and be mindful of the risks of defamation.

Commercial Messages related to requesting or providing family law-related referrals are allowed on the LOM Forum, but solicitation and advertising is not allowed.

A [FLO Steering Committee](#) Member other than an employee of CLBC is a decision maker responsible for enforcing these Guidelines and may remove Content and or revoke a User's membership in LOM if, in the decision maker's sole discretion, these Guidelines are breached.

Law Office Management Working Group Registration

The Law Office Management Working Group ("LOM") is a FLO Working Group (consisting mainly of a discussion forum) open to BC lawyers who work in family law and are responsible for law office management. Read Law Office Management Working Group Guidelines, ensure meet the criteria and preconditions, then submit this form to join.

Confirm Certification and Agreement*

I certify that

- I am a BC family lawyer responsible for managing a law firm or department
- I have read and agree to the LOM Guidelines
- My profile includes my professional designation and practice area

When you submit this form, its contents will be sent to one or more members of the FLO Steering Committee for review.