

# THE SOLO & SMALL PRACTICE INCUBATOR AT IIT CHICAGO-KENT COLLEGE OF LAW APPLICATION

## Completing this form:

This is an interactive PDF form; some functionality may not be available when it is viewed in a web browser. To use all of the form's features, please do the following:

1. Download and save the form to your computer.
2. Open the saved form using Adobe Reader.
3. Complete, save, and print the form.

## **Program Overview:**

The Solo & Small Practice Incubator (SSPI) is designed to assist in the development of newly admitted attorneys in an “incubator” environment that provides an array of business support resources. The aim of the one-year program is to provide Chicago-Kent graduates valuable training, ongoing education and the tools necessary to build and establish their own independent solo or small firm practices. Participation is limited to a select group of recent Chicago-Kent graduates who have been admitted to practice law in Illinois. Although there is no program fee to participate in SSPI, it is suggested that participants spend a couple hours per week with a matched alumni-mentor or clinical faculty-mentor in the mentor's firm. At a minimum, participants are required to meet with their matched mentors eight times during the yearlong program. Time spent in the mentors' firms provide participants with additional experiential training, and assists in further enhancing participants' professional careers.

## **The SSPI will provide:**

- a shared working area with basic office fixtures such as a desk, chair and phone.
- experiential training on law firm management, including topics such as retainer agreements, client intake, billing practices, case management, discovery, and other practice-related topics
- matched mentors who advise, counsel, and assist participants navigate different selected practice areas
- business development resources, such as creating a marketing strategy, developing a website, and obtaining and retaining a client base
- networking opportunities to enhance participants' professional careers
- access to Chicago-Kent's state-of-the-art library facilities
- access to Lexis, Westlaw and Bloomberg

\*Participants may be eligible to earn 6 hours of professional responsibility CLE credit as part of the Illinois Supreme Court Commission on Professionalism Lawyer-to-Lawyer Mentoring Program.

<http://www.2civility.org/projects/mentoring/>

## **Participants must:**

- have an entrepreneurial spirit, and preferably a demonstrated track record of innovation and creativity
- be open to collaboration and learning from varied resources – e.g., workshops, trainings, invited speakers, mentors, peers, clients, other professionals from the legal profession, and the community
- be flexible and have the ability to adapt to changing circumstances
- be a member of the Illinois bar in good standing
- be willing to commit one year to participation in the program, including attendance at workshops, trainings and status meetings.
- be a Chicago-Kent recent graduate
- carry professional malpractice insurance in an appropriate amount at all times as a participant in the program

*SSPI is designed to offer a select group of entrepreneurial-minded recent Chicago-Kent graduates with valuable experience and ongoing education to help build their professional career as solo or small firm legal practitioners. It is intended to accelerate the successful development of new lawyers in an “incubator” environment. If your ultimate goal is to seek traditional legal employment rather than creating your own solo or small firm practice, you should not pursue participation in SSPI.*

**Application Checklist:**

Please provide the following documents along with this application. Use this checklist to ensure you have completed the entire application.

- Completed Application (Parts A-D, excluding A.1 if you are awaiting results of the recent bar exam. Part A.1. may be provided later.)
- Current Resume
- Business Plan

Please submit your application materials (completed application, current resume, and business plan) in electronic format to [dyoung@kentlaw.iit.edu](mailto:dyoung@kentlaw.iit.edu).

# SSPI Application

## PART A. General Information

Mr.  Ms.  Mrs.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address (line 1) \_\_\_\_\_ Address (line 2) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

*Answering "No" does not automatically disqualify an applicant.*

If No, do you have a permanent visa to work in the United States?  Yes  No

Year of Chicago-Kent Degree (J.D. or LL.M.) \_\_\_\_\_ J.D. Certificate or LL.M. Concentration \_\_\_\_\_

When are you available to enter the SSPI and begin your practice? \_\_\_\_\_

## \* PART A.1. Bar Information

Date of Admission to Illinois Bar \_\_\_\_\_ Illinois Attorney Registration No. \_\_\_\_\_

Other bar admissions and dates \_\_\_\_\_

*\*If you do not have the information in Part A.1. yet because you are awaiting results of the recent bar exam at the time you are completing this application, you may provide this information to us later.*

## PART B. Education

### Undergraduate School

College/University \_\_\_\_\_ Dates of Attendance \_\_\_\_\_

Concentration/Major \_\_\_\_\_ Type of Degree \_\_\_\_\_ Year Degree Received \_\_\_\_\_

### Post-Graduate School

Post-Graduate School \_\_\_\_\_ Dates of Attendance \_\_\_\_\_

Concentration/Major \_\_\_\_\_ Type of Degree \_\_\_\_\_ Year Degree Received \_\_\_\_\_

*Attach additional sheets if necessary.*

## **PART C. Work Experience, Awards/Honors, and Additional Training**

Please submit a current resume that includes relevant experience and training.

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## **PART D. Business Plan**

Please provide a business plan, which can be formatted however you choose. It should be realistic as possible to demonstrate to the Selection Committee the concept for your law practice (both short and long term) and its likely viability. Whatever format you choose should, at a minimum, contain the following elements:

- **Background.** This section should address background information about you that may include, among other things, where you are from, family background, education, work experience, contacts, particular knowledge, skills or personal characteristics, etc., relevant to your likely success in solo or small firm practice.
- **Choice of Entity.** This section should identify the Illinois business organization form and federal income tax classification you envision for your practice.
- **Area(s) of Practice.** In which area(s) will you concentrate most of your efforts? What will be your niche? Will it be a specialized or a more general practice?
- **Marketing Plan.** How will you market your practice to potential clients? Identify realistic and ethically appropriate methods consistent with your area(s) of practice.
- **Budget.** A budget for your first year of operation and year thereafter, including expected revenue (you should address here or elsewhere the basis on which you expect to charge for your services and your plans for billing and collection) and expenditures.

Please remember to submit your application materials (completed application, current resume, and business plan) in electronic format to [dyoung@kentlaw.iit.edu](mailto:dyoung@kentlaw.iit.edu).