



Considerations for Selecting Virtual Office Space

- Confidentiality given sharing space
 - A confidentiality agreement for the receptionist
 - Location and storage of client files
 - Use of shared printers and fax machines
 - Mailroom procedures
 - See, ER 1.6 Confidentiality
 - In the absence of informed consent, lawyers shall not reveal information related to the representation.
- Potential for Conflicts of Interest
 - Consider whether office support staff are sources of conflicts
 - If those you share an office with are in the same practice area, beware of representing an adverse party
 - See, ER 1.7 Conflict of Interest: Current Clients
 - See, ER 1.8 Conflict of Interest: Current Clients: Specific Rules
- Staff
 - Ensure that staff members are properly trained
 - See, ER 5.3 Responsibilities Regarding Non-lawyer Assistants
- Maintaining your independence and professional judgment
 - Even if you do not own the office space that you are using, do not allow a third party to interfere with professional judgment.

- Consider the best ways to allow you to comply with the ethics rules and speak to your landlord about them.
- See, ER 5.4 Professional independence of a Lawyer
- Naming and communicating your law firm's name
 - Only imply that you practice in a partnership or other organization when it is true, not if you are merely sharing office space.
 - Ensure that letterhead, business cards, signs, etc. provide an accurate firm name.
 - See, ER 7.5 Firm Names and Letterhead

Be sure to also check out our [Going Solo in Arizona e-book](#) and the [Starting a Law Practice Set-up Packet](#) for more information.