

# Table of Contents

<b>Introduction.....</b>	1
<b>Chapter 1: Initial Steps.....</b>	3
A. Meeting Attorneys and Staff in Your Firm/Section/Department.....	3
B. Meeting Judges and Court Personnel.....	5
C. Organizations You Can Join .....	6
<b>Chapter 2: Internal Interactions.....</b>	11
A. Supervisors .....	11
B. Peers .....	19
C. Paralegals/Assistants.....	22
<b>Chapter 3: Bankruptcy Basics.....</b>	27
A. The Bankruptcy Code and Rules .....	27
B. The Courts .....	28
C. Consumer Cases .....	30
D. Business Cases.....	34
E. U.S. Trustee's Office.....	38
F. How to Keep Time.....	39
<b>Chapter 4: Interactions with Clients.....</b>	43
A. Consumer Debtor Client.....	44
B. Corporate Debtor Client.....	46
C. Creditor Client.....	47
D. The Creditors' Committee.....	48
<b>Chapter 5: Pro Bono Work.....</b>	51
A. Bankruptcy .....	52
B. Other Pro Bono Work.....	52

<b>Chapter 6: Professionalism .....</b>	55
A. At the Office .....	55
B. In the Courtroom.....	61
<b>Chapter 7: Ethics .....</b>	65
A. Privilege/Work Product (Electronic Communications) .....	67
B. Confidentiality .....	69
C. Candor to Tribunal.....	70
D. Conflicts of Interest.....	71
E. Bankruptcy Specifics .....	73
<b>Chapter 8: Making a Career.....</b>	79
A. Finding Your Specialty .....	79
B. Rainmaking.....	82
C. Billable Hours .....	83
D. Making Partner/Achieving the Next Level .....	84
E. In-House Counsel .....	86
F. Oops — I'm in the Wrong Practice Area .....	86
G. Oops — I Don't Want to Practice Law .....	87
H. Relax: You Still Have Time to Brush Your Teeth.....	89
<b>Chapter 9: A View from the Bench.....</b>	91
A. Honesty: It's Such a Lonely Word .....	92
B. So Tell Me What You Want, What You Really, Really Want:	
Lessons Learned from the Spice Girls.....	94
C. I Have a Kitchen; It Has a Sink .....	95
D. Remember, They're Called "Briefs" for a Reason .....	97
E. Why Does All This Matter? .....	100
F. Be Mindful to Also Tell Me What You Mean,	
What You Really, Really Mean .....	101
G. In Conclusion .....	103