Suggested Member Needs Survey questions  
(prepared by ABA Division for Bar Services)

1. What are your most significant concerns in relation to the pandemic over the next month? (Please rate your level of concern for each.)

<table>
<thead>
<tr>
<th>Concerns over the next month</th>
<th>5 – Extremely concerned</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1 – Not at all concerned</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to reopen our office effectively and safely</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash flow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management of staff working remotely</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serving clients remotely who have limited access to technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Having the right technology to manage employees and clients</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing stress</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balancing work and home demands</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Getting comfortable with new technology and processes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homeschooling/childcare</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other concerns over the next month:
____________________________________________________________________________________
____________________________________________________________________________________
2. What are your most significant concerns in relation to the pandemic over the next 3-6 months? (Please rate your level of concern for each.)

<table>
<thead>
<tr>
<th>Concerns over the next 3-6 months</th>
<th>5 – Extremely concerned</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1 – Not at all concerned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintaining cash flow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintaining current clients</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Client development (attracting new clients)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Having the right technology to manage employees and clients</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billing/fee collection issues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduction in work/caseload</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homeschooling/childcare</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wellness/increased stress</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other concerns over the next 3-6 months:

_____________________________________________________________________________________
_____________________________________________________________________________________

3. What educational/training topics and resources would be most helpful to you (and your team) right now? Please select up to five.

- New technology tools like Zoom and WebEx (usage of and privacy concerns)
- Trends in growing/contracting practice areas
- How to effectively practice law remotely
- Federal stimulus packages and implications
- Insight into legal issues/lawsuits that might arise from crisis
- How to maintain revenue stream with diminishing clients
- How to engage virtually with new clients
- Employment law changes due to COVID-19
- Switching to a paperless office
- Wellness resources
- Virtual courtroom practice
- Changes in court rules/procedures

Other helpful educational/training topics:

_____________________________________________________________________________________
_____________________________________________________________________________________

4. What challenges are you and/or your practice facing in working remotely? Check all that apply.

- Access to needed software
- Technology issues (access to printer, etc.)
- Monitoring work of support staff working remotely
- Connecting with clients remotely
- Communicating effectively with staff
- Access to paper files and mail in office
- Ensuring all staff has remote access to firm files while maintaining security and confidentiality of the data

Other challenges faced by you and/or practice in working remotely:
_____________________________________________________________________________________
_____________________________________________________________________________________

5. What challenges are you facing working with the courts and/or the legal community? Check all that apply.

- Staying current with changing court directives and regulations
- Lack of access to courts/scaled back operations of courts
- Learning new technology to do court hearings remotely
- Access to online court records
- Executing documents while exercising social distancing and adhering to legal requirements
- Inconsistencies in procedures between courts/judges

Other challenges faced working with the courts and/or the legal community:
_____________________________________________________________________________________
_____________________________________________________________________________________

6. Which of the following actions are your firm or employer considering (or have already implemented) as a result of the pandemic? Check all that apply.

- Cancelled our summer associate program
- Hiring freeze
- Compensation adjustments (pay cuts, shifts to part-time, etc.)
- Reduction of physical office footprint
- Deferring or canceling planned investments
- Staff furloughs
- Staff lay offs
- Delays or reductions in partner profit distributions
- Delays of partner bonuses

Other actions firm/employer considering:
_____________________________________________________________________________________
_____________________________________________________________________________________
7. Which of the following best describes your current practice/employment setting?

- Private practice
- Judiciary
- Government
- For-profit corporation or business (in-house counsel)
- For-profit corporation or business (non-legal)
- Law school
- Law student
- Other non-profit organization
- Retired
- Currently unemployed

Other practice/employment setting:
_____________________________________________________________________________________
_____________________________________________________________________________________

8. Which of the following best describes your position in private practice?

- Sole practitioner alone
- Sole practitioner sharing office space with other lawyers
- Partner or shareholder in firm
- Associate in firm
- Other salaried employee in firm

Other position in private practice:
_____________________________________________________________________________________
_____________________________________________________________________________________

9. What is the size of your firm?

- Sole practitioner
- 2-3 attorneys
- 4-5 attorneys
- 6-10 attorneys
- 11-19 attorneys
- 20+ attorneys
10. Please identify from the list below those substantive fields to which you devote the majority of the time you spend on legal matters.

- Administrative law and governmental agency matters
- Alternative dispute resolution
- Antitrust
- Appellate law
- Banking
- Bankruptcy
- Business law and corporate law
- Civil rights and liberties
- Commercial law
- Constitutional law
- Construction law
- Consumer law/consumer protection
- Criminal law
- Education law
- Elder law
- Environmental and natural resource law
- Estate planning, probate and trusts
- Ethics
- Family law
- Health law
- Housing law
- Immigration law
- Insurance law
- Intellectual property
- International property
- Labor and employment law
- Land use planning and zoning law
- Litigation
- Mining and gas law
- Pensions and employee benefits
- Public contracts
- Public finance law
- Public transportation law
- Public utilities and other regulated industries
- Real estate: commercial and development
- Real estate: residential and residential landlord-tenant
- Securities
- Social Security Disability law
- Taxation
- Torts
☐ Water law
☐ Workers’ compensation

Other substantive field(s):

_____________________________________________________________________________________
_____________________________________________________________________________________