

HOW TO MAKE YOUR LAW PRACTICE GREEN

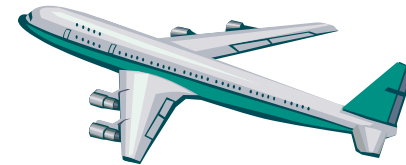


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What Is A Law Firm's Environmental Impact?

- Arnold & Porter LLP
 - 51 million sheets of paper per year or 6120 trees per year
 - Flight miles (3 million pounds CO₂/year)
 - 6.7 million flight miles 2006
 - 7.9 million flight miles 2007 (18% increase)
 - Eight offices: HVAC, lighting, technology, etc.





Why Bother?

- Heavy use of resources is inconsistent with a sustainable future
- Decreasing energy use and waste causes reduced manufacturing and disposal
- Makes clients happy
- Saves money



ABA/EPA'S Law Office Climate Challenge

- Voluntary program developed jointly by the American Bar Association Section of Environment, Energy and Resources and the EPA.

- Composed of 3 programs:
 - The Waste Wise Initiative
 - The Green Power Partnership
 - The Energy Star Program



Waste Wise

- Focus of program is paper usage.
- Each lawyer generates between 20,000 and 100,000 pages of paper every year.
- Approximately 1 million U.S. lawyers = 20-100 billion pages per year.
- Participants are recognized as a Climate Challenge Leader if 2 of these 3 practices are followed:
 - Employ double-sided copying for at least 50% of internal pages
 - At least 90% of office paper is at least 30% post-consumer recycled content
 - Recycle at least 90% of discarded office paper



Green Power Partnership

- Encourages participants to cover at least part of their energy usage by purchasing “green power” – i.e., power generated from renewable energy resources such as wind, solar or water power.
- Law firms that lease space can buy “renewable energy certificates,” which support these energy resources.
- Effect of this approach is to support the growing market for renewable energy while reducing demand for conventional polluting power sources.

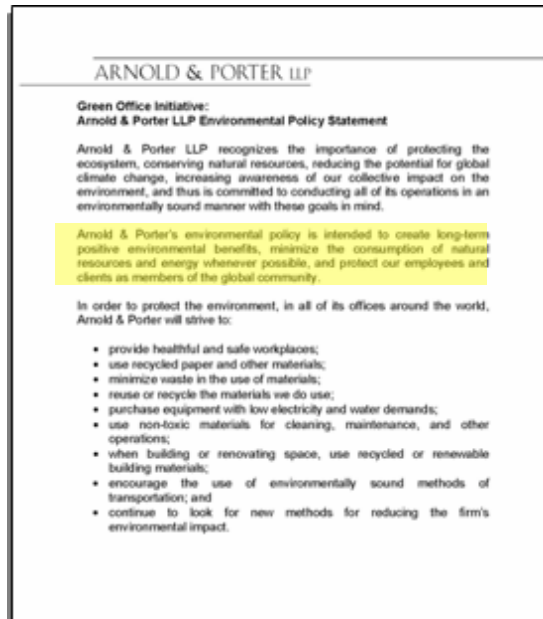


Energy Star Program

- Participants pledge to reduce energy usage by 10%
 - Purchasing energy efficient equipment, including computers, monitors, printers, refrigerators
 - Using motion sensing lights that turn off automatically
- Visit ABA's Web page to enroll
 - www.abanet.org/envIRON/ecochallenge



The Green Office Policy



- Our first step was to draft and adopt a broad environmental policy
- Firm leadership quickly adopted and announced the policy and we began to implement changes consistent with our commitment to environmental stewardship

Arnold & Porter's environmental policy is intended to create long-term positive environmental benefits, minimize the consumption of natural resources and energy whenever possible, and protect our employees and clients as members of the global community.



The Green Team



Establish a Green Office Initiative Working Committee

- Representative from Each Office
- Associates
- Partners/Counsel
- Management
- Operations
- IT
- Support Staff

Establish a “Green Team” email distribution list



Examine & Eliminate Wasteful Practices - Paper

- Can reduce printing
 - Set default to double-sided printing (instituted April 2007)
 - Switch to paper with 30% post-consumer waste
- Eliminate Wasteful Practices
 - Convert internal communications from paper to email
 - Eliminate printing faxes (can save tens of thousands of pages each month)
 - Automate personal account statements, overtime, other reports





Examine & Eliminate Wasteful Practices - Paper

- Other paper products and vendors
 - Convert from yellow to white recycled legal pads
 - Prefer vendors who use recycled paper
 - Convert all paper products to recycled or biodegradable products
 - New ecotainer coffee cups, cafeteria products
- Holiday Cards on recycled cardstock, e-cards





Green Offices: Energy

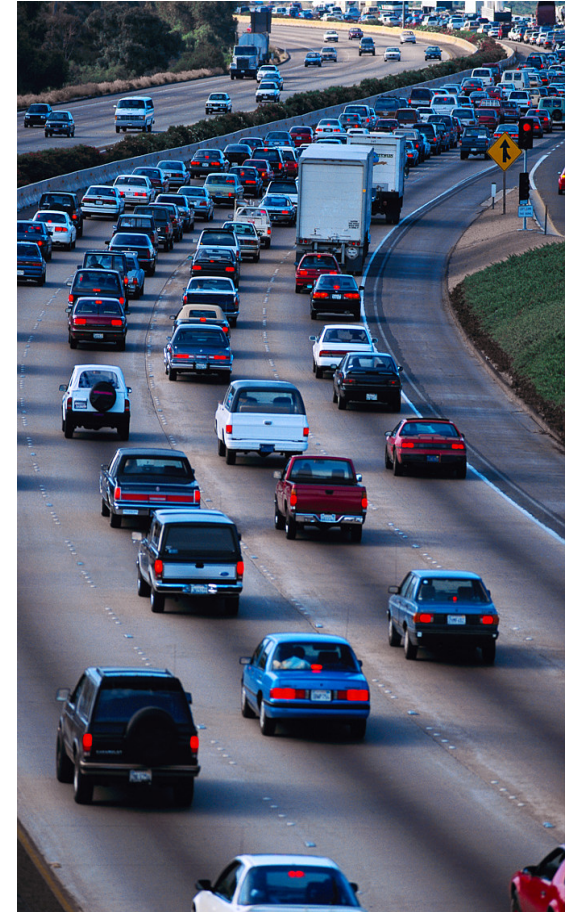
- Inventory Energy Use and Make Changes
 - Highest impact areas: heating/cooling, lighting, office equipment
 - Install energy efficient lighting where it is not already in use
 - Install motion sensors in bathrooms and conference rooms
- Energy Star Equipment
- Replace CRTs with LCD screens
- Reset power savings settings on equipment
 - Set computer to default to sleep instead of screen saver
- Turn off lights, switch off power strip





Green Offices: Transportation

- Offset Impact for Air Travel
 - Purchase credits to offset air miles
 - Rainforest restoration
 - Wind power investment
- Use Video conferencing/Webex
- Commuting
 - Preference for car services with hybrid cars
 - Consider a tire pump if have an office garage





Green Offices: Other Waste Reduction

- Water
 - Eliminate plastic water bottles. Replacing with pitchers, stainless steel water filtration systems in pantries and conference rooms
 - Install low flow toilets and faucets
- Reduce cafeteria, conference services waste
 - If have a cafeteria, donate extra food to a homeless shelter
- Electronics Recycling
 - Recycle old PDA's and cell phones
 - Electronics collection (CRT disposal)
- Director challenges – ask each department to “green” their programs





Partner with Green Vendors

- Ensure your vendors use Energy Star products.
- Use a messenger firm with bicycle distribution.
- Check that your court reporting service uses less paper intensive practices.
- Buy food from vendors that provide locally grown and organic produce.



Considering Expansion

- Green Spaces
 - Locate your office in areas that don't require use of green open spaces.
 - Create a green space near, or on the roof of, your office.
- Reduce Air Conditioning and Heating Costs
 - Take advantage of natural light and shade.
 - Use building materials that reflect light.
- Use Recycled Materials for Flooring, Tiling and Carpeting.
- Review your Local Green Building Laws.



Education Efforts



- Start a *Green* newsletter
- America Recycles Day plastic bag contest
 - Collect plastic bags and provide the winners with reusable shopping bags
- Quarterly Lunch Program
 - Show “An Inconvenient Truth” firmwide on Earth Day
 - Other topics: calculating your carbon footprint, how to recycle, mass transit options



Going Green in Your Individual Practice

- Stipulating to Email Service
 - Check local court rules to ensure permitted. See CCP § 1010.6(a)(6); CRC 2.260(a).
 - File notice of agreement to accept electronic service OR electronically filing a document with the court (where permitted). See CRC 2.260(a)(2).
 - Electronic service is complete at time of transmission, but extends time to respond by two court days. See CCP § 1010.6(a)(6).
 - Different rules may apply in “complex cases” where court orders a central depository, see CRC 3.751, and class actions, see CRC 2.253.



Going Green in Your Individual Practice

- CD filings where permitted by the Court
- Signing letters electronically and sending by email only
 - Electronic signature or /s/
- Using electronic folders and sub folders to organize documents, rather than printing and creating voluminous binders.



What Can You Do?

■ Reduce

- Electricity Consumption
- Gasoline Consumption
- Water Consumption
- Paper Consumption
- Junk Mail



■ Recycle

- Waste
- Compost

■ Rejuvenate

- Organic
- Sustainable seafood





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