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THE DEFINITIVE GUIDE FOR

# Attorneys & Legal Professionals in Washington D.C.

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Prestigious K Street Office Solutions for  
Solo Practitioners and Small Law Firms

PRESENTED BY

**OSI OFFICES**

1629 K Street NW, Suite 300 | Washington D.C. 20006

osioffices.com | (202) 600-7777

*Founded by C. Jack Pearce, Antitrust Attorney | Trusted Since 1981*

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From \$99/month — no lease, no deposit

# 1. The D.C. Legal Market

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Washington D.C. is the epicenter of American law. With the Supreme Court, federal agencies, Congress, and thousands of lobbying firms and trade associations, the District offers unparalleled opportunities for legal professionals. But the market is also fiercely competitive — and how you present your practice matters enormously.

## Market Landscape

- **Over 58,000 D.C. Bar Members:** The D.C. Bar is one of the largest in the nation, reflecting the extraordinary concentration of legal talent in the District.
- **Federal & Regulatory Hub:** Attorneys practicing administrative law, regulatory compliance, lobbying law, and government affairs are drawn to D.C. from across the globe.
- **Litigation Center:** The U.S. District Court for D.C., D.C. Superior Court, and numerous federal agencies hear cases with national and international significance.
- **Solo & Small Firm Opportunity:** Not every attorney needs a BigLaw office. Solo practitioners and small firms serve the vast majority of individual legal needs — family law, criminal defense, immigration, civil rights, real estate, and estate planning.
- **Government Contracting:** The federal government and D.C. government spend billions annually on legal services, creating opportunities for certified small law firms.
- **International Law:** D.C.'s diplomatic community and international organizations create unique demand for international law expertise.

**In a market where perception equals reality, your office address, your reception, and your conference room speak before you do. A K Street address has communicated legal authority for decades.**

## 2. Establishing Your D.C. Practice

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### D.C. Bar Admission

To practice law in the District of Columbia, you must be admitted to the D.C. Bar. The D.C. Bar offers several paths to admission:

- **Bar Examination:** Take and pass the D.C. bar exam (administered twice yearly). You are limited to 4 attempts on any component.
- **Admission on Motion:** Attorneys admitted in another U.S. jurisdiction who meet specific criteria may apply for admission without examination.
- **Special Legal Consultant:** Available for foreign-trained lawyers who intend to maintain an office in D.C. and meet character and fitness requirements.
- **Registration:** After admission, you must register with the D.C. Bar Membership Office to receive your license. Contact: (202) 626-3475.

### Business Formation for Law Practices

- **Sole Proprietorship:** Simplest structure, but no liability protection.
- **Professional Limited Liability Company (PLLC):** Most common for solo attorneys — provides liability protection while meeting D.C. professional requirements.
- **Professional Corporation (PC):** Alternative for attorneys who prefer corporate structure.
- **D.C. Business License:** Register with DLCP and obtain your Basic Business License.
- **Professional Address:** Establish a D.C. business address for your bar registration, court filings, and client correspondence.
- **IOLTA Account:** Open a trust account at a D.C.-approved bank for holding client funds.
- **Malpractice Insurance:** While not legally required in D.C., it is a best practice and often required by clients.

### Key Professional Requirements

D.C. Bar membership fees are due annually on July 1 (fiscal year July 1-June 30). The Bar offers mandatory CLE requirements, and attorneys must maintain current contact information including their office address. Foreign-trained attorneys seeking Special Legal Consultant status must demonstrate intent to maintain an office in D.C.

**Your D.C. Bar registration address and your court filing address define your professional identity. OSI Offices provides a prestigious K Street address that instantly communicates credibility and permanence.**

## 3. The K Street Advantage

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In Washington D.C., K Street is synonymous with legal and political power. For decades, the K Street corridor has been the address of choice for law firms, lobbying firms, and policy organizations. When you operate from K Street, you inherit that legacy of authority and expertise.

### Why Address Matters in Legal Practice

- **Client Confidence:** Clients seeking legal representation evaluate your credibility from every touchpoint — your address is often the first one.
- **Court Correspondence:** Opposing counsel and judges see your address on every filing. K Street communicates established, serious practice.
- **Referral Partners:** Other attorneys and professionals are more likely to refer clients to a firm with a recognizable, prestigious address.
- **Online Presence:** Your Google Business Profile, Avvo listing, and website all display your address — K Street elevates every digital touchpoint.
- **Insurance Panel Applications:** When applying to legal insurance panels or becoming approved counsel, a professional address strengthens your application.
- **Proximity to Power:** 1629 K Street NW is one block from the White House, steps from Farragut Square, and minutes from the U.S. District Court, D.C. Superior Court, and major federal agencies.

### The 1629 K Street NW Location

- **Metro Access:** Farragut North (Red Line) and Farragut West (Blue/Orange/Silver) are both within a 2-minute walk.
- **Court Proximity:** Quick access to D.C. Superior Court, U.S. District Court for D.C., and federal agencies.
- **Client Convenience:** Central location easily accessible for clients from across the D.C. metro area.
- **Professional Neighbors:** Located among law firms, lobbying firms, and professional service providers.
- **Building Lobby Listing:** Your firm's name displayed in the building directory — visible proof of your K Street presence.

## 4. Office Space for the Modern Attorney

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The modern solo practitioner and small law firm needs a fundamentally different office setup than the traditional model. You need professional space for client meetings and depositions, but you don't need (or want) the overhead of a dedicated lease, a receptionist salary, IT infrastructure, and conference room furniture.

### Traditional Law Office vs. OSI Flexible Model

| Factor           | Traditional Lease      | OSI Offices                   |
|------------------|------------------------|-------------------------------|
| Commitment       | 3-10 year lease        | Month-to-month                |
| Upfront Cost     | \$10,000-\$50,000+     | \$0 setup / \$99/mo start     |
| Reception        | Hire (\$40K+/year)     | Included — trained staff      |
| Conference Room  | Build/furnish/maintain | AV-equipped, included         |
| Technology       | Purchase/maintain      | Enterprise internet, copiers  |
| Mail Handling    | Self-managed           | Scanning, forwarding, digital |
| Registered Agent | Hire separately        | Included in plans             |
| Scalability      | Locked into space      | Scale up/down monthly         |

### What Attorneys Actually Need

- **Private Offices:** For client consultations, phone calls, and confidential document review.
- **Conference/Deposition Rooms:** AV-equipped rooms for depositions, mediations, and multi-party meetings.
- **Reliable Mail & Service of Process:** Legal mail handling requires meticulous care — missed filings have consequences.
- **High-Speed Copier/Scanner:** For discovery, filing, and document production at any volume.
- **24/7 Access:** Late-night case preparation and weekend filing deadlines are the norm, not the exception.
- **Client-Facing Reception:** Professional staff who greet clients, accept evidence, and manage your front-of-house presence.

## 5. Technology & Modern Legal Practice

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D.C. courts have aggressively adopted technology — making it essential for attorneys to operate with modern infrastructure. OSI Offices provides the technology backbone that solo and small firms need without the capital investment.

### Court Technology Requirements

- **Mandatory Electronic Filing:** D.C. courts require e-filing through their CaseFileXpress and other platforms.
- **Electronic Discovery:** Modern litigation demands the ability to process, review, and produce large volumes of electronic documents.
- **Video Conferencing:** Remote depositions and court hearings have become standard practice.
- **Digital Record Keeping:** Courts increasingly expect digital document management and retrieval.

### OSI Technology Infrastructure

- **Enterprise-Grade Internet:** High-speed connectivity for research, e-filing, and video conferencing.
- **Professional Copiers/Scanners:** High-volume machines that handle the largest discovery and filing jobs.
- **AI-Powered Mail Scanning:** Mail surfaces scanned and emailed upon receipt; content scanning available upon request.
- **Voicemail-to-Email:** Professional D.C. number with transcribed voicemail messages delivered to your inbox.
- **Secure Client Portal:** 24/7 access to your account, documents, and services through OSI's member portal.
- **Conference Room AV:** Full audio-visual equipment in all conference rooms for depositions and remote hearings.

When D.C. courts moved to mandatory electronic filing, OSI installed copiers and scanners to accommodate the largest jobs — ensuring their attorney members were never behind the technology curve.

## 6. Client Experience & First Impressions

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Legal representation is a high-trust, high-stakes service. Clients evaluate your competence from the moment they research your firm online, walk into your building, and sit down in your office. Every touchpoint either reinforces or undermines their confidence in your ability to handle their matter.

### The Client Journey at OSI

- **Online Research:** Your K Street address appears on Google, Avvo, and your website — instantly signaling established D.C. presence.
- **Building Arrival:** Clients enter a professional K Street building with lobby directory listing showing your firm name.
- **Reception:** Trained staff greet your client by name, offer refreshments, and notify you of their arrival.
- **Waiting Area:** Professional, comfortable waiting area that reflects the quality of your practice.
- **Meeting Room:** Well-appointed conference rooms with AV equipment, suitable for depositions, mediations, and sensitive discussions.
- **Follow-Up:** Secure mail handling ensures court documents, service of process, and client correspondence are managed with precision.

### Deposition & Conference Facilities

For litigators, the quality of your deposition and meeting space directly affects proceedings. OSI provides multiple conference room sizes with full AV equipment — from intimate 4-person rooms for settlement discussions to large presentation rooms for multi-party depositions. Court reporters, videographers, and opposing counsel all form impressions of your practice from your facilities.

**John Davis, Esq.: "I have a litigation practice, so it is imperative that my mail and telephone logs be meticulous, and that my clients and witnesses be accommodated at all times. I could not be happier with OSI."**

## 7. Government Contracting for Attorneys

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Legal services are among the most commonly procured professional services by both the D.C. government and federal agencies. Attorneys and law firms with the right certifications can access lucrative government contracts.

### CBE Certification for Law Firms

- **D.C. Government Legal Services:** The District regularly contracts for outside legal counsel in areas including litigation, regulatory advice, real estate, and employment law.
- **50% SBE Spending Mandate:** D.C. agencies must direct significant spending to certified small businesses.
- **Preference Points:** Up to 12 preference points on D.C. contract bids — a substantial competitive advantage.
- **Physical Presence Required:** CBE certification requires a principal office physically located in D.C.
- **OSI's Dedicated Desk Solution:** Satisfies CBE physical presence requirements with full documentation support.

### SAM Registration for Federal Legal Work

- **Federal Agency Counsel:** Agencies contract for outside legal services including litigation support, regulatory compliance, and policy analysis.
- **Required Registration:** SAM.gov registration is mandatory before any federal contract award.
- **Physical Address Required:** SAM requires a verified physical address (no P.O. boxes).
- **NAICS Codes for Legal Services:** 541110 (Offices of Lawyers) and related codes position your firm for relevant opportunities.
- **SBA Certifications:** 8(a), HUBZone, and other certifications can be layered on top of SAM registration.

**OSI Offices provides dedicated desk solutions specifically designed to fulfill both CBE and SAM compliance requirements — from \$279/month with full lease documentation and Certificate of Occupancy.**

## 8. OSI Offices: Built by an Attorney, for Attorneys

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OSI Offices was founded in 1981 by **C. Jack Pearce**, a distinguished antitrust attorney with experience at the U.S. Department of Justice and the White House Office of Consumer Affairs. This legal heritage means OSI understands the unique needs of legal professionals in a way no generic coworking space ever could.

### What Sets OSI Apart for Attorneys

- **Founded by an Attorney:** Jack Pearce built OSI specifically to serve the legal community, and that DNA persists after 40+ years.
- **Legal Community Network:** Practice alongside fellow attorneys for referrals, consultation, and collaboration.
- **DC Bar Collaboration:** Access to exclusive lectures and professional development events.
- **Meticulous Mail Handling:** Legal mail and service of process handled with the precision your practice demands.
- **Registered Agent Services:** Professional representation for legal documents, statutory notices, and corporate filings.
- **Conference/Deposition Rooms:** Multiple AV-equipped rooms sized for every type of legal meeting.
- **24/7 Building Access:** Late-night trial prep and weekend deadlines are covered with round-the-clock access.
- **Curbside Mail Delivery:** Your legal mail delivered directly to your vehicle — a unique OSI convenience.
- **Administrative Support:** On-site staff assistance with document preparation and filing tasks.
- **40+ Years of Legal Service:** A proven track record with attorneys who have practiced at OSI for 10, 15, and 20+ years.

*"In 2013, when I re-established my practice, I would not have chosen to go any other place than to O.S.I. I just called Mr. Pearce and an hour later, I was all set! Their prices are competitive, the team is always kind and available."*

— Cecile Neuvens, Esq.

*"I have performed European and African international law, have had an office presence in the K Street Corridor since 1976, and have used OSI for over 15 years because it has provided by far my best experience."*

— John Floyd III, Esq.

*"For more than two decades, Jack Pearce and OSI Inc. have provided excellent professional service to my firm. With the assistance of OSI, I have been able to maintain a vibrant criminal law and civil rights practice."*

**— Michael Lasley, Esq.**

## 9. Plans, Pricing & Getting Started

OSI Offices offers two primary plans designed specifically for legal professionals, along with the ability to customize based on your practice needs. All plans are month-to-month with no setup fees or deposits.

| Feature                         | Starter Package<br>\$99/mo | Comprehensive Plan<br>\$165/mo |
|---------------------------------|----------------------------|--------------------------------|
| Prepaid Office Hours            | 2 hours                    | 16 hours                       |
| K Street Address                | ✓                          | ✓                              |
| Mail Service & Surface Scanning | ✓                          | ✓                              |
| DC Phone + Voicemail-to-Email   | ✓                          | ✓                              |
| Content Scanning on Request     | ✓                          | ✓                              |
| Lobby Directory Listing         | —                          | ✓                              |
| Registered Agent Services       | —                          | ✓                              |
| Curbside Mail Delivery          | —                          | ✓                              |

Additional options include dedicated desks (from \$279/month), full-time private offices (from \$700/month), and custom configurations for growing firms. All plans include access to conference rooms, high-speed internet, professional reception, and the full OSI technology infrastructure.

### Your Getting Started Checklist

- Visit [osioffices.com](https://osioffices.com) or call (202) 600-7777 to discuss your practice needs
- Schedule a tour at [calendly.com/osi-meeting/office-tour](https://calendly.com/osi-meeting/office-tour)
- Request your FREE Day Pass to experience the space and meet the staff
- Choose your plan (Starter or Comprehensive) or request a custom quote
- Sign up — no long-term commitment, no deposit, no setup fees
- Update your D.C. Bar registration address to 1629 K Street NW
- Add your K Street address to Avvo, Google Business Profile, and your website
- Begin scheduling client meetings and depositions in OSI conference rooms

**ELEVATE YOUR LEGAL PRACTICE AT OSI OFFICES**

**Phone:** (202) 600-7777 | **WhatsApp:** (202) 459-8998

**Email:** [manager@osioffices.com](mailto:manager@osioffices.com) | **Web:** [osioffices.com](http://osioffices.com)

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One Block from the White House | Steps from Farragut Square

## **Disclaimer**

This guide is for informational purposes only and does not constitute legal, financial, or professional advice. Bar admission requirements and regulations change. Verify requirements with the D.C. Bar and relevant licensing authorities. OSI Offices provides office space and business services but does not provide legal counsel or bar admission assistance.

*Guide prepared by OSI Offices | [osioffices.com](https://osioffices.com) | Updated 2025*