

Re: Developing Your Firm's Administrative Leaders

Dear Managing Partner or Firm Leadership:

We are writing to share information about the Certified Legal Manager (CLM)[®] designation and its value to law firms. As you consider ways to strengthen your firm's strategic leadership and operational effectiveness, this credential offers a meaningful benchmark for professional excellence, from the C-suite to department leadership.

What is the CLM Designation?

The CLM credential, awarded by the Association of Legal Administrators, is a respected credential for professionals responsible for the business and operational management of law firms and legal departments since 1991. It signifies demonstrated expertise in financial management, human resources, operations, communications and legal industry-specific administration. Today, 383 of ALA's more than 8,100 members hold this distinguished credential. Earning the CLM is a significant professional achievement that reflects extensive knowledge, proven leadership and a commitment to excellence. In a profession where strong administration directly affects attorney productivity and client service, this expertise can have a measurable impact.

Maintaining Professional Excellence

The CLM designation signals a commitment to ongoing professional development. To achieve and maintain the credential, individuals must meet eligibility requirements, pursue continuing education and pass a comprehensive examination. This ensures administrative leaders remain current on evolving practices, regulatory considerations and management expectations.

Value for Department Leaders

Encouraging department leaders to pursue the CLM designation helps them develop a broader understanding of how the firm operates as an interconnected business. This wider perspective makes leaders more effective in their roles while helping them better understand the challenges and contributions of colleagues across finance, human resources, operations, technology and administration.

Strengthening Firm Collaboration

When department leaders share this common foundation, the firm is better positioned to foster collaboration, improve communication and avoid making decisions in isolation. Leaders who understand the broader operational framework can support one another, identify interdependencies earlier and approach firm initiatives with a unified mindset.

Benefits to the Firm

The CLM credential offers practical operational strength and professional credibility. Supporting this designation can strengthen recruitment, reinforce a culture of excellence and signal to clients that the firm values strong operational leadership at every level.

If you are interested in learning more about the certification process, please contact certification@alanet.org.

The Association of Legal Administrators CLM Promotion Committee