

EVENTS

January 2007 Events

SMALL LAW FIRM LUNCHEON

Technology, Data Protection, Security and Confidentiality
Thursday, January 18, 2007
12:30-2:00 pm

Technology enables solo practitioners and small law firms to effectively and cost efficiently service their clients and compete with larger firms. In this luncheon seminar you will learn some of the risks that your computers are exposed to on a daily basis, and explore recommendations to keep your computer and your clients' data safe, secure and private.

Moderator:

MARK A. JOSEPHSON, CPA, CFP, CFE

Murray & Josephson, CPAs, LLC

Speaker:

DAVID J. ROSENBAUM
Real-Time Computer Services
Incorporated

Registration by January 15 is necessary. The fee, which includes lunch, is \$25 for members; \$35 for non-members. Please register online at www.nycbar.org. Supported by Lexis-Nexis.

Save The Date

February 8th, 2007
12:30 - 2:00 pm

SMALL LAW FIRM LUNCHEON
Retirement Planning - The
Complexities Made Simple

A NOTE FROM THE SLFC DIRECTOR

Dear Solos and Small Firm Practitioners,

As you start and grow your practices in 2007, please remember that the Small Law Firm Center at the New York City Bar is your partner in success. Here are just some of the ways in which the New York City Bar can contribute to the success of your practice:

1. In addition to providing you with a **free conference room for meetings** with clients and a fully equipped **attorney work space**, the City Bar is happy to announce, that beginning with January 2, 2007 Hein Online will be available to members free of charge via remote access. You may click on "Member Login" Button at www.nycbar.org and follow instructions to get to **HeinOnline** (see description below).
2. Don't forget to use our **Library's** low cost "**fax on demand**" service to get that critical case you need for court the next morning. You also can access Westlaw forms, free real estate forms and the Michigan Law Library Digital Database from your home computers via www.nycbar.org.
3. Resolve to expand your client base by applying to be on the City Bar's **Legal Referral Service** panel, the largest lawyer referral service in the United States.
4. As you assess your insurance needs for 2007, please visit Bertholon-Rowland and Marsh, which provide special rates to the NYC Bar Members.

So, pick up an **ABA book** with a **15% discount**, post your advertisement on our free **Member Postings Page** and come to our **Small Law Firm Luncheons** to learn how other lawyers made solo and small firm practice work for them. Sign up for **CLE seminars** or **pro bono clinics**, join a **committee** in your practice area and simply visit us to network with your colleagues in a relaxed elegant atmosphere of a historic landmark building which houses one of the most active Bar Associations in the Country.

If you would like to **brainstorm about your practice**, I will be happy to meet with you individually on Tuesdays and Thursdays at the NYC Bar.

Best wishes for a thriving 2007,

Alla Roytberg, Esq.

SMALL LAW FIRM FACILITIES - A UNIQUE FREE BENEFIT TO MEMBERS

Attorney Work Space

Mon-Fri 9 am - 8:45 pm

Sat 10 am - 4:45 pm

Available on a walk-in basis

Conference Room

Mon-Fri 9:30am - 7:30pm

Sat 10:30am - 4:45pm

To reserve for 2-hour intervals, contact Ronald Mirvis at (212) 382-6748 or e-mail rmirvis@nycbar.org

NEW BENEFITS FOR SOLOS AND SMALL FIRMS

HeinOnline (Free Remote Access)

Solo practitioners and members in firms with less than 25 attorneys may access the HeinOnline database from their home or office computers free of charge.

HeinOnline is an award winning web-based database that allows you to browse or search libraries containing law reviews and other historic legal materials in PDF image-based format. The following is a brief description of the libraries available:

Law Journal Library - Provides access to over 1,200 law reviews and journals. Most of these periodicals are available from their inception to within the last one or two years.

Federal Register Library - Provides access to the *Federal Register* (including indexes) from 1936-forward. This library also contains the *Code of Federal Regulations* (CFR) from 1938-1983, the *Weekly Compilation of Presidential Documents* from 1965-forward, the *Compilation of Sections Affected* from 1949-2000, the *Administrative Procedure Act* (1944-1946), the *Code of Emergency Federal Regulations Vol. 1* (1965), and the *United States Government Manual* (1935-2005).

Treaties and Agreements Library - Contains both official treaty publications such as the *United States Treaties and Other International Agreements* (UST) as well as unofficial treaty publications such as the *KAV Agreements*. This database has more than 18,000 records of treaties and agreements that are in-force and no longer in-force as well as published and unpublished. Also includes *Guide to the United*

TECH TIPS: - Managing Your Email Effectively

In today's business world, most people use email more than they use the phone - and most people do not use it to improve the way they work, not to mention their quality of life. How often have you complained about the volume of email you must answer every day? Are many of the email messages you get and send short and requiring a lot of back and forth? Sadly, tech experts are often as guilty of this as everyone else. Often more efficient use of email can cut down significantly on the time you have to spend on it.

Just like with voicemail, including all the information you need (or have been asked for) can cut down on your email traffic by as much as 50%, if not more, depending on the number of emails you typically get. In the example below, we are able to cut down the back and forth from 15 messages to 3 - that's 80% - making the discussion much more productive for both sides.

Here is the original conversation (each number represents one email message):

1. To Paul from Mike: How about we get together to talk about the situation next week
2. To Mike from Paul: That would be great.
3. To Paul from Mike: When should we get together?
4. To Mike from Paul: How about a lunch meeting?
5. To Paul from Mike: What day is good for you?
6. To Mike from Paul: How about Wed?
7. To Paul from Mike: Wed is not good for me.
8. To Mike from Paul: How about Friday?
9. To Paul from Mike: Friday is good - noon.
10. To Mike from Paul: Noon does not work for me.
11. To Paul from Mike: What time is good, then?
12. To Mike from Paul: How about 1:30?
13. To Paul from Mike: 1:30 is fine, but we have to end by 3:00.
14. To Mike from Paul: Confirmed.
15. To Paul from Mike: See you Friday.

Now let's try the same conversation a little differently:

1. To Mike from Paul: How about we get together to talk about the situation next week? Tuesday from noon to 3:00pm or Friday from 1:30pm to 3:00pm work best for me. We can meet for a working lunch, or at my office or your office. Let me know which day works better for you and if you would like to meet over lunch.
2. To Paul from Mike: Let's meet at your office for a late lunch meeting (we can order in) Friday at 1:30pm. See you then.
3. To Mike from Paul: Confirmed. I'll see you Friday.

In the second example, the whole discussion takes no more than a few minutes over a short period of time, and both participants have more time for other things.

States Treaties in Force beginning with 1982.

U.S. Attorney General Opinions

Library - Includes the Official Opinions of the Attorneys General of the United States, volumes 1-43 (1791-1982), the Opinions of the Office of Legal Counsel of the United States Department of Justice, volumes 1-20 (1977-1996) and Digest of the Published Opinions of the Attorneys-General, & of the Leading Decisions of the Federal Courts, with Reference to International Law, Treaties and Kindred Subjects (1877).

U.S. Federal Legislative Histories

Library - Contains a *Legislative History Title Collection*, which provides access to the complete federal legislative histories of such acts as the Americans with Disabilities Act of 1990, the Employee Retirement Income Security Act of 1974, and the Railway Labor Act of 1926. In addition, the Library contains *Sources of Compiled Legislative History*, a federal legislative history finding aid.

U.S. Presidential Library - Contains the Title 3, The President (1936-2001) of Code of Federal Regulations (CFR), Public Papers of the Presidents of the United States (1931-2001), Economic Reports of the President (1947-2006), Weekly Compilation of Presidential Documents (1965-2005), List and Index of Presidential Executive Orders (1789-1941).

U.S. Statutes at Large Library -

Contains the public and private laws enacted by the Congress in order of the date of passage. Contents include all treaties and international agreements approved by the Senate up to 1948, the text of the Declaration of Independence, Articles of Confederation, the

The Tech Tips of the Month have been contributed by Leonard H. Shostak of L&D Computer Consulting Corp., www.ldcomp.com.

CLE PROGRAMS OF INTEREST

Mediation As A Beneficial Option In Litigation:
Learn The Strategies To Win Your Cases
January 9, 2007 6:00 p.m. - 9:00 p.m.

Cyber-Housing: Using The Internet To Effectively Gather
& Use Evidence To Win Your Case
January 22, 2007 6:00 -9:00 p.m.

Insuring Your Construction Project
January 24, 2007 9:00 a.m. -12:00 p.m.

Ethical Issues In The Practice Of Real Estate: What Every Attorney Must Know When
Handling A Transaction
January 29, 2007 6:00 p.m. - 8:45 p.m.

NYC BAR EVENTS OF INTEREST

Luncheon for Women Litigators in Small and Mid-Sized Firms
January 8, 2007 12:30 p.m. - 2:30 p.m.

Entertainment Committee Presents "Trial Lawyer, The Musical"
January 12, 2007 8:00 p.m.

OTHER EVENTS OF INTEREST

Housing Court's Guardian Ad Litem Program

The Civil Court needs volunteers for Housing Court's Guardian Ad Litem ("GAL") program. The Court often appoints a GAL when there is concern that a litigant is unable to advocate for him or herself mostly due to mental illness or advanced age. Court appointed GALs are expected to advocate on behalf of their wards with the goal of making any necessary interventions to prevent eviction. Although the specific responsibilities of a GAL vary according to the case, common duties often include: making court appearances, coordinating with social service agencies to secure needed entitlements or services, and negotiating settlements with other parties involved in the case. GALs are trained by experts in landlord-tenant law and social work advocacy. Attorneys are provided with free CLE credit (5 Practice, 1 Ethics) for completing the training. The GAL program welcomes attorneys to apply and experience a unique and rewarding opportunity to make a difference.

The next training is scheduled to take place on January 26, 2007 from 9:00 to 5:00 p.m. in New York County. To find out more about the application process, please visit the pro-

Constitution, amendments to the Constitution, and presidential proclamations. The database covers 1789-1799 to 2001-2002 (Volumes 1-116), and is browseable by volume, popular name, Indian Treaty, or "Other Treaty" (refers to the treaties entered into between the United States and another country). For treaties dated after 1948, use HeinOnline's *Treaties and Agreements Library*.

U.S. Supreme Court Library - Contains three Official Reports: U.S. Reports Vols. 1-540 (1754-2003), U.S. Reports Preliminary Prints Vol. 535-543 (2002-2005), and U.S. Reports Slip Opinions (2002-current). In addition, access is provided to the following resources: Guide to the Early Reports of the Supreme Court of the United States Vol. 1 (1995) and two periodicals - Supreme Court Economic Review (George Mason University) Vols. 1-8 (1982-2000) and Supreme Court Review (University of Chicago Press) (Vols. 1960-2000).

gram's website at <http://www.nycourts.gov/courts/nyc/housing/GAL.shtml> or contact Denise Colon-Greenaway, Special Counsel for Court-Based Interdisciplinary Programs, at 646-386-5408.