

EVENTS

Small Law Firm Luncheon
(a three part luncheon series)
**EFFECTIVE TECHNOLOGY
FOR THE SMALL LAW FIRM**

Document Production Systems, Session 3

Thursday, March 27, 2008
12:30 p.m. -2:00 p.m.

Using Technology to Manage the Small Law Firm, Session 3 :

Software and hardware vendors make far-reaching claims about the capabilities of their products to transform the efficiency and profitability of law firms. In this luncheon seminar you will gain insights into how to realize true benefits as you use technology as part of the law firm management process.

Moderators:

- Mark Josephson, Esq., CPA, CFP, CFE
- Murray & Josephson, CPAs, LLC

Speakers:

Susan C. Finelli
AGL Associates

Registration by March 24 is necessary. The fee, which includes lunch, is \$25 for members; \$35 for non-members. Please register online at www.nycbar.org.

Sponsored By:



A NOTE FROM THE SLFC DIRECTOR...

When I was young, I observed that nine out of ten things I did were failures. So I did ten times more work.

- George Bernard Shaw

Dear Solo and Small Firm Practitioners,

How many of you find private practice exhausting and yet exhilarating? You start work earlier, even during your commute, by answering emails and calls on your Treo or Blackberry. The minute you walk into your office, a formidable stack of mail and bills awaits you on top of a pile of letters and files - all of them marked "Priority". You open your Outlook box to delete junk messages of the day. Your day calendar shows appointments with clients in the morning, closings or court appearances in the afternoon and then a meeting with an old client at 7:00 p.m., because "that was the only time he could make it in to see you with his urgent problem". And then, armed with a Triple Tall Latte, you begin your day. Client meetings are satisfying and productive. You are able to solve their problems, allay their fears and provide them with creative legal advice. There is no time for lunch. After an afternoon of effective lawyering in court you return to the office, meet with your evening client and finally, at about 9:00 p.m. glance at the pile of "Priority" paperwork on your desk which has increased significantly since the morning. You smile, sigh a bit, sweep the pile off your desk and take it home to review between 10:00 p.m. and midnight. Several of your computer programs pop up "Update Warnings" to which you continuously reply "Remind me Later", so that they would stop interrupting your work. After midnight you realize that you have not billed your clients in the past 2 weeks. It is at that point that you decide to research which billing software would save you a few hours a week which could then be spent to finally write your business plan. To help those of you in search of these extra hours, I offer this list of online solo and small firm resources which aim to help lawyers automate the more mundane tasks of small firm practice:

1. www.abanet.org/soloseznet;
2. www.myshingle.com;
3. www.law.com/jsp/law/sfb;
4. www.abanet.org/tech;
5. www.lexisone.com/legalresearch/legalguide/practice_management;
6. www.marketcenter.findlaw.com/software.html;
7. www.lawofficecomputing.com/EDC/home/home.php;
8. www.macinstein.com.

With Best Regards,

- Alla Roytberg, Esq.

If you have any questions, comments or you would like to schedule a meeting to brainstorm about your practice, please email me at aroytberg@nycbar.org.

**SMALL LAW FIRM FACILITIES
A UNIQUE FREE BENEFIT TO
MEMBERS**

Attorney Work Space

Mon-Thur 9:00 a.m. - 8:30 p.m.
Fri 9:00 a.m. - 6:30 p.m.
Sat 10:00 a.m. - 3:30 p.m.

Conference Room

Mon-Thur 9:00 a.m. - 8:30 p.m.
Fri 9:00 a.m. - 6:30 p.m.
Sat 10:00 a.m. - 3:30 p.m.

NOTE: Attorney Work Space is available on a walk-in basis, except during the hours of 12:00 p.m. and 2:00 p.m. Between 12:00 p.m. and 2:00 p.m. it must be reserved as a conference room. The Conference room can be reserved for 2 hour intervals daily except during the hours of 12:00 p.m. and 2:00 p.m. If you wish to reserve a conference room between 12:00 p.m. and 2:00 p.m. the Attorney Work Space currently serves as a secondary conference room during those times. To make a reservation contact the reference desk of the Library at (212) 382-6666 or email rmirvis@nycbar.org.

SAVE THE DATE!

**Thursday, April 17,
12:30 – 2 pm**

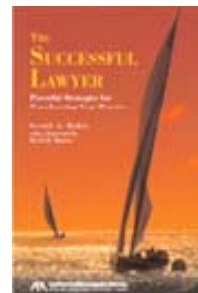
***Small Law Firm Luncheon
Fee Dispute Arbitration
Process and How to
Encourage Client Payment.***

ABA BOOKS OF THE MONTH - 15 % DISCOUNT FOR MEMBERS



Regular Price:
\$179.95 USD

Member Price:
\$153.00 USD



Regular Price:
\$84.95 USD

Member Price:
\$72.00 USD

To Order books please email aroytberg@nycbar.org

BENEFITS FOR SOLOS AND SMALL FIRMS

A BRIEF LIST OF LIBRARY RESOURCES FOR SOLOS AND SMALL FIRMS

- *Westlaw and Lexis available in Library free to members;*
- *Remote and Library electronic access to law reviews and/or journals Via HeinOnline;*
- *Numerous print treatises and forms also in CD format;*
- *Library server-based access to Matthew Bender treatises/forms and McKinney's Forms;*
- *Remote access to limited Westlaw forms;*
- *Copy service fax and e-mail (PDF) requests;*

For Further Information - Click here <http://www.nycbar.org/Library>

To reach the reference desk call (212) 382-6666

NEWS FROM MARSH - OUR HEALTH INSURANCE MEMBER BENEFIT

DON'T MISS THE OPEN ENROLLMENT IN MARCH 2008

Annual Enrollment for Oxford Medical Program!

The annual open enrollment for the City Bar's sponsored Oxford Medical Program begins March 1. Applications will be accepted for an April 1, 2008 effective date. During this time, qualifying members who are Sole Proprietors may enroll for any of the plans offered through Marsh, a member benefit of the New York City Bar. After April 1, 2008 members who are sole proprietors will have to wait until April 1, 2009 to

NYC BAR EVENTS OF INTEREST

A Personal Finance Program For Members:

*An Update from the Nation's Capitol:
How Washington Affects your Portfolio*
March 4, 2008 6:00 p.m.

Pro Bono and Legal Services Committee:

Pro Bono Opportunities 2008
March 6, 2008 4:30 p.m. - Program;
Pro Bono Opportunities Fair - 5:30 p.m.

New York City Administrative Law Judges:

Practice and Career Perspectives
March 11, 2008 6:00 p.m. - 8:00 p.m.

2008 Professional Development Workshop Series

1.5 CLE FREE TO MEMBERS

Prioritizing Skills for Your Legal Practice

March 13, 2008 Breakfast/Registration
8:00 a.m. - 8:30 a.m.; Workshop 8:30 a.m. - 10:00 a.m.

CLE PROGRAMS OF INTEREST

New York Civil Practice Update

March 10, 2008 6:00 p.m. - 9:00 p.m.

So Little Time, So Much Paper™:

Organization & Time Management Techniques for Lawyers

March 14, 2008 9:00 a.m. - 4:30 p.m.

Document Retention:

Ethical, Legal & Practical Advice for Determining the Documents You Should (and are Required to) Preserve

March 25, 2008 6:00 p.m. - 8:30 p.m.

The Dawn of a New Era:

High Ethical & Penalty Standards for Attorneys Who Give Tax Advice

March 26, 2008 6:00 p.m. - 8:00 p.m.

enroll. Members and employees in firms of 2 or more are also eligible to enroll at this time.

Members and their employees have a choice of the following plans:

Qualified High Deductible Health Plans for HSA's*:

- *Significantly lower premiums than traditional plans;*
- *You may contribute up to \$2,900 with individual coverage and \$5,800 with family coverage into a Health Savings Account;*
- *Earnings in the account are not subject to state and federal taxes;*
- *You may withdraw funds at any time on a tax free basis to pay for medical, dental or vision expenses incurred during the calendar year (eligible expenses are those incurred after the HSA is opened);*
- *Unused funds roll over each year for future medical, dental or vision expenses;*
- *Catch up provision - If you are between the ages of 55-64 you may add an additional \$900 to your account;*
- *Funds in the account are fully vested and portable from the day of deposit.*

Metro Plan

- *Higher co-pays and co-insurance in return for lower premiums;*
- *No deductible for in-network services;*
- *\$1,000 deductible per calendar year for out of network services.*

Traditional Point of Service Plans

- *In Network Deductible: None;*
- *Out of Network deductibles: Choice of \$250, \$500 and \$1,000 per calendar year.*

For enrollment information and program details, please contact Marsh at 888-882-2269 or NYCBar.Insurance@marsh.com. Or, starting March 1st, go to www.marshaffinity.com/pages/nycbardownload.html to download an enrollment kit.