



EVENTS

Small Law Firm Luncheon Litigation Readiness & Response Planning

Thursday, September 20, 2007
12:30 - 2 pm

What does it mean to be "Litigation Ready"? Basically, your clients had better get their technology "ducks-in-a-row" before litigation, or you could face some uncomfortable questions at the meet and confer. During this session we will focus on the intersection of policy and technical reality, covering the obligations and expectations associated with getting an organization's legal and technology processes operating in a consistent, repeatable, and defensible fashion.

Moderator:

MARK A. JOSEPHSON, CPA, CFP, CFE
Murray & Josephson, CPAs, LLC

Speakers:

JOHNNIE M. JACKSON, Jr.
Former Vice President and General Counsel & Secretary of Olin Corporation (NYSE:OLN); Lead Director, Advisory Board of ESI Strategies

STEPHEN L. STEWART

Principal, ESI Strategies; Email, File, and Records Management Technical Specialist

Registration by **September 13** is necessary. The fee, which includes lunch, is \$25 for members; \$35 for non-members. Please register online at www.nycbar.org.

Sponsored by LexisNexis

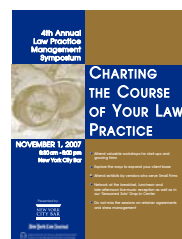
New York City Bar
www.nycbar.org

A NOTE FROM THE SLFC DIRECTOR...

Autumn is a second spring where every leaf is a flower.
- Albert Camus

Dear Solo and Small Firm Practitioners,

As we welcome early autumn of 2007, the New York City Bar has been busy planning informative events for small firm practitioners. Don't miss the **4th Annual Law Practice Management Symposium on November 1, 2007**, which is entitled "Charting the Course of Your Law Practice". Whether you are in the beginning stages of your law practice or have been in business for decades, the Symposium's workshops are tailored to meet everyone's interests. Expand your practice by obtaining valuable information on how to hire employees, safeguard your computer data and emails and keep track of your clients and bills. Learn to create websites and write business plans. Increase your client base by joining the legal referral service at the New York City Bar and visit our Library and the Small Law Firm Center Facilities. Most importantly, you can network with your colleagues throughout the day at the "Seasoned Solo" Drop-in Center and at our complementary breakfast, luncheon and the wind down reception with live music. The cost of the Symposium is an incredible \$15.00 for members and \$50.00 for nonmembers. To register click on this link http://www.nycbar.org/EventsCalendar/show_event.php?eventid=733 For more details on the Symposium click on the brochure below:



If you are interested in learning how to safeguard your email and verify that it has been received and read by its recipient, you can learn more about it from our new member-benefit RPost at their free **Webinar**, entitled "**Is Your Important Outbound E-mail Protected?**" The Webinar, which is free to our members, will take place on September 19, 2007 at 12:00 p.m.. To register click on www.rpost.com/webinar/nycbar

On October 2, 2007, at 12:00 p.m. another member-benefit of the NYC Bar, FindLaw, will present a free Seminar on "**Creating an Effective and Professional Online Presence**".

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

Conference Room

Mon-Fri 9:30 am - 7:30 pm
Sat 10:30 am - 4:45 pm

To reserve for 2 hour intervals
Contact Ronald Mirvis at
(212) 382-6748 or email
rmirvis@nycbar.org

ABA BOOKS OF THE MONTH - 15% DISCOUNT FOR MEMBERS



Regular Price: \$ 84.95 USD
Member Price: \$ 72.00 USD



Regular Price: \$ 179.95 USD
Member Price: \$ 153.00 USD

To Order books please email aroytberg@nycbar.org

STATUS OF RENOVATIONS OF THE SMALL LAW FIRM CENTER FACILITIES

As many of you know, during the summer months the Third Floor of the Library has been undergoing major renovations, resulting in the temporary closure of the Small Law Firm Center Facilities. To accommodate your needs, we have reserved the Choate Room on the Second Floor for use by solo and small firm practitioners during the months of July and August. Since renovations are not yet completed, the Choate Room will continue to be our alternate conference room during a number of days in the month of September. Once renovations are completed, both rooms of the Small Law Firm Center will become fully operational. To make reservations during the month of September you may still contact the library at 212-382-6666 or email rmirvis@nycbar.org.

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).

NYC BAR EVENTS OF INTEREST

Break from the Law: A City Bar Initiative for Practicing and Re-entering Lawyers

September 17, 2007
8:30 a.m. - 2:00 p.m.

SMALL LAW FIRM LUNCHEON: Litigation Readiness & Response Planning

September 20, 2007
12:30 - 2:00 p.m.

Global Warming: The Animal Connection

September 29, 2007
9:30 a.m. - 3:30 p.m.

SAVE THE DATE

October 18, 2007, 12:30 - 2:00 p.m.

GROWING YOUR PRACTICE (three part luncheon series)

Networking to enhance your practice, Session 1: Art Levin and Chris Filip, marketing consultants, will speak on "Networking Enhancements" - what to do, what to say, and where to say it in order to gain a prospect's trust and get business.

Moderator:

PATRICK J. BOYD, Esq.
The Boyd law Group, PLLC

Speakers:

ART LEVIN
AGL Associates

CHRIS FILIP
Success Group

Sponsored by Lexis/Nexis

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

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 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, the text of the Declaration of Independence, Articles of Confederation, the Constitution, amendments to the Constitution, and presidential proclamations. The database covers 1789-1799 to 2001-2002 (Volumes 1-116) (except for treaties and international agreements after 1948, which can be found on HeinOnline's *Treaties and Agreements Library*). The database is browseable by volume, popular name, Indian Treaty, or "Other Treaty" (refers to the treaties entered into between the United States and another country).

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).

For other benefits, please visit our webpage at
<http://www.nycbar.org/SmallFirmCenter/Benefits.htm>

CLE PROGRAMS OF INTEREST

Ethics in Mediation & Settlement Negotiations

September 6, 2007
6:00 p.m. - 9:00 p.m.

Ethical Considerations for Corporate Investigations

September 17, 2007
6:00 p.m. - 9:00 p.m.

Termination of an Employee: Reducing the Risks of Litigation

September 18, 2007
6:00 p.m. - 9:00 p.m.

Residential Real Estate Closings: Soup to Nuts

September 24, 2007
6:00 p.m. - 9:00 p.m.

How to Make Your Office GREEN?

What is the use of a house if you haven't got a tolerable planet to put it on?"

- Henry David Thoreau

For those of us who like to frequent the organic aisles of local supermarkets, sip Twig tea from earth-friendly cups, contemplate participating in Tai Chi at Bryant Park and raise our children on "March of the Penguins" and "An Arctic Tale", here is a list of a few things your office can do to help our planet:

- Thermostat Changes** Lower your thermostat in the winter and raise your air conditioning temperature in the summer by a couple of degrees. It will significantly decrease carbon dioxide emissions and will save you money on your electricity bill.
- Lighting Usage** Replace regular light bulbs with compact florescent light bulbs. The new varieties have better color and flicker less often. Use occupancy sensors for lunchrooms, conference rooms and restrooms. You can reduce your monthly bill by up to 25% just by switching light bulbs and turning off all lights when you leave the office.
- Office Equipment** If you are planning to buy new equipment make sure to visit the Energy Star website which provides lists of energy efficient products in all categories. Go to www.energystar.gov for further information.
- Paper** Try to print as little as possible. You can convert documents to "PDF" format, view them on your computer and email them to your clients and adversaries, instead of printing, faxing and sending by regular mail. When you have to send items by mail, reuse envelopes and use shredder strips for padding to avoid having to use Styrofoam. According to earth911.org, in the U.S., over 40 % of municipal solid waste is paper - about 71.8 million tons each year. You can purchase 100% recyclable paper from many companies, including Staples. Go to www.thegreenoffice.com or www.coopamerica.org/pubs/greenpages for further information.
- Cleaners** Use non-toxic cleaners, biodegradable soaps and recyclable paper towels.
- Disposable Items** Eliminate as many disposable products as you can. Buy reusable plates, cups and utensils. Opt for a conventional coffee maker instead of the one that provides disposable cups.
- Use Remote Access** Work remotely as much as possible and use email and scanner to exchange documents with employees and colleagues.