

City Bar Small Law Firm Center

April 2005 Newsletter

April Events

Hiring Your First Employee: Employment Law Basics for the Small Business Owner and Practitioner

Tuesday, April 12, 2005 9-10 a.m.

This program is designed for the small business owner and small firm practitioner who either has just hired or will be hiring new employees in the near future. Through discussion and visual presentation, an overview will be provided of the relevant federal, state and local laws and guiding legal principles that govern the three stages of the employee-employer relationship - hiring, managing and separation. Along with this background, the presentation will focus on practical preventive steps that every small business owner and small firm practitioner can take, from hiring your first employee to managing several employees, to minimize disruptive employment related issues and maximize both employee and firm productivity.

Instructor:

Joseph F. Tremiti, (TREMITI LLC)

There is no fee for this event.

Free and Inexpensive Legal Resources

Thursday, April 14, 2005, 12:30-2 pm

Getting a handle on the many free and inexpensive legal resources available at area libraries and on the Internet can be overwhelming. Whatever your area of practice, you're sure to gain some useful time-serving information and tips from this lunch. You will learn about resources available at the Association's library, the New York Public Library's Science, Industry and Business Library (and NYPL Express), and the Internet.

Moderator:

Debra Bodian Bernstein, Tarter Krinsky & Drogin LLP

Speakers:

Ronald Mirvis, Head of Reference Services, City Bar Library

Kenneth Johnson, Reference Librarian, NYPL - Science, Industry & Business Library

Registration by April 7 is necessary. The fee for the Small Law Firm Luncheon is \$20 for members and \$30 for non-members. Please register on-line at www.abcny.org. Supported by LexisNexis

The Small Law Firm Center

The members of the City Bar comprise all aspects of the practice of law, be it private firm practice, corporate counsel, government, public interest or non-profit. The City Bar strives to service the needs of each of these constituencies. Approximately one quarter of the City Bar's members are in small to mid-sized private practices, and the City Bar has committed itself to address the needs of these members through various means.

The Small Law Firm Center has grown from an idea proposed by the Committee on Small Law Firms to a substantial benefit to the City Bar's smaller firm members. One of the most common questions posed to the City Bar staff is "How do I start my own practice?" The Small Law Firm Center serves as an informational resource for members who wish to "fly solo" or have already done so, through the Center's web-based articles, checklists, FAQ's, events calendar, a selection of books on law practice management issues held in the library, as well as one-on-one counseling with the Center's Director, Lisa M. Bluestein. For transitioning members, the Small Law Firm Center, located on the third floor of the library, provides them with an attorney workspace and a conference room (available by reservation). Members, at no cost, may post the availability of office space, staff sharing and special services at the Free Member Posting webpage.

Based upon members' business-development and management concerns, the Small Law Firm Center also conducts lectures and interactive courses on business development, and works with the Committee on Small Law Firms to provide concise presentations and informational luncheon programs on law firm management and substantive law topics for busy practitioners.

Cost-effective technology and office equipment, outsourcing relationships, and business affiliations often provide the smaller firm practitioner with the means to compete with large firms. In response to members' on-going requests for information regarding these subjects and in light of the success of last year's Law Practice Management Symposium, the City Bar is pleased to announce its 2nd Annual Law Practice Management Symposium, designed to provide practitioners in law firms of 50 or less attorneys with all-day exhibits, informational programs, and networking opportunities. The symposium will be held on November 1, 2005. This year there will be two tracks of programming, one for the start-up and solo practitioner, and the second for the more experienced and larger firms. Stay tuned for more information about the symposium in the coming months.

The City Bar hopes to continue to foster the entrepreneurial spirit of the small and mid-sized practitioner, as well as contribute to their personal growth and professional satisfaction through its various programs as well as the Legal Referral Service and the pro bono opportunities offered through the City Bar Fund.



The Association of the Bar of the City of New York

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Forms and Information Available Online

CD-ROM Forms at the Library — Did you know that research materials, including many popular form books, are available at the library's computer terminals? Just click on the desktop icon "CD-Rom Titles for Members". You can obtain current federal tax information and forms; federal practice treatises and formbooks such as Moore's and Bender's forms; American Jurisprudence legal forms; NY Codes, Rules and Regulations; West McKinney forms; New York Supplement 2d cases; real estate transaction information and many others. Access to this online information as well as the FREE lexis and Westlaw access will make researching a snap.

Free Real Estate Forms — Free real estate forms prepared by the Association's real estate committees are available from the Association's web site by visiting our website at www.abcny.org or click here.

Small Law Firm Center Facilities

Our Small Law Firm Center is available to you for meeting clients or getting some work done. The Center, on the third floor of the Association's House, includes three work stations equipped with computers and printers (available M-F 9:00-8:30, Sat 10:00 -4:30 on a walk-in basis), and a conference room (available by reservation M-F 9:00-8:30, Sat 10:00-4:30). A fax machine is also available for use. To reserve the conference room, please contact the Library reference desk at (212)382-6666. For questions regarding the Center, you may contact Ronald Mirvis at (212)382-6748 or rmirvis@abcny.org.

Free Member Postings on Our Website

Members can now post messages free of charge about the following, whether desired or available: office space; equipment and books; law practice for sale; affiliations/associations with other attorneys; and staff sharing. For further information, posting rules and to view the Member postings click on the Small Law Firm Center Section of the Association's website at www.abcny.org or click here.

Join the Committee on Small Law Firms

The Committee on Small Law Firms is taking applications for membership. To obtain an application, click here.

Save the Date

May 5, 2005, 6-9pm: CLE Program

Ethical Perils and Pitfalls Facing Start-Up and Small Firm Practitioners

May 12, 2005, 12:30-2pm

Small Law Firm Luncheon: The Necessities of Opening Your Own Practice

November 1, 2005

2nd Annual Law Practice Management Symposium

Practice Tip

Respond to inquiries from client promptly, even if it is to advise that you don't have all the information they requested yet.

Practice Tip ideas courtesy of Bertholon-Rowland Corp.

Small Law Firm Center Director

Lisa M. Bluestein, the Small Law Firm Center Director, is available on Tuesdays and Thursdays to answer Association members' questions about practicing as a solo or in a small firm.

To make an appointment, please contact Lisa at (212) 382-4751 or send an e-mail to lbluestein@abcny.org.

Questions or Comments? Please e-mail feedback to slfc@abcny.org

