

## Events

### **New Benefit for Members – Westlaw Forms Free to Small Law Firm Practitioners**

Small Law Firm practitioners who are members of the New York City Bar Association are now able to access the following Westlaw Forms' Databases online by using the member login button on the New York City Bar Association Home Page:

- a) American Jurisprudence Legal Forms 2d;
- b) Nichols Cyclopedia of Legal Forms;
- c) New York Forms Legal and Business;
- d) New York Transactional Forms;
- e) National Transactional Forms; and
- f) West's Legal Forms.

**Save The Date**  
*November 1, 2006*

The Third Annual Law Practice  
Management Symposium

### **DON'T MISS THE 3rd ANNUAL LAW PRACTICE MANAGEMENT SYMPOSIUM**

**NOVEMBER 1, 2006**

**8:30 a.m. - 4:00 p.m**

**Are you on the verge of hanging out your shingle? Are you a small firm practitioner interested in the growth of your practice? This Symposium will help you achieve success.**

- Attend Exhibitions by Vendors who serve Small Firms;
- Attend Valuable Workshops for Start Ups and Growing Firms, which focus on specific topics in law practice management;
- Network with other attorneys at the Luncheon Reception.

The Symposium will have a \$10.00 fee for members and a \$50.00 fee for nonmembers. To Register please send an email to [aroytberg@nycbar.org](mailto:aroytberg@nycbar.org).

### **MEMBER BENEFIT: ABA BOOKS: 15% Discount**

The Small Law Firm Center is pleased to announce that members of the New York City Bar Association are now able to purchase any book published by the American Bar Association at a 15% discount off the regular price. This special discount allows even ABA members to receive additional savings (ABA members only receive 10% off) when ordering through NYC Bar. The ABA Books' Discount has now been extended to Books which contain CD ROMs.

Please note, that to take advantage of this offer you must place your book order through the NYC Bar. Books will be shipped to you directly. The NYC Bar will invoice you for the cost of the book plus any applicable shipping & handling charges and/or sales tax.

To order books online, visit [www.nycbar.org](http://www.nycbar.org), and when you get there, click on the ABA Books Coupon on the top-right. If you are interested in any ABA book other than those listed on our website, you may select a book by visiting [www.ababooks.net](http://www.ababooks.net) and then send an email

### **Recommended ABA Books of the Month**



Regular Price: \$67.95  
Member Price: \$58.00



Regular Price: \$74.95  
Members Price: \$64.00

**Order Online!**

## Forms and Information

### CD-ROM Forms at the Library

Just click on the desktop icon "CD-Rom Titles for Members" at any library computer terminal and you can obtain current federal tax information and forms; federal practice treatises and form-books 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.

### Small Law Firm Center Facilities- A Unique Benefit to Members

The Small Law Firm Center facilities operate as a free benefit to members of the Association. They include a Conference Room in which attorneys can privately meet their clients and a separate Attorney Work Space equipped with computers, printers, copier and a fax machine. Phones are now available in both conference room and attorney workspace for outgoing local calls. Lexis has sponsored the renovation of the Conference Room, which now has been completed. The Center is located on the third floor of the Association's House. While Attorney Work Space is available on a walk-in basis, members should contact the Library Reference Desk (212) 382-6666 to reserve the conference room. For questions about the Center, you may contact Ronald Mirvis at (212) 382-6748 or [rmirvis@nycbar.org](mailto:rmirvis@nycbar.org).

### Your Comments Are Welcome

If you have any comments concerning the Small Law Firm Center facilities, the Small Law Firm Center portion of the New York City Bar Website, or suggestion on how the New York City Bar could better address the needs of Small Law Firm Practitioners, please send an email to the Small Law Firm Center Director, Alla Roytberg at [aroytberg@nycbar.org](mailto:aroytberg@nycbar.org).

## A NEW NETWORKING GROUP IS SEEKING NEW MEMBERS - SPACE IS LIMITED

*A new evening networking group is forming in the Fall of 2006. This group will meet once a month on different days of the week at 6:30 p.m. in the building of the NYC Bar Association. The group will be comprised only of attorneys and will be open to all solo and small law firm practitioners [of less than 5 attorneys] who are members of the New York City Bar. If you are interested in joining the group, please send an email, with the Subject indicated as "Evening Networking Group" to Noreen Giusti at [noreengiusti@gmail.com](mailto:noreengiusti@gmail.com). Please include your practice area, telephone number and the name of your firm if you are not a solo practitioner.*

## TECH TIPS OF THE MONTH - 11 WAYS TO AVOID AN EXPENSIVE SUPPORT CALL

Even the savviest techies sometimes overlook the basics. And let's face it, wouldn't you rather have checked before the tech support guy asks you "Is it plugged in?"

If you're an expert, save this checklist for the next time someone calls for help - and you know they will! If you're not an expert, do these simple things before you call in the big guns.

### 1. *Is the power on?*

This is as basic as it gets. You may not have touched a thing, but anything, from a cleaner looking for a place to plug in the vacuum to moving your feet under your desk, could have dislodged a connection - it happens surprisingly often! Check that the power cord is plugged into an outlet, the surge protector switch is on, and the power cord is plugged into the computer. Don't forget to check the power cables for the monitor and other peripherals while you're at it, especially if the computer turns on but one component is out of commission.

### 2. *Check ALL the wires - then double-check them!*

Make sure you're looking at the right cord. Check the connections between the system and peripherals. This is important if the computer starts but a peripheral doesn't. If the monitor turns on but there is no picture, check the monitor's connection to the system. Do the same for the network, modem, keyboard, mouse, printer, or scanner. Make sure all those cables are seated firmly and in the right places - sometimes everything looks fine, but a connection is actually a bit loose and not working. If that's the case, unplugging and replugging will fix it right away.

### 3. *Have you rebooted your machine?*

Don't just sit there staring at a frozen screen. Give it a few minutes and then try restarting. Sometimes it takes multiple reboots to make a problem go away.

### 4. *Is it a problem with your PC cards?*

If any of the cables attached to your PC seem to wiggle around despite being firmly screwed in, it could be that a cable getting tugged on has somehow wiggled one of the add-on cards partly out of its socket. Since you have to open the computer to fix this, a

call to your support person is in order.

5. *Is there a diskette or CD in one of the drives?*

A disk accidentally left in a drive when the computer was shut down can cause it to try to boot from that drive when it is started up again. This can cause strange error messages, so make sure all the drives are empty, then restart.

6. *Is there ink/toner in the printer?*

Yes, it's obvious. Yes, we've all been guilty of forgetting to check this once in a while. And yes, this one is easily fixed by a non-expert!

7. *Is the phone jack working?*

When you plug a regular phone into your modem line, do you get dial tone?

8. *Is everything up to date?*

Have you been running your software updates regularly? Is your hardware compatible with the currently installed versions of your software? If you're in doubt about this, call your support person and schedule some routine maintenance.

9. *What have you changed recently?*

Adding peripherals or updating software can sometimes cause conflicts with other peripherals or other software. If it's something you installed yourself, try removing it to see if the functionality comes back. If someone else installed it, call them to come back and fix the problem.

10. *Is your disk or memory out of capacity?*

It never hurts to check, especially if you've recently installed new or updated software or you work with large files such as video.

11. *Have you run a virus scan?*

Have you been keeping your antivirus program up to date and checking for "spyware"? Have you been following good security practices?

If none of these basic troubleshooting steps does the trick, take it to the next level. You'll be able to provide your support person with some clues to the problem by letting them know the results of your efforts.

***The Tech Tips of the Month have been contributed by Leonard H. Shostak of L&D Computer Consulting Corp., [www.ldcomp.com](http://www.ldcomp.com).***