

City Bar Small Law Firm Center

March 2005 Newsletter

March Events

Small Law Firm Event

Having a Website is Like Having a Business Card

Tuesday, March 8, 2005, 9-10 am

Please join the Committee on Small Law Firms for a presentation on the importance of having a website. The discussion will include why you should have a website and how to build an effective site to grow your practice.

Speaker:

Judy Mines

TAG Online, Inc.

There is no fee for this event and coffee will be served.

Small Law Firm Luncheon

Saving Time and Money by Avoiding the Avoidable Interruption

Thursday, March 10, 2005, 12:30-2 pm

This will be a discussion of the benefits of thinking ahead. By setting up procedures and taking certain steps to avoid a problem, you can prevent events that will keep you from getting your work done. It will also discuss the benefits of planning for less than catastrophic events, such as not being able to physically get into your office, what happens if the electricity goes off, etc.

Moderator:

Carol A. Seelig, Professional Practice Management Advisor

Speakers:

Kathleen Lucey, Montague Technology Management, Inc.

Phyllis Weiss Haserot, Practice Development Counsel

Greg Williams, Akin Gump

William Belmont, Esq., The Belmont Group, LLC

Jeff Levine, The System Shop

Supported by LexisNexis.

Registration by March 3 is necessary.

The fee, which includes lunch, is \$20 for members, \$30 for non-members. Please register online by clicking [here](#) or visiting www.abcny.org.

Networking Opportunities Through the City Bar

Do you use your membership in the City Bar as much as you can to enhance your overall practice? Membership in the City Bar is a cost-effective way for you to network with and market your practice to your peers.

In order to make the most of your City Bar membership, you need to do more than send in your dues. You should attend a lecture, join a committee, or volunteer your time at pro bono programs sponsored by the City Bar Fund. Always remember that when you are attending an event, whether it is a CLE program or lecture, you should be proactive and introduce yourself to those sitting around you and engage in conversation. You may meet someone who is a potential referral source.

Get involved in activities in which you have a real interest. When you engage in an enjoyable and worthwhile activity, it is more likely that you will remain involved. Volunteer for projects in which you can work closely with others, rather than just attending monthly meetings. It is from an on-going and real commitment that you will meet and get to know your peers, developing relationships that may eventually result in friendships, referrals and informal mentoring. Committee service sometimes provides an opportunity to participate in the drafting of a report or position paper, or to participate in the presentation of a CLE program sponsored by the committee. Speaking and writing on topics of which you have knowledge and experience lets your peers know about the areas of law in which you practice.

For those of you in a solo practice, the City Bar can provide a respite from the isolation that often can occur, especially when you are practicing out of your home. The City Bar, through its Committee on Small Law Firms, provides events that bring solo and other practitioners together to share law practice management techniques, and the camaraderie and information obtained can be invaluable.

City Bar Center for CLE

The March CLE calendar includes the following programs:

The IRS' New "Tax Exempt Compensation Enforcement Project: What Non-Profits Need to Know" Monday, March 7, 2005; 6-9 p.m.

The Fundamentals of Medicaid and Long-Term Care Planning, Thursday, March 10, 2005; 6-9 p.m.

Advising Lesbian, Gay, Bisexual & Transgender (LGBT) Clients on How to Protect Their Families and Relationships Wednesday, March 23, 2005; 6-9 p.m.

For a complete description of each of the above programs, information about other programs and to register online, click [here](#) or visit www.abcny.org



The Association of the Bar of the City of New York

42 West 44th Street • New York, NY 10036

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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.

Save the Date

April 14, 2005

Small Law Firm Luncheon: Free and Inexpensive Legal Resources

May 5, 2005: CLE Program

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

November 1, 2005

2nd Annual Law Practice Management Symposium

Practice Tip

Use disengagement letters when a client matter is concluded so that you have a record of closing out the file.

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.

New SLFC Newsletter, please e-mail feedback to slfc@abcny.org



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