

EVENTS

**SMALL LAW FIRM LUNCHEON
BACK BY POPULAR DEMAND!!!**

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

Thursday, May 17, 2007
12:30-2:00 pm

If you are thinking about opening your own practice or have done so recently, this is a program you cannot miss. Our panel will address a number of important issues faced by young attorneys who begin their own practices. Some of the important topics our panel will cover include: finding clients, choosing the correct area of practice, finding office space, choosing the right equipment and supplies for your practice, setting up bank accounts and effectively handling tax issues. This program is aimed at recent and soon-to-graduate students and newly admitted attorneys, as well as attorneys looking to go out on their own.

Moderator:
MARTIN J. LEAHY
Law Office of Martin J. Leahy

Speakers:
LISA M. BLUESTEIN
Law Offices of Lisa M. Bluestein,
LLC

SCOTT FENSTERMAKER
Law Offices of Scott L.
Fenstermaker, PC

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

Registration by May 10 is necessary.
The fee for the luncheon is \$25 for

A NOTE FROM THE SLFC DIRECTOR...

It is the trade of lawyers to question everything, yield nothing, and to talk by the hour.

- Thomas Jefferson

Dear Solo and Small Firm Practitioners,

A couple of weeks have passed since the ordeal of income tax filing in the midst of a Nor'easter which brought New Yorkers their wettest day since 1882. For many of us, the tax season supplies an often needed reality check of the financial health of our law practice, bringing to mind in particular the dilemma of how to generate additional revenue. According to a recent article published by the National Law Journal on March 29, 2007 more and more small firms are turning to flat fees to raise their profits. In fact, as reported by Sandhya Bathija, after the Ambrose Law Group of Portland, Oregon switched to a flat-fee structure, the five-attorney firm discovered that their profits rose as much as 90 percent. This overwhelming success of a flat-fee structure, according to the firm's COO Jan Alexander, was due to their clients' increased comfort in their ability to budget their legal costs in advance. You can read the National Law Journal article at <http://www.law.com/jsp/law/sfb/lawArticleSFB.jsp?id=1175072632845>. If you are interested in a more in-depth study of creative billing options for lawyers, please see recommended ABA Books below:

ABA BOOKS OF THE MONTH - 15 % DISCOUNT FOR MEMBERS



Regular ABA Price: \$ 144.95
NYC Bar Member Price: \$ 123.00

Regular ABA Price: \$ 149.95
NYC Bar Member Price: \$ 127.00

To Order books please email aroytberg@nycbar.org

How to Cultivate Work-Life Synergy For A Solo Or Small Law Firm Practitioner

Speaker:

ARNIE HERZ

Legal Sanity® Learning Programs

What Are We Really Looking For in the Name Of Work-Life Balance?

If you ask solo and small firm lawyers to describe their work-life issues, you'll get many different responses, including:

- I love my work, but I don't have time for personal pursuits
- I don't like my work and have no time for personal pursuits
- My work life is dull and boring compared to my personal life
- My work and personal lives are both unfulfilling
- The people I deal with at work or in my personal life are draining
- My work tasks are unchallenging and depleting

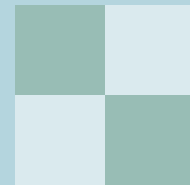
At first glance, these complaints seem quite distinct.

But, on closer inspection, we can see that they're all expressions of discontent with how practitioners are engaging and handling the lawyer experience and its three component parts:

1. **Time**
2. **Relationships**
3. **Tasks**

We feel distressed when any of these three components is deficient and depleting us. And if more than one of the triad is impaired (as is usually the case), our distress and discontent only increases.

This workshop will help you build real skills and achieve personal and professional success by managing Time, Relationships and Tasks in your legal and personal experience.



Time/Stress Management Luncheon

Date

May 14, 2007, Noon - 2 pm

Location

New York City Bar
42 West 44th Street
New York, NY 10036

Presented by

Small Law Firm Center
&
Lawyers' Assistance Program

of the New York City Bar

RSVP

Please register online at www.nycbar.org. The fee is \$25 for members; \$35 for non-members.

Arnie Herz is a dynamic and sought-after speaker who has inspired and empowered thousands of lawyers to achieve personal and professional success. Arnie brings 15 years of experience, insights and practical wisdom gained as a lawyer, mediator and business advisor to his work at Legal Sanity® Learning Programs. He is also the author of a popular blog www.legalsanity.com

members and \$35 for non-members. Please register online at www.nycbar.org.

Sponsored by



SAVE THE DATE

June 21, 2007 12:30 - 2:00 p.m.
SMALL LAW FIRM LUNCHEON

Business Opportunities Through the
Association's Legal Referral
Program

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 rmrvis@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

New York City Bar
www.nycbar.org

SOFTWARE AND HARDWARE ACQUISITIONS BY THE NYC BAR LIBRARY FOR MEMBERS WITH LOW VISION

Contributed by Barbara S. Friedman, Esq.

Member of the Small Law Firms' Committee at the NYC BAR

The Library has recently acquired software and hardware to assist attorneys with low vision as well as those who just need some extra help in reading a screen or hard copy text.

As to software, the Library has installed Zoom Text in three of the computers for member use on the fourth floor. Two of those computers have access to Lexis/Nexis and one has access to Westlaw. Zoom Text magnifies the original text on a screen from 1.25 up to 36 times. The version of Zoom Text in the Library also has a speech function. The synthesized speech reads the text that appears on the screen.

Usage of Zoom Text is fairly intuitive. To access it, click on the "Z" icon of the desktop or on "Zoom Text" in the applications menu. The entire screen is magnified, including text, pictures, dialogue boxes, toolbars, and any other visual content. The degree of magnification can be easily changed.

Headphones are necessary to make use of Zoom Text's speech function in the New York City Bar Library. The screen reader can be used to read "out loud" decisions and documents of any length. While reading a document, the speech can be temporarily halted at any time to permit the user to take notes. The magnified visual text remains on the screen while the spoken version proceeds.

Consult the large print Zoom Text manual kept behind the Reference desk for directions on applicable settings and options for both visual and auditory use of this program. The program also has a Help menu.

For working with hard copy, the Library has installed a "Merlin LCD" CCTV [short for "closed circuit television"] made by Enhanced Vision. This free-standing device has a structure akin to that of microfiche viewing equipment. At the bottom of the CCTV is a sliding table surface for placement of documents or books. A flat panel monitor stands directly above the surface. The CCTV can be used to check footnotes or to read any text. Magnification starts at 2.7X and goes up to 58X. Use of this CCTV is also pretty much intuitive. In addition to the power button, there are controls for magnification, brightness and mod. The Library keeps a large print manual next to the CCTV.

First time users, particularly of Zoom Text, may need some assistance in getting set up. If you need assistance, make an appointment through the Reference Desk by phoning 212-382-6666 between 9:00AM and 5:00 PM the day before your next visit to the Library.

For lawyers who regularly use assistive technology in their practices as well as those who have more or less managed without such technology up to now, the new acquisitions are tremendously valuable. These new tools greatly improve members' ability to access important library services and help "low vision" members work more efficiently in the Library of the New York City Bar Association.

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).

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

NEW BENEFITS FOR SOLOS AND SMALL FIRMS



Law Practice Management for small & mid-sized law firms: Inspired Professionals LLC (www.InspiredProfessionals.com) is an affinity partner of the NYC Bar Association. The firm advises attorneys on technology and marketing. Attorneys can participate in-person, or from their home or office via Internet-based audio & video conferencing. Special pricing available to City Bar members.

COMBAT AT WORK

Contributed by Elizabeth Tillinghast, JD, MD

Law school may teach you how to think as a lawyer, but it doesn't teach you what it's like to live as one. Litigation is a battle, and sometimes it can feel like hand-to-hand combat.

As Alla Roytberg noted in the Small Law Firm Center's March Newsletter, clients hire lawyers for their aggressiveness. Some people relish the competitiveness in their work. Others enjoy intellectual aspects of the law -- but dread the fighting. At times, lawyers may even find this level of conflict traumatic. Someone who grew up with screaming parents, for example, may find the apparent anger or nastiness of an adversary overwhelming. An opponent's confrontation may feel like a personal attack.

Lawyers who "freeze" when the tension gets too great may not be able to think strategically under fire. Or they may secretly go out of their way to avoid situations which are openly adversarial. An attorney may avoid opportunities to deal with an opposing attorney, or engage in cross-exam, thus limiting his/her professional development. Partners may settle too fast.

What's to be done? One tactic is to start by identifying an area where you enjoy competition. Perhaps you love a good fight on the tennis court, or the relentless strategizing of chess. Now you need to figure out how to get into that mind-set at work.

Try playing tennis, if that's your game, the night before an adversarial encounter like trial. Then, as part of your mental preparation for trial, imagine dealing with chal

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

enges by your opponent as you would in a tennis match, with powerful and well-placed responses. Run through the case in your mind -- but do it with an expectation of success. Play to win.

Never dwell on images of defeat and humiliation; you'll just program yourself for failure. If you catch yourself thinking you're going to look foolish, or worrying you just said something stupid: stop. Don't give that inner prosecutorial voice a single second of your attention. Suppress it.

You need to develop a mental toughness towards yourself, and a positive, resilient attitude. Sometimes it can help to imagine how you would advise a client, or an associate, to handle this adversarial situation. Then follow your own advice. If these tactics don't help you get sufficient access to your own competitive spirit, you might want to consider engaging in some focused therapy so you can deal with this and move on.

Of course, there are lawyers at the opposite extreme too. Some people will stop at nothing to win. Lawyers like this may advocate for their clients so aggressively that they refuse to settle, even when that would seem advisable. They may even put their own professional reputations at stake, by being too confrontational, for example, with

the judge. This aggressiveness and hostility can backfire at home too, damaging relationships with wives and children. If every disagreement feels like a fight to death, you may want to consider counseling; at times medications can help take some of the edge off as well.

For lawyers, part of self-mastery involves getting access to - and managing - one's own aggression, and competitive drive. Doing that effectively is vital to success.

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## **CLE PROGRAMS OF INTEREST**

[Communicating Across the Gender Gap: What Lawyers Need to Know](#)  
May 11, 2007 9:00 a.m. - 1:15 p.m.

[Watch Out! A Guide to Ethical Practices in Start-Ups & Smaller Firms](#)  
May 16, 2007 6:00 p.m.- 9:00 p.m.

[A Practical Guide to LLCs & LLPs](#)  
April 30, 2007 9:00 a.m. -1:00 p.m.

[Legal Ethics for the Coming Century](#)  
April 30, 2007 6:00 p.m. - 9:00 p.m.

## NYC BAR EVENTS OF INTEREST

### SMART MARKETING SERIES:

[Developing Relationships that Generate Business](#)  
*May 1, 2007 8:15 a.m. - 10:00 a.m.*

[Effective Marketing vis-à-vis the New NYS Advertising and Solicitation Guidelines](#)  
*May 8, 2007 8:15 a.m. - 10:00 a.m.*

[Legal Issues Confronting Aging Adults](#)  
*May 8, 2007 at 6:00 p.m.*

[Time/Stress Management Luncheon Workshop for Solo and Small Firm Practitioners](#)  
*May 14, 2007 12:00 p.m. - 2:00 p.m.*

[Annual Meeting of the Association](#)  
*May 15, 2007 at 6:00 p.m.*

[Small Law Firm Luncheon: The Necessities of Opening Your Own Practice](#)  
*May 17, 2007 12:30 p.m. - 2:00 p.m.*

### PRO BONO OPPORTUNITIES WITH CLE CREDIT

Housing Court's Volunteer Lawyers Project ("VLP").

The VLP offers attorneys 9 free CLE credits in Fundamentals in Residential Landlord Tenant Law, and then requires that they provide 12 hours of volunteer service over the course of a year. Volunteer service involves giving legal information and advice to self-represented owners and tenants under the supervision of court-employed attorneys. The next training for prospective volunteers will be held on 6/6, 6/13, and 6/20, from 6-9PM, at 111 Centre Street, 12th Floor boardroom, NY, NY. Attendance at all three sessions is required. Attorneys admitted for less than 2 years are ineligible to receive CLE credit for attending the video training, but are welcome to participate. Space is limited - but their need is great! Interested attorneys should submit an on-line application by clicking on the following link:  
[www.nycourts.gov/courts/nyc/housing/vlp/prospectivetts.shtml](http://www.nycourts.gov/courts/nyc/housing/vlp/prospectivetts.shtml)

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:  
<http://www.nycbar.org/SmallFirmCenter/Benefits.htm>