

SEPTEMBER EVENTS

Small Law Firm Committee Open House Networking Breakfast

September 13, 2005 8:30 - 10 a.m.

Interested in meeting other small firm or solo practitioners? Interested in learning about the Association's Small Law Firm Committee? This breakfast is a great opportunity to meet and mingle with former, current and prospective members of the Committee and to hear about all that the Committee has to offer, including its monthly networking groups.

There is no cost for this event, but you must RSVP to Lisa Bluestein at lbluestein@nycbar.org by September 8. No phone calls please.

Small Law Firm Luncheon What Small Firm Practitioners Need to Know About Their Insurance

September 15, 2005 12:30-2 p.m.

What kind of insurance does a solo or small firm practitioner need? Is there insurance coverage that is affordable for the solo and small firm? What happens if someone makes a claim for malpractice? These and other questions will be answered by our panel of insurance professionals who will discuss professional liability insurance, health insurance and the new HSA accounts, workers compensation, and disability insurance.

Speakers:

Alfred A. D'Agostino, Jr., Partner,
D'Amato & Lynch

Roy S. Lyons, Senior Vice President,
Marsh Affinity Group Services

George Rawding, Senior Vice President,
Bertholon-Rowland Corp., a USI Affinity
Company

Registration by September 8 is necessary. The fee for the luncheon is \$20 for members and \$30 for non-members. Click here to register or visit www.nycbar.org.

Supported by LexisNexis.

2ND ANNUAL LAW PRACTICE MANAGEMENT SYMPOSIUM

Putting It All Together: Building a Successful Law Practice

The New York City Bar and New York Law Journal will be hosting their 2nd Annual Law Practice Management Symposium on Tuesday, November 1, 2005 at the House of the Association. Titled as "*Putting It All Together: Building a Successful Law Practice*," the Law Practice Management Symposium again will be devoted to the business and professional needs of practitioners at firms with up to 50 attorneys. This all day event will feature exhibitions by legal service providers, two tracks of workshop programming, and an evening 2 credit CLE program entitled "*How to Get & Keep Good Clients and Stay Out of Trouble*." We are pleased to announce that Jay Foonberg, the preeminent author of "*The ABA Guide To Lawyer Trust Accounts*," "*How To Start & Build A Law Practice*" and "*How To Get & Keep Good Clients*," will be the speaker for this CLE program.

The Law Practice Management Symposium, which will be free to New York City Bar members (\$40 for non-members), provides attorneys, law office managers and IT personnel with a forum to obtain information and exchange ideas about the business of practicing law in a small to mid-size law firm environment. There will be time for networking through out the day, and at the complimentary breakfast and lunch receptions. The CLE program will require a fee and is open to all, whether or not they attend the Law Practice Management Symposium during the day.

This year our workshops will be separated into two tracks: one for start-ups and firms with fewer than 5 attorneys, and the other track for firms with 5-50 attorneys. LexisNexis, our lunch reception sponsor, will be giving a special workshop on E-Discovery. Along with our guest practitioner-lecturers, many exhibitors will be providing valuable information and answering questions about practice management issues at our other workshop panels. Need advice of a more personal nature? Then don't miss our workshop entitled "*Inner Obstacles to Happiness at Work*."

A list of all exhibitors and workshops, the registration forms, and fee information for the CLE program will be available on our website shortly.

Forms and Information Available Online

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 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 website by visiting www.nycbar.org or click here to access the pages directly.

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 (generally available Monday through Friday 9:00-8:30, Sat 10:00 -4:30 on a walk-in basis), and a conference room (generally available by reservation Monday through Friday 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@nycbar.org.

The library will reopen on Saturdays beginning September 10.

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.nycbar.org or click here.

September CLE Programs of Interest

Litigation Skills Workshop: Taking & Defending Depositions

Monday, September 12, 2005 9 am - 5:30 pm

Tuesday, September 13, 2005 9 am - 4 pm

Commanding Presence: Communication & Presentation Skills for Lawyers

Friday, September 16, 2005 9 am - 4:45 pm

Residential Closings: Soup to Nuts

Thursday, September 22, 2005 6 - 9 pm

Tuesday, September 27, 2005 6 - 9 pm

Update 2005--Current Developments in Matrimonial Law

Wednesday, September 28, 2005 6 - 9 pm

Save the Date

NOVEMBER 1, 2005

2nd Annual Law Practice Management Symposium

Putting It All Together: Building A Successful Law Practice

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