

## Events

### September 2006 Events

SMALL LAW FIRM LUNCHEON  
Writing & Speaking as  
Marketing Tools

Thursday, September 21, 2006  
12:30 - 2 pm

Writing articles and/or books provides you with exposure and credibility as an attorney with knowledge of particular areas. Speaking engagements for trade groups, other professionals and your target markets also provides creditability and exposure. Exactly how these translate to good marketing, and how to get into print and in front of an audience, will be the topic of this luncheon discussion.

**Moderator:**

MICHAEL C. RAKOWER  
*Law Office of Michael C. Rakower*

**Speakers:**

THOMAS J. LOMBARDI  
*Presentations Plus*  
LAURIE BERKE-WEISS  
*Berke-Weiss & Pechman LLP*

Registration by September 14 is necessary.  
The fee, which includes lunch, is \$25 for members; \$35 for non-members. Please register online at [www.nycbar.org](http://www.nycbar.org)

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

### Save The Date

October 19, 2006 12:30 - 2 pm

**SMALL LAW FIRM LUNCHEON  
Networking as a Marketing Tool**

### 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 Breakfast and Luncheon Receptions.

The Symposium will have a \$10.00 fee for members and a \$50.00 fee for nonmembers. To register click on [www.nycbar.org/cgi-bin/event110106](http://www.nycbar.org/cgi-bin/event110106).

### 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 requesting the book to [aroytberg@nycbar.org](mailto:aroytberg@nycbar.org).

### Recommended ABA Books of the Month



Regular Price: \$99.95  
Member Price: \$85.00



Regular Price: \$79.95  
Members Price: \$68.00

Order Online!

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 [mirvis@nycbar.org](mailto:mirvis@nycbar.org).

### **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.

### **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).

## **TECH TIPS OF THE MONTH AVOIDING BLACKOUTS AND POWER OUTAGES**

Once again this summer, power outages and shortages are big news, from New York City, to St. Louis, to California. Big blackouts are not the only way your business can suffer from power deficiencies. Even minor daily power fluctuations can harm sensitive electronic equipment. Over time, fluctuating power can damage a computer and, perhaps worse, lead to intermittent failures that are difficult to diagnose. Inexpensive surge protectors may not be adequate to prevent such damage. This is why having a good quality UPS unit is imperative.

A UPS, short for Uninterruptible Power Supply, does more than prevent surges from reaching your equipment. It also evens out power dips by supplying battery power, and can monitor and report power issues as they occur. The devices help give a system the power it craves and help prevent serious damage from surges, spikes and brownouts. In other words, it is inexpensive, easy-to-deploy insurance.

There are three main types of UPS units: standby, online and line-interactive.

1. Standby units electrically connect a PC directly to the wall outlet, only switching the PC to battery power when there is a severe problem with utility-line power. This offers basic protection, but other types offer additional features.
2. Online UPSes always power the PC from the batteries. This is an expensive approach that heavily taxes the batteries and circuitry over the life of the unit.
3. Line-interactive UPSes allow utility power to reach the PC, but also keep the batteries online in case of a power problem. This means line-interactive models respond faster than standby units and are less expensive to install and maintain than online UPSes. They also last longer than online units because there is less stress on the circuits.

Your consultant should carefully examine the environment to determine which UPS to install. All three types of UPS units will protect equipment from brownouts, but the line-interactive and online types are more likely to protect against sudden power surges, because standby models have a slight delay in responding. When power is restored after an outage, there is typically a surge. Therefore, in buildings with frequent outages and subsequent surges, line-interactive and online UPSes are preferable. Both types will constantly suppress excess voltage, keeping the levels of power that reach your computers within acceptable limits.

It's also important to check the UPS regularly, because these devices do not last forever. UPS batteries must be replaced every two to three years - or even more often if the unit is heavily used.

## MEMBER BENEFIT - FREE WESTLAW FORMS

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.

## MEMBER BENEFIT - BlumbergExcelsior - 20% DISCOUNT

- **Over 250 Blumberg online forms 10-15% off;**
- **Legal Applications - 20% off;**
  - a) Bankruptcy Filings
  - b) HUD-1 Closing Online
  - c) Severance Agreements Online
  - d) NY Uncontested Divorce Online
  - e) NY Net Worth Statement Online
- **Software Programs - 15% off;**
  - a) Blankrupter 4.0
  - b) Blazer Forms [Blumberg on CD]
  - c) FLIP
- **DL Drafting Libraries - 20 % off**

## MEMBER BENEFIT - HSBC LEGAL TEAM'S COMPREHENSIVE PACKAGE

- Single Point of Contact with a dedicated Relationship Manager
- Business Revolving Lines of Credit from \$25,000 to \$350,000
- Free Business Checking with free check order and bill pay
- Attorney Escrow Accounts (central control, client sub-accounts, etc.)

A UPS is one of the best investments you can make to protect your investment in technology. Data-recovery services easily cost much more than a good UPS.

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).

## CLE PROGRAMS OF INTEREST

A Practical Guide to LLCs and LLPs  
*September 8, 2006 9:00 a.m. - 1:00 p.m.*

Accounting and Finance for Lawyers: Understanding the Basics and Beyond  
*September 21, 2006 9:00 a.m. - 5:00 p.m.*

Estate Planning for Same Sex & Unmarried (Heterosexual) Couples  
*September 21, 2006 6:00 p.m. - 9:00 p.m.*

Residential Closings: Soup to Nuts  
*September 28, 2006 6:00 p.m. - 9:00 p.m.*

You Don't Practice in the Area of Domestic Violence? What Do You Do if a Client or Friend Calls with a Domestic Violence Situation?  
*October 24, 2006 6:00 - 8:00 p.m.*