

## **Starting Your Own Practice**

**By Gary Munneke, Chair**

### **Law Practice Management Committee**

On Friday, May 21, the NYSBA Law Practice Management Committee will sponsor a continuing legal education program, **Starting Your Own Practice**, from 9:00 a.m. – 5:00 p.m., at the Concierge Center, 780 3<sup>rd</sup> Avenue, New York, NY 10017. The Concierge Center is the State Bar's new home away from home for CLE events, and provides a comfortable and easily accessible venue for NYSBA members. Registrants will receive a free copy of speaker Carolyn Elefant's book, *Solo By Choice*, as well as 7.5 MCLE credits (including 5.0 practice management and 2.5 ethics credits).

In addition to Ms. Elefant, the speakers include author and LPM Committee Chair, Professor Gary Munneke, author and management consultant Peter Giuliani, solo practitioner Michael Rakower, Human Resources expert Nancy Schess, technology consultant specializing in small firms Carol Schlein, small firm practitioner Steve Silverberg, and risk management advisor to law firms Marian Rice. This blue-ribbon panel will give attendees, whether experienced lawyers or recently minted graduates, the information they need to know in order to start a law practice from scratch.

Among the interactive topics covered will be the following:

Do you have what it takes to start a practice?

Creating and financing your startup practice

Organizing your practice from the ground up

Human resources compliance for startup law practices

Leveraging technology in the new law firm

What services will you provide and to whom?

Marketing your practice

The ethical issues of starting a practice

Insurance issues for the startup practice.

If you have either recently opened your own law practice or plan to do so in the near future, even if you are just thinking about the option of starting your own firm, you cannot afford to miss this program. Although the economy is in recovery, the number of lawyers who have left law firms where they have worked, sometimes for years, is significant. Whether by choice or circumstance, this may be the time to let your entrepreneurial juices flow and hang out your own shingle. You can register by mail, fax, phone at 800-582-2452, or electronically at <http://www.nysba.org/cle>. Don't miss it.

*Coming soon!* Beginning in June, the Law Practice Management Committee will begin to offer a series of monthly lunchtime teleconferences on **Best Practices in Legal Management**, based on the NYSBA book of the same name. Each month authors of book chapters will be interviewed by LPM Committee Chair Gary Munneke about legal management topics covered in the books, including:

Strategic and organizational planning;

Business development;

Recruitment and human resources management;

Financial management;

Procuring physical resources;

Technology and systems management

Office space and security

The authors, who are law firm administrators at some of the best run law firms in the country will share their secrets and offer advice on how a best practice approach can improve a the quality of a law firm's services, while improving the bottom line. Look for more information on this series in the next issue of your *State Bar News*. To order the book **Best Practices in Legal Management**, call 1-800-582-2452, or go on line to [www.nysba.org/bestpracticesguide](http://www.nysba.org/bestpracticesguide)