

LPM

LAW PRACTICE MANAGEMENT



LPM eNewsletter

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Law Practice Management resources – right at your fingertips!

See below for information on the following topics and more

[When the ABA Comes to Town](#)

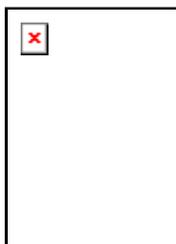
[LPM Vendor Resource Guide](#)

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[Risk Management for the Solo and Small Firm](#)

When the ABA Comes to Town



By Gary A. Munneke

*Chair, New York State Bar Association
Law Practice Management Committee*

Periodically, the American Bar Association holds its Annual Meeting in New York City, amid gala celebrations at notable venues throughout the Big Apple. This year, the ABA will descend upon the City from August 5-12, at a variety of venues throughout Manhattan. For the lawyers in the trenches—the ones who spend their time practicing law rather than attending cocktail parties—an ABA Annual Meeting may seem disconnected to their daily lives. Yet, lawyers who dismiss the ABA gathering as frivolous or irrelevant miss out on a cornucopia of educational programs, networking opportunities beyond their regular circle of contacts, and chance to participate in discussions that will impact the future of their practice.

The first thing to understand about the ABA is that it is not one organization, but many. In fact, there are really four ABAs: First the ABA is a federation of state and local bar associations (NYSBA, and many of the State's larger local bar associations are represented in the ABA House of Delegates and leadership. Second, the ABA is an umbrella for a variety of law-related professional organizations, from the Commission on Uniform State Laws to the National Conference of Bar Executives, to a variety of specialized bar associations. Third, the ABA is a collection of sections, divisions, centers, commissions and committees with defined interests and scope of operations—more on this later. Fourth, the ABA is a policy-making body through which lawyers can have a voice on topics germane to the profession, and through its House of Delegates and Board of Governors, all these other groups are represented.

This article is not about ABA governance or organization. It is about the diverse programmatic content that these groups sponsor at every Annual Meeting. Whether you are a tax lawyer, and whether you practice IP or PI, there is a group offering programs that will interest you.

As Chair of the NYSBA Law Practice Management Section, I want you to know about programs of the ABA Law Practice Management Section and the GP/Solo Division. Both these groups will offer a variety of programs on how to practice law more effectively, how to use the latest technology more seamlessly, and how to serve clients more efficiently. These are some of the same topics that the

State LPM Committee addresses in its CLE offerings, so we are pleased to tell you about these opportunities.

You have to register for the ABA Meeting, and if you have not done so in advance by mail or electronically, you will have to go to the ABA On-site Registration at the New York Hilton (on 6th Avenue, between 52nd and 53rd Streets). There is a separate registration for CLE, and there are several different options available. Most programs will be held between Wednesday, August 6 and Sunday, August 10.

[Click here](#) to see a list of programs sponsored by the ABA Law Practice Management Section (at the Sheraton New York), followed by programs related to LPM sponsored by the GP/Solo Division (at the New York Hilton). If you register for the meeting, you may join the Law Practice Management Section for its Gathering Reception on Thursday, August 7, 2008, from 7:00 p.m. – 8:30 p.m., in the Atrium Room of [Remi Restaurant](#), at 145 West 53rd, Street, down the street from the Hilton and the Sheraton. The ABA President's Reception will be held Saturday night at MOMA, and is a ticketed event.

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LPM Vendor Resource Guide –This guide is intended as a resource for our members, to help them find technology products and services which may be useful in their firms.

Software

[Accounting/Finance Software](#)
[Case Matter Practice Management Software](#)
[Cost Recovery Software](#)
[Database Software](#)
[Document Management Software](#)
[Enterprise Search Software](#)
[File Backup/Storage](#)
[Litigation/Trial Support Software](#)
[Timekeeping/Billing Software](#)

Services

Integration and Training

[Accounting and Tax](#)
[Financial](#)
[Insurance](#)
[Telecommunications](#)

Consulting

[1031 Qualified Intermediary](#)
[Appellate Printing](#)
[Consulting](#)
[Dictation/Transcription](#)
[Electronic Discovery](#)
[Legal Research](#)
[Medical Record Retrieval](#)
[Webinars](#)
[Website Development](#)

Hardware

[Computers - Servers, Desktops, Notebooks](#)

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Upcoming LPM Programs

Starting Your Own Practice

8.0 credits (6.0 in practice management and/or professional practice and 2.0 credit hours in ethics)

Tuesday, September 16, 2008
Radisson Martinique on Broadway
49 West 32nd Street
New York, NY

Wednesday, September 23, 2008
Ramada Hotel & Conference Center
2402 N. Forest Road
Amherst, NY

PROGRAM DESCRIPTION – FULL DAY WITH RECEPTION FOLLOWING

Is starting your own private practice right for you? Starting up a solo or small firm has its own unique financial, technical and practical concerns, but beginning a practice also has its own set of rewards, fulfillment and accomplishments.

But to maximize your chance for success, you must have a plan. Whether you are considering a change or are a recent law school graduate—come explore your options!

The materials will include a checklist for starting a firm in New York State.

[Click here to register now!](#)

Planning the Orderly Succession of Law Firm Management and Successful Transition of Clients (telephone seminar)

2.0 MCLE

Call in and earn credits while sitting at your desk!

Tuesday, September 16
12:00-2:00 p.m.

Face it your managing partner is remiss if your firm does not have a plan for lawyer management succession and the orderly transition of clients from senior partners to the other members of the firm. Planning the orderly succession for administrative and substantive management and the transition of client and client networking are critical issues in today's highly competitive environment.

[Click here to register now!](#)

Risk Management for the Solo and Small Firm

October 21 – Buffalo – Holiday Inn Amherst
October 28 – Albany – New York State Nurses Association
November 6 – Westchester – Holiday Inn Mt. Kisco
November 20 – New York City – New Yorker

This ½ day program provides 4 MCLE in Ethics – fulfills your ethics requirements for you bi-enniel

registration in one afternoon – You will gain valuable insight into your practices and procedures that will help improve your practice and lessen the possibility of a malpractice claim or grievance. You may also be eligible for a 5% per attorney discount on next years renewal or new policy premium from Zurich, the professional liability insurer for the New York State Bar Association sponsored program through USI Affinity.

October 21 – Buffalo – Holiday Inn Amherst
October 28 – Albany – New York State Nurses Association
November 6 – Westchester – Holiday Inn Mt. Kisco
November 20 – New York City – New Yorker

Details to follow

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Free Law Practice Management Resources – right at your fingertips!

[PLANNING AHEAD: A GUIDE FOR SOLO PRACTITIONERS](#) – free downloadable publication
The busy lawyer quick computer reference guide for outlook, work and powerpoint – free downloadable publication

LAW PRACTICE MANAGEMENT TOOLS (WWW.NYSBA.ORG/LPM)

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Get the right job (and/or the right employee)

www.nysba.org/lawjobs

NYSBA and lawjobs.com have partnered to provide members with legal market's most targeted career center connecting job candidates, employers and recruiters. Combining our rich content with the best of breed search technology, lawjobs.com has become an indispensable networking tool, putting legal careers in high gear.

Individual NYSBA member benefits:

Build your resume & cover letter, set up job alerts and start your search! Keep track of all job applications and activity, save searches, and opt for complete confidentiality if desired.

By registering, you'll also enjoy exclusive NYSBA benefits including:

- A discount on subscriptions to the New York Law Journal, in print and online
- Immediate email notification of all NY jobs posted in the database
- A discount on ALM Media, Inc. books, research and periodicals

NYSBA Law Firm member benefits

Post individual jobs, or combine multiple postings with our other online services. You'll receive complete applicant tracking capability and a detailed online response report to track ROI.

This exclusive NY partnership also entitles you to free access to lawjobs resume database (a \$1990 annual value) - search the skills of over 40,000 candidates

Click here to begin www.nysba.org/lawjobs

Law Practice Management Tools(www.nysba.org/LPM)



**[LPM VENDOR
RESOURCE GUIDE](#)**



[TECHNOLOGY](#)



**[MARKETING/
CLIENT DEVELOPMENT](#)**



**[EMPLOYMENT
ISSUES / HUMAN
RESOURCES](#)**



**[FIRM FINANCES
AND LAW PRACTICE](#)**



[ASK A COLLEAGUE](#)



[RISK MANAGEMENT](#)



**[ALA \(The Association
of Legal
Administrators\)
>NYC Chapter](#)**

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LPM provides members with education and information on managing your law office.
Go to www.nysba.org/LPM, e-mail lpn@nysba.org or call 1.800.699.5636.

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