

LPM

LAW PRACTICE MANAGEMENT



LPM eNewsletter

Volume 3, Number 1 | Spring 2010

Law Practice Management resources – right at your fingertips!

See below for information on the following topics and more

[Tightwad Technology for Tough & Trying Times: Practicing Smarter, More Profitably and Greener](#)

[The Portable Practice: Mobile Lawyering from Court, Your Balcony or the Nearest Starbucks](#)

[Starting Your Own Practice](#)

[Paying Partners What They're Worth](#)

[Featured Publication—Best Practices in Legal Management](#)

[LPM Vendor Resource Guide](#)



Exciting LPM Spring Programs

By Gary Munneke, Chair
Law Practice Management Committee

As the snows recede and Winter ambles unhurriedly into Spring, we all begin to think about getting out of the office and soaking up the sun, watching the trees bud and the flowers bloom. Spring is indeed a time of renewal celebrated since ancient times as a rebirth of life. Everyone it seems is looking for ways to break away from a mundane present to search for a more exciting future. The same is true for lawyers, who find themselves tired of fighting the same old battles slogging through the same old issues in the same old cases. For us, Spring is a time when we think about making our lives better by practicing better and exploring new solutions to help us get out of the rut.

In keeping with the renewing impetus of Spring, the Law Practice Management Committee begins a series of programs designed to make life better for New York lawyers; at least this year we have had more than our share of dismal Winter – whether we are speaking climatologically or metaphorically referring to the economy. Please take a look at these programs and consider including them in your personal vernal rebirth.

On **Tuesday, March 23, 2010, from 1:00 – 4:00 p.m. (Part I) and 5:30 – 8:30 p.m. (Part II)**, the LPM Committee will sponsor a program featuring nationally known lecturer Ross Kodner, entitled **Tightwad Tech and The Portable Practice**. The program will be held live at the Concierge Conference Center, 780 Third Avenue, New York, NY 10017, or by Webcast in your office. Details of the program are provided below in a separate announcement, but the focus of the program will be on very practical ways that you can use technology in your practice to practice more efficiently, save money and be a better lawyer. Parts of the program will address ethical issues that complicate using technology tools, and participants will receive one ethics and two practice management CLE credits for each Part (a total of two ethics and four practice management credits for both.) How could you not want to take advantage of this opportunity?!

Then, on **Friday, April 21, 2010, from 9:00 a.m. – 5:00 p.m.**, with a **Reception to follow**, also at the Concierge Conference Center, the LPM Committee will sponsor a program on **Starting Your Own Practice**. There is ample evidence that over the course of the past year thousands of lawyers nationally have left existing firms to start their own law practices or hung out a shingle after law school graduation. This program is designed to assist those who are contemplating the move to start their own practice, as well as individuals and groups who have recently taken the plunge and are looking for help to stay afloat and succeed. The eight CLE credits you will receive (including three in ethics) may be the best investment you can make in your new firm. The schedule for this program is included in this newsletter, and it should be clear to you that this is a sterling panel with outstanding advice to help you through these challenging times.

Beginning in May, the LPM Committee will feature as part of its **Lunchtime Seminar Series**, topics on **Best Practices in Legal Management**, based on the NYSBA book of the same title, and subject of a day-long seminar in New York City on February 25. The **Lunchtime** programs will run from **12:00 – 1:30 p.m, on the first Wednesday of every month**. The specific schedule with topics will be circulated shortly, but we urge you to look for more information on these timely and useful programs. You can also order the book at www.nysba.org/bestpracticesguide.

Gary Munneke, Chair, Law Practice Management Committee

* Gary Munneke is a Professor of Law at Pace Law School in White Plains, New York.

If you are interested in joining the Committee on Law Practice Management, sharing your ideas on helping other attorneys and be a part of the many successful programs LPM offers, please contact Committee Chair Gary Munneke at gmunneke@law.pace.edu.

[\(back to top\)](#)

Upcoming Programs:

Tightwad Tech and the Portable Practice

Featuring Noted Speaker: Ross L. Kodner, Esq.
Each part offers 3.0 MCLE credits including 1.0 in Ethics

Part I:

March 23, 2010
1:00 – 4:00 p.m.
Live and Webcast

"Tightwad Technology for Tough & Trying Times: Practicing Smarter, More Profitably and Greener"

Session 1: From Paper to Pixels: Paper LESS Works, Paperless Doesn't

- Who isn't swimming in a sea of paper every day?
- Avoid ethical and malpractice risk by best tracking client files
- Learn about the only practical way to manage paper in your practice via document management
- Move to complete, contiguous electronic case files, while still keeping paper
- Bill at least 15 more minutes every single day - or much more
- No more aggravating paper chases around the office looking for matter files
- A proven, twenty year field-tested process for every practice, large or small

Session 2: From Chaos to Cases: Practice Management Systems That Really Work

- Dates, deadlines, case notes - modern law practice is a dizzying swirl of information
- Practice management systems are the ultimate malpractice :safety net
- Track...everything and access all case information from everywhere
- Recover at least 15 billable minutes every day
- Practice management systems are the central beating information heart of a practice

Session 3: Tightwad Technology: 60 Top Time-Saving, Practice-Protecting Tips for All Lawyers

- Learn how to better use the tech you already have without spending more!
- Free and cheap tools including conference calling and internet faxing
- Squeeze more out of Word, Acrobat, Outlook and your practice manager
- Information you can put to use IMMEDIATELY in your practice!

Part II:

March 23, 2010
5:30 – 8:30 p.m.
Live and Webcast

The Portable Practice: Mobile Lawyering from Court, Your Balcony or the Nearest Starbucks”

Session 1: The Mobile Lawyer: All The Tools to Practice Anytime, Anywhere - Laptops, Netbooks, Smartphones, Cloud Computing and More

- Everything about portabilizing your practice
- Choosing the right laptops, netbooks and mobile gadgetry
- Smartphones and tablets - from iPhones to Blackberry to iPad, Android and beyond - how to choose?
- Practicing law in the "cloud" - tools and systems to practice anywhere, anytime

Session 2: The Mobile Lawyer: Better Using Microsoft Word 2007 and Adobe Acrobat in Your Portablized Practice

- Demystify Word 2007 - learn about styles, using "Lego" in Word to build documents
- The top (and necessary) Word tools - from revealing codes to numbering paragraphs
- Addressing the Word metadata issue, the PDF First approach and protecting your clients, cases and practice
- Acrobat - far beyond mere PDFing
- Legal PDF tools: Bates stamping, redaction, typewriter, PDF "electronic three ring binders" and more
- Securing your PDFs and removing PDF metadata

Session 3: The Mobile Lawyer and How NOT to Commit Malpractice With Your Portable Technology

- See how you could commit malpractice in a single mouse click or touchpad swipe
- Protect client confidences in a digitally scary world
- Practice securely and safely with online backup, internet syncing and safe email
- Avoid mobile security nightmares that expose case information and strategy
- Save your practice, save your livelihood, save your law license!

All sessions and the appearance of Ross Koder, Esq.
are made possible by the generous assistance of:

- * **Tabs 3 and Tabs PracticeMaster from Software Technology, Inc.**
- * **Worldox GX2 from World Software**

[Register Online Now](#)

Accommodations for Persons with Disabilities:

NYSBA will make reasonable modifications/accommodations to allow participation in its services, programs, or activities by persons with disabilities. NYSBA will provide auxiliary aids and services upon request. NYSBA will remove architectural barriers and communication barriers that are structural in nature where readily achievable. To request auxiliary aids or services or if you have any questions regarding accessibility, please contact Cindy O'Brien at cobrien@nysba.org.

Tuition Assistance:NYSBA members may apply for tuition assistance to attend this program, based on financial hardship. Under that policy, any member of our Association who has a genuine financial hardship may apply in writing, not later than five working days prior to the program, explaining the basis of his/her hardship, and, if approved, may receive tuition assistance, depending on the circumstances. For more details, please contact our CLE Registrar's Office at **(800) 582-2452**.

Paying Partners What They're Worth: Alternatives for Law Firms

Speakers: Joel A. Rose; Joel S. Lever, Esq.; Howard Protter, Esq.
2.0 MCLE credits in Law Practice Management

April 22, 2010
12:00 – 2:00 p.m.
Telephone Seminar

- Assigning Origination Credit for Developing New Clients and Proliferating Work from Existing Clients
- Setting Production and Other Benchmarks for Partners and Associates
- Incentives for Transitioning Clients from Senior Partners to Other Members of the Firm
- Training Associates
- Managing the Firm and its Components

Register Online Now

Tuition Assistance:NYSBA members may apply for tuition assistance to attend this program, based on financial hardship. Under that policy, any member of our Association who has a genuine financial hardship may apply in writing, not later than five working days prior to the program, explaining the basis of his/her hardship, and, if approved, may receive tuition assistance, depending on the circumstances. For more details, please contact our CLE Registrar's Office at **(800) 582-2452**.

COMING MAY 21, 2010:

Starting Your Own Practice

Live and Webcast
8:30 a.m. – 5:00 p.m.
8.0 MCLE credits including 3.0 in Ethics

All attendees will receive the book *Solo By Choice*, by Carolyn Elefant, as well as a substantial discount on the American Bar Association books, *How to Start and Build a Law Practice, Fifth Edition*, by Jay Foonberg, and *Flying Solo: A Survival Guide for the Solo and Small Firm Lawyer*, edited by K. William Gibson.

(back to top)

Featured Publication:

Best Practices in Legal Management

(Includes over 75 forms on FREE USB flash drive. For Forms on CD, please call 1-800 - 582-2452 to order)

This is the most complete and exhaustive treatment of the subject of the business aspects of running a law firm available anywhere. Approximately 90 law practice management experts were asked to submit what they considered best practices for managing all "back office" functions of a law firm. The result is this comprehensive textbook which provides practical tips and best practices as well as useful forms and templates.

Topics include:

Law firm accounting
Technology
Client development
Risk management
Business continuity plans
Job descriptions
Dozens of sample forms in the book
How to run an ecologically responsible law

Principals

Barry E. Jackson, CLM, CPA
Kimberly A. Swetland

Editors

Roseann S. Lentin
Marjorie L. Stein
Rita I. Thompson, CLM
Kenneth Knott, CPA

[\(back to top\)](#)

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](#)
[Legal Research](#)
[Medical Record Retrieval](#)
[Webinars](#)
[Website Development](#)

Hardware

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

[\(back to top\)](#)

Law Practice Management Tools www.nysba.org/LPM

▶ [Visit the NYSBA Solo/Small Firm Resource Center](#)

▶ [LPM Vendor Resource Guide](#)

▶ [Marketing/Client Development](#)

▶ [Firm Finances and Management](#)

▶ [Risk Management](#)

▶ [Technology](#)

▶ [Employment Issues/Human Resources](#)

▶ [Ask a Colleague](#)

▶ [ALA \(The Association of Legal Administrators\)](#)

▶ ▶ [NYC Chapter](#)

▶ [Document Assembly Forms Products](#)

▶ [NYSBA Publications](#)

▶ [LPM Newsletters](#)

[\(back to top\)](#)

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.

This e-mail is provided to you using the address you supplied to NYSBA, in order to keep you apprised of NYSBA programs and services that may be of interest to you. If you prefer not to receive these types of e-mail messages from NYSBA in the future, please do not reply to this message, but instead go to www.nysba.org/unsubscribe where you can remove your e-mail address from further e-mails.