

# LPM

## LAW PRACTICE MANAGEMENT



LPM eNewsletter

Volume 1, Number 3 | Fall 2008

### Law Practice Management resources – right at your fingertips!

See below for information on the following topics and more

#### **NEW - How to Start a Practice Seminar! 8 credits**

All attendees will receive:

- The American Bar Association Book *How to Start and Build a Law Practice, Fifth Edition* by Jay G. Foonberg
- Reception sponsored by USI Affinity to discuss insurance benefits
- Materials from each of the presenters bound into your Starting Your Own Practice program book including:
  - A checklist for starting a firm in New York State

View the Starting Your Own Practice [program brochure](#).

To register, select one of the following:

[September 16 - New York City](#)

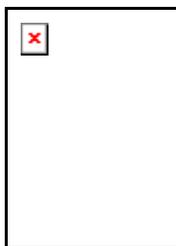
[September 23 - Buffalo](#)

**[Planning the Orderly Succession of Law Firm Management and Successful Transition of Clients](#)** (*Telephone Seminar*)

**[Top 10 little - known tips for lawyers who use Adobe Acrobat 8 Professional](#)**

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## Law Practice Management Committee Plans for Big Year



**By Gary A. Munneke**

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

The Law Practice Management Committee plans an ambitious agenda for 2008-2009, continuing a tradition of providing state bar members with continuing legal education, publications and electronic resources on topics aimed at helping both individual lawyers and law firms to practice and serve their clients more effectively. Among the subjects of future publications and programs are the following:

- How to open a new law practice
- Risk management for solos and small firms
- Delivering online legal services, sometimes called e-lawyering
- Globalization of the practice of law and its impact on New York Lawyers
- Managing legal staff, including practice groups

- Succession planning for law firms
- Retirement and its alternatives
- Making career decisions in a mobile professional world
- Finding quality of life and success in practice
- Alternative billing systems
- Social networking and what it means for lawyers
- Law partnerships in New York

All these subjects seek to address an underlying question, "Where are we going as a profession?" rather than, "Where have we been?" Instead of examining practice management circa 1998, the Committee seeks to explore how we will manage our organizations and ourselves in 2018, and beyond.

The Committee is actively developing a number of alternative forms of content delivery of practice management information. In addition to traditional books, articles, CLE programs, and Web pages, we are exploring digitized formats including blogs, discussion groups, archiving taped live programs on our Web site, noontime teleconferences, videoconferences, webinars and podcasts. The plan is to acquire software to provide tools that will create different delivery streams for lawyers who are situated differently. If the LPM Committee can conceptualize a program and locate the talent to educate the audience of New York lawyers, it makes sense to make the program available in a variety of presentation models.

Of particular note this year, the Law Practice Management Committee has launched a quarterly electronic newsletter on hot topics in practice management. This newsletter will tell you about upcoming programs, publications, and services, as well as product news and short, pithy articles on timely subjects. The e-Newsletter will be sent automatically to each member of the New York State Bar Association four times each year. You can read it on the spot, save it to review at your leisure, follow links to other sites, or discard it if you are just too busy to bother. It's your call!

The Committee seeks to aggregate relevant information on law practice management on its Web pages (<http://www.nysba.org/lpm>), or the pages tailored to solos and small firms, at <http://www.nysba.org/solo>. Both these sites include archives of materials on LPM, including past CLE programs, reprints of articles published in print formats, and links to resources offered through other organizations. If you have not taken the time to visit these pages on the NYSBA Web site, please take a few minutes and browse the contents.

Regardless of your practice setting, geographic location of your practice, or years of experience, the demands of being an effective manager are an everyday challenge. The Law Practice Management Committee provides you with the tools you will need to be successful in your career. This involves more than earning a comfortable living or even finding personal satisfaction in your work. Ultimately, managing your practice better means serving clients better, and better-served clients will have greater respect for and confidence in the legal system. And if the legal system works better, then society is better off in the end.

In order to be more responsive to your needs, the Law Practice Management Committee solicits your input as to topics that you would like to see us cover in future newsletters, by contacting Committee Chair Gary Munneke ([gmunneke@law.pace.edu](mailto:gmunneke@law.pace.edu)) or Staff Director Pam McDevitt ([pmcdevitt@nysba.org](mailto:pmcdevitt@nysba.org)). If you have ideas or comments, please share them with us, so the Committee can do more for you.

\* Gary Munneke is a Professor of Law at Pace Law School in White Plains, New York, and a member of the American Bar Association Board of Governors. The views expressed in this article do not reflect the views or policy of the American Bar Association, its Board of Governors or House of Delegates.

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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)

#### **New York City**

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

#### **Buffalo**

Tuesday, 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.

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-ennial 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.

Details to follow

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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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**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](http://WWW.NYSBA.ORG/LPM))

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**Law Practice Management Tools** ([www.nysba.org/LPM](http://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](http://www.nysba.org/LPM), e-mail [lpm@nysba.org](mailto:lpm@nysba.org) or call 1.800.699.5636.

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