NEW YORK STATE BAR ASSOCIATION



Program Directors

CHARLES J. MOXLEY, JR., ESQ.

Past Chair Dispute Resolution Section New York City

EDNA SUSSMAN, ESQ.

Past Chair Dispute Resolution Section New York City

LEA HABER KUCK, ESQ.

Partner, Skadden, Arps, Slate, Meagher & Flom LLP New York City

NYSBA

Dispute Resolution Section and Benjamin N. Cardozo School of Law

Commercial Arbitration Training for Arbitrators and Counsel

Comprehensive Training for the Conducting of Commercial Arbitrations

25.5 CLE credits

4.5 credits in Ethics, 10.0 credits in Skills and 11.0 credits in Professional Practice.

June 1-3, 2015

Benjamin N. Cardozo School of Law 55 Fifth Avenue New York, NY 10003



NEW YORK STATE BAR ASSOCIATION

AN OVERVIEW OF THE COURSE:

For new arbitrators and seasoned arbitrators interested in taking their skills to the next level – and for litigators interested in learning how to best represent clients in arbitrations to take advantage of the advocacy opportunities available in arbitration:

The training will be conducted by seasoned arbitrators, counsel, arbitration administrators, and academics, focusing on Best Practices, from the perspectives of arbitrators and counsel, for conducting commercial arbitrations in an economical, expeditious and fair manner, enabling parties to achieve the promise of commercial arbitration.

In addition to interactive sessions on managing an arbitration from the preliminary conference through the hearing and award, the program will include presentations on the law of arbitration, the ethical rules relating to service as an arbitrator, e-discovery, award writing, international arbitration, mental heuristics relevant to arbitral decision-making, and the development of an arbitration practice.

The training will be provided by commercial arbitrators **Charles J. Moxley, Jr.** and **Edna Sussman** and by arbitration counsel **Lea Haber Kuck** of Skadden, Arps, Slate, Meagher & Flom LLP, and will include presentations by **Jeffrey T. Zaino**, Vice President, American Arbitration Association, and **Luis M. Martinez**, Vice President, International Centre for Dispute Resolution. See the list below of the faculty members who will be presenting on the key substantive areas for conducting effective arbitrations.

Topics and Skills:

- Selecting Arbitrators
- Conducting Conflicts Searches
- Conducting the Preliminary Hearing
- Conducting Hearings on Applications for Preliminary Injunctions and Other Interim Relief
- Determining the appropriate scope of discovery, including documents, electronic documents and depositions
- Determining the appropriate scope of motion practice
- Setting deadlines for discovery and motion practice
- Hearing discovery and substantive motions
- Addressing motions to disqualify counsel
- Special considerations for pro se parties
- Determining what non-party subpoenas to sign
- Running the hearing effectively
- Determining what evidence to admit and exclude
- Dealing with difficult arbitrators, counsel and parties
- Issues as to the authority or not of arbitrators to award sanctions
- Preparing awards, both standard and reasoned
- Handling requests to submit additional evidence after the closing of the hearing
- Deciding applications to amend awards
- Arbitration ethics
- Seeking vacatur of awards

The program faculty has presided over many hundreds of hearings and served as counsel in many arbitrations Faculty:

David J. Abeshouse, Law Office of David J. Abeshouse

David W. Brown, Partner, Paul, Weiss, Rifkind, Wharton & Garrison LLP

William J.T. Brown, Counsel, Arbitrator and Mediator

John F. Byrne, Vice Predident, College of Commercial Arbitrators

Hon. Barry A. Cozier, Member, LeClairRyan

Alexandra Dosman, Executive Director, New York International Arbitration Center (NYIAC)

Eugene I. Farber, Partner, Farber, Pappalardo & Carbonari

Patricia Taylor Fox, Deputy General Counsel, AIG -- Reinsurance/AIG Property Casualty

Hon. Helen E. Freedman, Independent Arbitrator and Mediator, JAMS

Walter Gans, Arbitrator and Mediator

Stephen A. Hochman, Mediator and Arbitrator

Sherman W. Kahn, Partner, Mauriel Kapouytian Woods LLP; Chair, Dispute Resolution Section

Jennifer Kirby, Principal, Kirby

Daniel F. Kolb, Senior Counsel, Davis Polk & Wardwell LLP

Lea Haber Kuck, Partner, Skadden, Arps, Slate, Meagher & Flom LLP

Jack P. Levin, Mediator and Arbitrator

Lela P. Love, Professor, Benjamin N. Cardozo School of Law, Director, Cardozo's Kukin Program for Conflict Resolution

Luis M. Martinez, Vice President, International Centre for Dispute Resolution®

Deborah Masucci, Arbitrator and Mediator; Past Chair, ABA Dispute Resolution Section

Richard L. Mattiaccio, Partner, Squire Patton Boggs (US) LLP

Peter L. Michaelson, Attorney, Arbitrator and Mediator, Michaelson ADR Chambers, LLC

Charles J. Moxley, Jr., Arbitrator, Mediator and Counsel; Past Chair, NYSBA Dispute Resolution Section

Lawrence W. Newman, Counsel, Baker & McKenzie

Michael S. Oberman, Partner, Kramer Levin Naftalis & Frankel LLP

Abigail Pessen, Arbitrator and Mediator

James M. Rhodes, Independent Arbitrator and Mediator

Kathleen M. Scanlon, Member, The Law Offices of Kathleen M. Scanlon PLLC

Richard H. Silberberg, Partner, Dorsey & Whitney LLP

David C. Singer, Partner, Dorsey & Whitney LLP, Incoming Chair, Dispute Resolution Section

Richard J. Stark, Partner, Cravath, Swaine & Moore LLP

Edna Sussman, Arbitrator and Mediator, Sussman ADR; Past Chair, NYSBA Dispute Resolution Section

Irene C. Warshauer, Arbitrator and Mediator

Nicholas R. Weiskopf, Professor of Law (Retired), St. John's University School of Law, Special Counsel, Gordon Herlands Randolph & Cox, LLP **Daniel M. Weitz,** State ADR Coordinator, New York State Unified Court System; Adjunct Professor of Law, Cardozo Law School

John Wilkinson, Arbitrator and Mediator; Former Chair, Dispute Resolution Section

Michael D. Young, Mediator and Arbitrator, JAMS

Jeffrey T. Zaino, Vice President, American Arbitration Association

NEW YORK STATE BAR ASSOCIATION

PROGRAM DIRECTORS AND PRESENTERS:

CHARLES J. MOXLEY, JR., ESQ.

Mr. Moxley has presided over hundreds of arbitrations, including in the commercial, securities, insurance and international areas and mediated many cases. He is an Adjunct Professor of Law teaching arbitration and international law at the Fordham University School of Law and the Distinguished ADR Practitioner in Residence at Benjamin N. Cardozo School of law. A Fellow of the College of Commercial Arbitrators and of the Chartered Institute of Arbitrators, he is a member of arbitration and mediation panels of the American Arbitration Association ("AAA"), the International Centre for Dispute Resolution ("ICDR"), the International Institute for Conflict Prevention and Resolution (CPR), the U.S. Council of International Business (USCIB) for the ICC International Court of Arbitration, and Supreme Court, New York County (Commercial Division and Part 137), and of the arbitration panel of ARIAS-US. He also serves as an arbitrator and mediator in *ad hoc* cases and is an IMI Certified Mediator. Mr. Moxley lectures and speaks frequently at academic and professional functions and has written extensively on Best Practices in conducting commercial arbitrations.

EDNA SUSSMAN, ESQ.

Ms. Sussman is a full-time experienced arbitrator and mediator with experience with hundreds of disputes serving on leading ADR panels, including those administered by the American Arbitration Association ("AAA"), the International Centre for Dispute Resolution ("ICDR") the International Institute for Conflict Prevention and Resolution (CPR), the U.S. Council of International Business (USCIB) for the ICC International Court of Arbitration, WIPO, the Swiss, Hong Kong, Singapore, Kuala Lumpur and Dubai Arbitration Centers, the Supreme Court, New York County (Commercial Division) and the U.S. District and Bankruptcy Courts in New York. The Distinguished ADR Practitioner in Residence at the Fordham University School of law, Ms. Sussman serves on the boards of the AAA and the College of Commercial Arbitrators, is a fellow of the Chartered Institute of Arbitrators and has published and lectured extensively on the arbitration and mediation process. She was selected as "2012 New York City Mediation Lawyer of the Year" by Best Lawyers and is listed annually in Best Lawyers and Super Lawyers for Alternative Dispute Resolution

LEA HABER KUCK, ESQ.

Ms. Kuck is a partner at Skadden, Arps, Slate, Meagher & Flom LLP, and a member of its international litigation and arbitration group. Ms. Kuck concentrates her practice on complex litigation and arbitrations involving a wide range of corporate, commercial and securities matters. She regularly represents clients in disputes arising out of international business transactions and advises clients on a variety of issues relating to international dispute resolution, including forum selection, jurisdiction, service of process, extraterritorial discovery and enforcement of judgments. Ms. Kuck has experience in all phases of litigation, both at the trial and appellate levels, in federal and state courts in the United States as well as international arbitration conducted under UNCITRAL, ICC, ICDR and other arbitration rules. She frequently writes and lectures on topics of international litigation and arbitration.

CLE INFORMATION: The New York State Bar Association's Meetings Department has been certified by the NYS Continuing Legal Education Board as an accredited provider of continuing legal education in the State of New York. Under New York's MCLE rule, this program will provide you with a total of **25.5 CREDIT HOURS. THIS PROGRAM IS TRANSITIONAL AND THEREFORE SUITABLE FOR NEWLY ADMITTED ATTORNEYS.**

DISCOUNTS AND SCHOLARSHIPS: New York State Bar Association members and non-members may receive financial aid to attend this program. Under this policy, anyone who requires financial aid may apply in writing, no later than ten working days prior to the program, explaining the basis of his/her hardship, and if approved, can receive a discount or scholarship, depending on the circumstances. For more details, please contact: Adriana Favreau, New York State Bar Association, One Elk Street, Albany, New York 12207 or by email at afavreau@nysba.org.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: NYSBA welcomes participation by individuals with disabilities. NYSBA is committed to complying with all applicable laws that prohibit discrimination against individuals on the basis of disability in the full and equal enjoyment of its goods, services, programs, activities, facilities, privileges, advantages, or accommodations. To request auxiliary aids or services or if you have any questions regarding accessibility, please contact Adriana Favreau at 518.487.5630 or afavreau@nysba.org.

Monday, June 1, 2015, Morning Session (1.5 credits in Ethics, 2.0 in Skills)

8:00-9:00 a.m. Registration and Continental Breakfast

9:00-9:15 a.m. Welcome and Introductions

Professor Lela P. Love, Cardozo Law School Charles J. Moxley, Jr., Training Co-Chair

9:15-10:30 a.m. Pre-Preliminary Hearing Issues - Ethical and Other Issues

Selection of arbitrators

Arbitrator disclosure of potential conflicts

- Organization meeting of panel members when there is a panel
- Preparing for the preliminary hearing
- Applications for interim relief
- Whether the preliminary hearing should be held in-person or by telephone
- Whether clients should be present at the preliminary hearing
- Whether to send the parties an agenda of items to be covered at the preliminary hearing
- Whether to ask the parties to meet in advance to agree on schedule
- Setting the date and time for the preliminary hearing
- Whether to encourage the parties to start the process of document disclosure in advance of the preliminary hearing
- Related ethical issues

Faculty: Charles J. Moxley, Jr.

Edna Sussman Lea Haber Kuck Michael D. Young

10:30-10:45 a.m. **BREAK**

10:45-12:25 p.m. **Preliminary Hearing: Part 1**

Purposes of preliminary hearing

- Role of Chair and "Wings" in the preliminary hearing
- Arbitrator's opening remarks in preliminary hearing
- Review of what documents the arbitrators have received in advance to make sure there is nothing missing
- Review of arbitration clause
- Requests for interim relief
- Applications for a change of venue
- Determination of applicable law
 - Substantive law applicable to the parties' agreement and conduct, etc.
 - Arbitration law, including whether the Federal Arbitration Act and/or state arbitration law apply
- Issues as to arbitrability
- Possibility of amended pleadings
- Particularization of damages claims or counterclaims
- Applications to disqualify counsel
- Related ethical issues
- Substantive Motions
 - Motions to Dismiss Claims or Counterclaims
 - Motions to Dismiss Punitive Damages Claims
 - Motions to Dismiss Based Upon Statutes of Limitations or Similar Defenses
 - Procedures for Screening Potential Motions

Faculty: Charles J. Moxley, Jr.

Edna Sussman Lea Haber Kuck Walter Gans

12:25-1:25 p.m. **LUNCH**

12:40 p.m. Lunch Address: The Promise of Arbitration - What We're Trying to Do Charles J. Moxley, Jr.

Monday, June 1, 2015, Afternoon Session (5.0 credits in Skills)

1:25-3:05 p.m. **Preliminary Hearing: Part 2**

- Discovery
 - Non-electronic documents
 - Electronic documents generally (there will be a more detailed panel on electronic documents later in the program)
 - Depositions
 - Interrogatories
 - Differences between domestic and international arbitrations
- Establishing a schedule for document production, including dates for:
 - Document requests
 - Objections to document requests
 - Counsel's conferring in an effort to resolve document disputes
 - Submission of letters to the arbitrator relating to remaining discovery disputes
 - Setting dates for oral argument of discovery disputes
 - Production of non-objected to documents
 - Establishing a completion date for all document production
- Issue of whether to set up a separate process to maintain control of e-discovery
- Approaches as to depositions
 - Avoiding them all together
 - Limiting the number of depositions
 - Limiting the duration of depositions
 - Phasing the depositions
 - Generally precluding speaking objections
 - Getting agreement on alternatives to standard depositions
 - Appearance at the hearing by videoconference
 - Appearance by videotaped deposition
 - Appearance by telephone
- Establishing cut-off dates for discovery
- Related ethical issues

Faculty: John Wilkinson

Sherman Kahn

Charles J. Moxley, Jr.

Edna Sussman

Lea Haber Kuck

3:05-3:20 p.m. **BREAK**

3:20-5:30 p.m. **Preliminary Hearing: Part 3**

- Other motions
 - Motions to consolidate or sever
- Possible alternatives to testimony
 - Stipulations of uncontested facts
 - Direct testimony by affidavit
 - Affidavits generally
- Expert witnesses
 - Identification of anticipated experts
 - Exchange of expert's reports
 - First exchange: On issues as to which parties have the burden of proof
 - Responsive expert's reports
- Pre-hearing papers

Preliminary Hearing: Part 3 continued

- Witness lists
- Whether/when to require summaries of testimony
- Exhibits
 - Joint exhibits
 - Individual exhibits
 - Organization of exhibits
 - Chronologically
 - By topic
 - Separate page ranges assigned to each side
- Key exhibits
 - To be exchanged on a joint basis or separately by each side
 - Marking up of key exhibits to designate portions relied upon
- Pre-hearing memoranda
- Relationship of pre-hearing memoranda to the question of what kind of post-hearing papers/oral argument will be interposed
- Form of testimony of witnesses
 - In person
 - By videoconferencing
 - By videotaped deposition
 - By telephone
 - By deposition
- Subpoenas for non-party witnesses and their documents
 - Materiality to the case of the documents or testimony sought
 - Legal issues as to the authority of arbitrators to sign subpoenas (to be developed in more detail on Day 3)
 - Ethical issues as to the appropriateness of arbitrators' signing subpoenas
 - Interplay of FAA versus state law on the question of the appropriateness of arbitrators signing discovery subpoenas
- Settlement: Whether to include a suggestion that, as some point, the parties discuss settlement/mediation
- Establishing dates for status conferences
- Form of decision: Standard versus reasoned awards (this topic will be covered in more detail on Day 3)
- Court Reporter
 - Whether the parties will arrange for a court reporter
 - Relationship of that question to the question of whether the parties want a reasoned award
 - What to do when one party wants to retain a court reporter and the other doesn't
- Scheduling of the hearing
 - When to schedule the hearing
 - How many days to schedule
- Report of preliminary hearing and scheduling order
- Related ethical issues

Faculty: Charles J. Moxley, Jr.

Edna Sussman Lea Haber Kuck James M. Rhodes

5:30 p.m. Preparation of the Report of Preliminary Hearing and Scheduling Order

Faculty: Charles J. Moxley, Jr.

Edna Sussman Lea Haber Kuck

6:00 p.m. ADJOURN

Tuesday, June 2, 2015, Morning Session (2.0 credits in Skills and 1.0 in APP)

8:30-9:00 a.m. Registration and Continental Breakfast

9:00-10:00 a.m.

Issues Arising Between the Preliminary Hearing and the Hearing

- Overall description of what happens during this period
- Hearings on applications for interim relief
- Discovery motions
- Discovery requests and productions subsequent to the discovery cut-off
- Handling of substantive motions
- Handling of substantive motions made subsequent to the cut-off date
- Requests for delays and extensions of established deadlines
- How to handle parties' notification of change of counsel, particularly when the change causes conflicts for arbitrators or is otherwise a basis for delay
- Non-compliance with deadlines and directives of the arbitrators
- Arbitrators' authority or not to issue sanctions
- Final pre-hearing status conference
- Related ethical issues

Faculty:

Charles J. Moxley, Jr. Edna Sussman Lea Haber Kuck Eugene I. Farber

10:00-11:00 a.m.

The Hearing

- General introduction to the conducting of the hearing
- How to handle and limit breaks
- How, generally, to keep the hearing going efficiently
- How and when to handle objections as to documents
- Desirable affect of the arbitrator during the hearing
- Avoiding ex parte conversations during breaks at the hearing
- Seguestration of witnesses
- Opening statements, if any, by counsel
- Limited requirements as to foundations for documents and other exhibits
- Generally deeming un-objected to pre-marked exhibits as in evidence as of the opening of the hearing
- What, if any, rules of evidence or the like to follow in deciding what evidence to permit as an arbitrator
- Attitude towards hearsay testimony and other evidence in arbitration
- Witness statements/experts
- Counsel's extensive reading from documents
- Cumulative testimony
- Repetitive witnesses
- Harsh cross-examination
- Witnesses on cross who keep repeating their overall points
- Counsel talking with witnesses while they are on cross-examination
- Excessive objections
- Closing statements, if any
- How to handle disclosures that become necessary during the hearing because of the identification of new parties or entities involved in the case
- Related ethical issues

Faculty:

Charles J. Moxley, Jr. Edna Sussman Lea Haber Kuck John F. Byrne

11:00-11:15 a.m.

BREAK

11:15-12:15 p.m. **Post-Hearing Issues**

Part I: The Arbitrator's Perspective

- Drafting of the award (general introduction There will be a more detailed discussion of this topic on Day 3)
- Post-hearing applications for introduction of additional evidence
- Post-award requests to change the award
- Mathematical or formal corrections and the like
- Substantive changes
- Notion of functus officio
- No Contact with counsel or parties following the award
- Related ethical issues

Faculty:

Charles J. Moxley, Jr. Edna Sussman

Part II: The Court's and Litigator's Perspectives

- Motions to confirm and vacate
 - How Litigators see them
 - How Courts see them
- How best to advance such motions
- What arbitrators should do to lessen likelihood of vacatur

Faculty:

Hon. Helen E. Freedman

Lea Haber Kuck

12:15-1:15 p.m.

LUNCH

12:30 p.m.

Luncheon Address: Introduction to the World of International Arbitration – and How it Fits into Today's World

Speaker:

Luis M. Martinez

Tuesday, June 2, 2015, Afternoon Session (5.5 credits in APP)

1:15-2:30 p.m.

International Arbitration: How It Differs from Domestic Arbitration

- Introduction to the overriding conventions and laws applicable to international arbitration as opposed to domestic
- Discussion of the practices of international arbitration that are different from domestic
- The extent and significance of international arbitration as the default methodology of choice for international business

Faculty:

Moderator: Charles J. Moxley, Jr. Alexandra Dosman Sherman W. Kahn Lea Haber Kuck Luis M. Martinez Richard L. Mattiaccio Lawrence W. Newman Edna Sussman

2:30-2:45 p.m.

BREAK

2:45-4:00 p.m.

Electronic Discovery

- Significance of electronic discovery in terms of cost and delay
- Definition of terms
- Identification of the areas of greatest expense in connection with electronic discovery
- Matters to establish at the outset to minimize the expense and optimize the efficiency of electronic discovery
- ICDR recommended practices as to electronic discovery
- CPR Protocols
- Best practices as to electronic discovery

Faculty: Moderator: Edna Sussman Sherman W. Kahn

Richard L. Mattiaccio Richard H. Silberberg Irene C. Warshauer

4:00-6:05 p.m. Advocates' Best Practices in Selecting Arbitrators and Representing Clients

in Arbitration

Faculty: Moderator: Charles J. Moxley, Jr.

David J. Abeshouse David W. Brown Patricia Taylor Fox Lee Haber Kuck Richard L. Mattiaccio Richard J. Stark

6:05 p.m. **ADJOURN**

Wednesday, June 3, 2015, Morning Session (2.0 credits in APP, 1.5 in Ethics and 1.0 in Skills)

8:20-8:50 a.m. Registration and Continental Breakfast

8:50-10:30 a.m. **Arbitration Law**

Introduction to the FAA

• Introduction to New York arbitration law – CPLR Article 75

• Interplay of the FAA and New York arbitration law in arbitrations held in New York

Arbitrability

• The "Who Decides" issue: Who determines arbitrability, the arbitrators or a court?

• Arbitration due process

Enforceability of non-party subpoenas for documents and testimony

Within subpoena range of the seat of the arbitrationBeyond subpoena range of the seat of the arbitration

Standards of review under the FAA and New York arbitration law

Whether—and the extent to which—arbitrators should decide cases based on law or equity

Faculty: Moderator: Charles J. Moxley, Jr.

William J.T. Brown Stephen A. Hochman Michael S. Oberman Nicholas R. Weiskopf

10:30-11:30 a.m. **Award Writing**

• Standard versus reasoned awards

• Advantages and disadvantages of each type of award

Consideration of what should be included in a standard award
Consideration of what should be included in a reasoned award

The structure of a reasoned award

How to go about drafting a reasoned awardWhen to start drafting a reasoned award

• Best Practices as to drafting of reasoned award where there is a panel of three arbitrators

Faculty: Moderator: Charles J. Moxley, Jr.

Jennifer Kirby Lea Haber Kuck Peter L. Michaelson David C. Singer

11:30-11:45 a.m. **BREAK**

Ethics and Heuristics – Ethical, Physiological and Psychological Factors Affecting 11:45-1:00 p.m.

Our Exercise of Judgment and Decision-Making: System 1 and System 2

Moderator: Charles J. Moxley, Jr. Faculty:

Professor Lela P. Love Edna Sussman Daniel M. Weitz

LUNCH 1:00-2:00 p.m.

Luncheon Address: Some Observations on Contemporary Arbitration 1:15 p.m.

Professor Lela P. Love Speaker:

Wednesday, June 3, 2015, Afternoon Session (1.5 credits in Ethics. 2.5 in APP)

Arbitration Ethics 2:00-3:15 p.m.

Disclosure rules

Codes of Ethics applicable to arbitrators and arbitration counsel

 Best practices for disclosures by arbitrators Ongoing nature of disclosure obligation

Party-appointed arbitrators

 Appropriateness of an arbitrator's accepting appointment to a new case that involves parties or attorneys who are already appearing before the same arbitrator in another case

Use of Associates/Assistants

• Appropriateness of an arbitrator's accepting employment as counsel for a party who had previously appeared before the arbitrator in an unrelated case

Involvement of arbitrators with respect to possible settlement discussions among the parties

Inclusion of all arbitrators on a panel in arbitrator discussions concerning the case

Recent ethical decisions

Moderator: Lea Haber Kuck Faculty:

Barry A. Cozier Daniel F. Kolb Richard L. Mattiaccio Abigail Pessen Kathleen M. Scanlon

BREAK 3:15-3:30 p.m.

The Real World: Developing your ADR Career 3:30-4:00 p.m.

Jeffrey T. Zaino Faculty:

Perspectives on Practice Development in the Arbitration World 4:00-5:40 p.m.

Overview of the arbitration world

• Level of training and experience necessary to be a good arbitrator

How to go about getting experience as an arbitrator

Traits that parties and their counsel look for in prospective arbitrators

Opportunities for arbitration training and skills building

Moderator: Charles J. Moxley, Jr. Faculty:

Lea Haber Kuck Jack Levin Deborah Masucci Edna Sussman

Jeffrey T. Zaino

Questions and Answers/Final Wrap Up 5:40-5:55 p.m.

ADJOURN 5:55 p.m.

5:55-7:00 p.m. Wine and Cheese Reception

To get involved with the NYSBA Dispute Resolution Section visit www.nysba.org/drs for a listing of upcoming Section programs, networking events, committee meetings, reports, and publications.



NEW YORK STATE BAR ASSOCIATION MEETINGS DEPARTMENT

One Elk Street Albany, NY 12207