

NYC BAR EVENTS

EFFECTIVE RAINMAKING
Wednesday, January 7, 2009
6:30 PM

**SMALL LAW FIRM
MANAGEMENT LUNCH -
SESSION TWO OF FOUR
RECRUITING AND HIRING
THE RIGHT PEOPLE**
Tuesday, January 13, 2009
12:30 p.m. - 2:00 p.m.

**EFFECTIVE TECHNOLOGY
FOR THE SMALL LAW FIRM
A THREE PART
LUNCHEON SERIES.**
Thursday, January 15, 2009
12:30 p.m. - 2:00 p.m.

**2009 PROFESSIONAL
DEVELOPMENT
WORKSHOP SERIES:
THE ESSENTIALS
MANAGING YOUR CAREER**
Thursday, January 15, 2009
8:30 a.m. - 10:00am

**BREAK FROM THE LAW:
A CITY BAR INITIATIVE FOR
PRACTICING AND
RE-ENTERING LAWYERS
PROGRAM SERIES
MAKING YOUR INTENTIONS
KNOWN:
HOW TO NETWORK IN A
SOCIAL SETTING**
Thursday, January 29, 2009
6:00 p.m. - 8:00 p.m.

**NAVIGATING YOUR CAREER
THROUGH TROUBLED
WATERS -
HOW TO TURN CRISIS INTO
OPPORTUNITY**
Thursday, January 29, 2009
6:30 p.m. - 8:30 p.m.

A NOTE FROM THE SLFC DIRECTOR...

"It will never rain roses: when we want to have more roses we must plant more trees"- George Eliot

Dear Solo and Small Firm Practitioners,

Welcome to 2009. This year, more and more lawyers will join the ranks of solo and small firm practitioners. While some will voluntarily choose solo or small firm practice, others, faced with a loss of a job in a large firm or inability to find one in the first place, will also embark upon the path of beginning the "business" of law. Regardless of which category you belong to, law school education or your prior legal expertise hardly prepared most of you for this new undertaking, - running your own law firm. And yet, in this highly competitive and challenging market it is critical that you start out the right way, - quickly, cheaply and creatively. To help you in this endeavor, I suggest you do the following:

1. Review the startup checklist on the New York City Bar Website - click [HERE](#) or pick up a book on how to start a law firm. To see the list of ABA books we offer at a 15% discount click [HERE](#).
2. Consider writing a business plan - Click [HERE](#) to see a sample business plan;
3. Schedule a meeting to brainstorm about your practice by emailing me at aroytberg@nycbar.org.
4. Visit the conference room at the Small Law Firm Center on the third floor of the New York City Bar Association building, where, as a member of the association, you can meet with clients for free;
5. Consider attending the Small Law Firm Practice Management Luncheons and Breakfasts to learn practice management tools and to network with solo and small firm practitioners. Check this newsletter and the events' calendar at www.nycbar.org for the monthly schedule of events;
6. Consider joining the Small Law Firms' Committee at the New York City Bar. Please email Olivera Medenica, omedenica@wrlawfirm.com, the Committee Chair, for more information;

CLE PROGRAMS

ETHICS IN THE ELECTRONIC AGE: BE CAREFUL WHEN USING THAT CELL PHONE, BLACKBERRY, BLOG, SOCIAL NETWORK....

Thursday, Jan 15 2009
6 p.m.-8:45 p.m.

ETHICAL ISSUES IN THE PRACTICE OF REAL ESTATE: WHAT EVERY ATTORNEY MUST KNOW WHEN HANDLING A TRANSACTION

Monday, Jan 26 2009
6 p.m.-8:45 p.m.

VIDEO REPLAY: WOMEN IN NEGOTIATION: PRACTICAL TIPS TO STRENGTHEN YOUR NEGOTIATION SKILLS (FOR YOU & YOUR CLIENTS)

Tuesday, Jan 27 2009
9 a.m.-12:30 p.m.

TALK YOUR WAY TO THE TOP OF THE PROFESSION! PUBLIC SPEAKING FOR LAWYERS

Friday, Jan 30 2009
9 p.m.-5:15 p.m.

SAVE THE DATE:

EFFECTIVE STRESS MANAGEMENT FOR SOLOS AND SMALL FIRMS IN TODAY'S ECONOMY

When Work is Just a Grind
Tuesday, February 10, 2009
8:30 p.m. - 10:00 a.m.

EFFECTIVE TECHNOLOGY FOR THE SMALL LAW FIRM - LAUNCHING A WEB SITE

part 2 of a three part luncheon series.
Thursday, February 12, 2009
12:30 p.m. - 2:00 p.m.

7. Consider joining one of our 3 networking groups at the New York City Bar. If you are interested in doing so, please email me at aroytberg@nycbar.org and include a detailed description of your practice area;
8. If you have any particular law practice management questions on solo practice, you can post them on our Small Law Firm Forum by clicking [HERE](#).
9. If you are looking for office space or seek to affiliate with other lawyers, you may post a notice at our Member Postings Section of the SLFC Webpage. To see what the postings look like click [HERE](#).
10. Check the Member Benefits Section of the website to see what vendors offer discounts to members of the New York City Bar, click [HERE](#).

Most importantly, please remember that despite the dire economic predictions of impending doom in 2009, our education and experience, and the unique opportunity to hang out our own shingle, provided by our profession, makes most lawyers uniquely equipped to weather the storm.

Best Wishes for a Productive Year,

Alla Roytberg

ETHICS ALERT!!!!

In December 2008 Chief Judge Judith S. Kaye and the four presiding Appellate Division justices have formally adopted a new set of attorney ethics rules which bring New York lawyers more in line with attorneys in the rest of the country. In fact the New York Rules of Professional Conduct will now follow the format of the ABA's Model Rules of Professional Conduct and thus will make it easier for lawyers in New York to reference nationwide ethics rules and advisory and legal opinions. The Rules will replace the current New York Code of Professional Responsibility on April 1, 2009. For more information click [HERE!](#)

Small Law Firm Center Online Discussion Forum

If you would like to post a question click [here!](#)

NEW YORK CITY BAR

**SMALL LAW FIRM
FACILITIES -
A UNIQUE FREE
BENEFIT TO
MEMBERS**

Attorney Work Space

Mon-Thur 9:00 a.m. - 8:30 p.m.
Fri 9:00 a.m. - 6:30 p.m.
Sat 10:00 a.m. - 3:30 p.m.

Conference Room

Mon-Thur 9:00 a.m. - 8:30 p.m.
Fri 9:00 a.m. - 6:30 p.m.
Sat 10:00 a.m. - 3:30 p.m.

NOTE:

Attorney Work Space is available on a walk-in basis, except during the hours of 12:00 p.m. and 2:00 p.m. Between 12:00 p.m. and 2:00 p.m. it must be reserved as a conference room. The Conference room can be reserved for 2 hour intervals daily except during the hours of 12:00 p.m. and 2:00 p.m. If you wish to reserve a conference room between 12:00 p.m. and 2:00 p.m. the Attorney Work Space currently serves as a secondary conference room during those times. To make a reservation contact the reference desk of the Library at (212) 382-6666 or email rmrvis@nycbar.org.

**Networking
Group Seeks
Members**

New York City Bar
www.nycbar.org

Small Law Firm Center

JANUARY 2009 NEWSLETTER

SMALL LAW FIRM MANAGEMENT LUNCH - SECOND OF THE FOUR PART SERIES

Session Two: Recruiting and Hiring the Right People
Tuesday, January 13, 2009 12:30 p.m. - 2:00 p.m.

Small law firms typically use informal processes to recruit (select the pool) and hire (make the selection) partners, associates and staff. The results are often unfortunate: wrong "fits", the pain of firings and disruptive turnover. Recruitment and hiring mistakes are avoidable. This seminar will demonstrate how to avoid them and provide participants with a checklist tool for achieving fool proof hiring.

NOTE: This Luncheon Program is tailored specifically to the needs of Small Firms rather than Solo Practitioners.

Registration by January 9 is necessary. The fee, which includes lunch, is \$25 for members; \$50 for non-members. Attendance is limited to 20 participants.

EFFECTIVE TECHNOLOGY FOR THE SMALL LAW FIRM- A THREE PART LUNCHEON SERIES

Thursday, January 15, 2009 12:30 - 2:00pm

Accessible Anywhere, Any Time, Session 1: Technology exists to stay accessible, productive and reachable by clients anytime, anywhere. In this luncheon seminar you will learn some of the tools that are available for ubiquitous accessibility, along with pitfalls to be aware of.

Sponsored by Lexis/Nexis

Registration by January 12th is necessary. The fee, which includes lunch, is \$25 for members; \$35 for non-members.

DON'T FORGET TO ORDER ABA BOOKS OF THE MONTH



Regular Price:
\$69.95 USD

Member Price:
\$ 59.00 USD



Regular Price:
\$99.95 USD

Member Price:
\$85.00 USD

Please note, that this price does not include shipping/handling and taxes, charged by ABA.
To Order books please email aroytberg@nycbar.org

The Small Law Firms Committee at the NYC Bar has a few open slots. If you are interested in becoming a member of the committee email your resume to:

omedenica@wrlawfirm.com