

## October Events

### Small Law Firm Luncheon How to Navigate Those Pesky Accounting Software Programs

October 20, 2005 12:30 -2 p.m.

Small firm practitioners are usually forced to do everything for themselves including purchasing accounting software. Even when accounting software has been chosen and installed, most attorneys have difficulty making the most use of the software they have chosen. Our panel, which includes an accountant and an accountant/attorney, will explain the pros and cons of some of the leading accounting software, answer some common questions regarding the use of those programs and explain why these types of programs are essential to small firm practitioners.

Moderated by: Todd E. Duffy, Law Office of Todd E. Duffy

**Speakers:** Mark A. Josephson, Attorney and CPA, CFP, CFE, Murray & Josephson, CPAs, LLC

Furman Rogers, CPA

**Registration by October 13 is necessary. The fee, which includes lunch, is \$20 for members, \$30 for non-members.**

*Supported by LexisNexis.*

## October CLE Programs of Interest

### Ethics & Tactics in Mediation & Settlement Negotiations

Wednesday, October 19, 2005 6 p.m.-9 p.m.

### Hot Topics in Taxation:

### Recent Statutes, Regulations & Court Decisions That Affect Your Practice

Monday, October 24, 2005; 9 a.m.-12 p.m.

## 2ND ANNUAL LAW PRACTICE MANAGEMENT SYMPOSIUM

### Putting It All Together: Building a Successful Law Practice

Preparation for the 2nd Annual Law Practice Management Symposium on Tuesday, November 1, 2005, is well under way. This year's event promises to be an even bigger and better than last year with over 30 exhibitors (listed below), 11 workshops, breakfast and lunch networking sessions, and preeminent author Jay Foonberg, capping off the event with his evening CLE program entitled "How to Get & Keep Good Clients and Stay Out of Trouble."

The Law Practice Management Symposium is free to New York City Bar members (\$40 for non-members), and provides attorneys, law office managers and IT personnel with a one-stop forum to obtain information and exchange ideas about the business of practicing law in a small to mid-size law firm environment. The 2 credit CLE program will require a fee and is open to all, whether or not they attend the Law Practice Management Symposium during the day.

In response to requests to make the workshops more tailored to specific types of firms, this year the workshops will be separated into two tracks: one for start-ups and firms with fewer than 5 attorneys and the other track for firms with 5-50 attorneys. Track I workshops include: ABC's of Office Space; Lessons Learned: Advice From the Trenches; Technology for Start-up & Small Firms; Law Firm Finances; and Free and Inexpensive Legal Resources. Track II workshops include: Taking the Next Step: To Merge or Not to Merge; How Diversity Initiatives Can Benefit Your Practice; Technology News; Getting and Keeping Good Employees; and Emerging Trends & Practical Tips in the World of Electronic Discovery. Most workshops are 45 minutes long and attendees can register for any workshops they find relevant to their needs. There is also a plenary workshop entitled Inner Obstacles to Happiness at Work.

The Symposium exhibitors include: Accurate Building Inspectors; Allied Office Products; Bertholon-Rowland Corp.; CCH INCORPORATED; DLS, Inc.; First Republic Bank; IKON Office Solutions; I. Michael Cash & Associates, LLC; Inspired Professionals, LLC; Intelligent Office; Juris, Inc.; Kohn Communications; LDI COLOR TOOLBOX; LexisNexis (our networking luncheon sponsor); Marsh Affinity Group Services; Myra Binstock Legal Search; Phonextra, Inc.; Professional Process Service, Ltd.; Regency Reporting, Inc.; Robert Half Legal; Robson Forensic, Inc.; Sterling National Bank; Storage Quarters Record Management; Supreme Judicial Services Inc.; Tabs3/Practice Master; The Law Office Systems Shop; U.S. Legal Support; U.S. Small Business Administration; West and Wizsoft Inc.

For more information about the Symposium, descriptions of the workshops and CLE program, and to register, click here or visit [www.nycbar.org](http://www.nycbar.org).

# NEW YORK CITY BAR

## Small Law Firm Center

OCTOBER 2005 NEWSLETTER

### Forms and Information Available Online

#### CD-ROM Forms at the Library

Just click on the desktop icon "CD-Rom Titles for Members" at any library computer terminal and you can obtain current federal tax information and forms; federal practice treatises and formbooks such as Moore's and Bender's forms; American Jurisprudence legal forms; NY Codes, Rules and Regulations; West McKinney forms; New York Supplement 2d cases; real estate transaction information and many others. Access to this online information as well as the FREE lexis and Westlaw access will make researching a snap.

#### Free Real Estate Forms

Free real estate forms prepared by the Association's real estate committees are available from the Association's website by visiting [www.nycbar.org](http://www.nycbar.org) or click here to access the pages directly.

#### Small Law Firm Center Facilities

Our Small Law Firm Center is available to you for meeting clients or getting some work done. The Center, on the third floor of the Association's House, includes three work stations equipped with computers and printers (generally available Monday through Friday 9:00-8:30, Sat 10:00 -4:30 on a walk-in basis), and a conference room (generally available by reservation Monday through Friday 9:00-8:30, Sat 10:00-4:30). A fax machine is also available for use. To reserve the conference room, please contact the Library reference desk at (212)382-6666. For questions regarding the Center, you may contact Ronald Mirvis at (212)382-6748 or [rmirvis@nycbar.org](mailto:rmirvis@nycbar.org).

#### Free Member Postings on Our Website

Members can now post messages free of charge about the following, whether desired or available: office space; equipment and books; law practice for sale; affiliations/associations with other attorneys; and staff sharing. For further information, posting rules and to view the Member postings click on the Small Law Firm Center Section of the Association's website at [www.nycbar.org](http://www.nycbar.org) or click here.

## A Special Thank You to Our Members

After Hurricane Katrina, the Small Law Firm Center reached out to members asking them to help attorneys who have been displaced from their offices and have traveled to our area to stay either temporarily or permanently.

We would like to extend a special thank you to members who offered to provide or share office space, conference rooms, and secretarial or paralegal assistance. We have compiled a list of items that members are willing to provide or share, and are making the information available to displaced attorneys. Your offer of assistance is greatly appreciated.

Our Legal Career Center vendor has agreed to offer free listings to employers who are able to offer short term, full time, part time or temporary positions to attorneys or legal professionals displaced by Katrina. To list your "Katrina" opening, go to [www.nycbar.org](http://www.nycbar.org).

## New Format for Free Member Posting Page

Our Free Member Posting page is now easier to read and navigate. Click here to view postings or review instructions on how to post your own message.

SAVE THE DATE NOVEMBER 1, 2005

## 2<sup>ND</sup> Annual Law Practice Management Symposium Putting It All Together: Building a Successful Law Practice

*CLICK HERE FOR MORE DETAILS*