

City Bar Small Law Firm Center

February 2005 Newsletter

February Events

Small Law Firm Luncheon

Business Opportunities Through the Association's Legal Referral Service

Thursday, February 10, 2005 12:30 - 2 pm

Are you looking to expand your client base? Would you like to join the panel to receive referrals from the Association's Legal Referral Service(LRS), which is the oldest and largest lawyer referral service in New York State. This is not a pro bono service; it exists for clients who are considering hiring private lawyers to advise and represent them. The Legal Referral Service receives between 300 and 500 calls each day. Please attend this luncheon program, presented by Allen Charne, Director of LRS, to learn how LRS works and how it can help you.

Supported by LexisNexis.

Registration is necessary. The fee, which includes lunch, is \$20 for members; \$30 for non-members. Please register on online by clicking [here](#) or visiting [www.abcny.org](#)

CityBar Center for CLE

The February CLE calendar includes the following programs:

Estate Planning Primer: Everything You Need to Know About Estate Planning, But Were Afraid (Or Didn't Think) To Ask, Wednesday, February 2, 2005, 6-8 p.m.

Taking & Defending Depositions, Tuesday, February 8, 2005, 6-9 p.m.

Writing for Practical Effect, Friday, February 11, 2005, 9 a.m.-5 p.m.

Bringing Your Mediation Career to Fruition: A Plan for Success, Tuesday, February 15, 2005, 6-9 p.m.

So Little Time, So Much Paper: Organization and Time Management Techniques for Lawyers, Wednesday, February 23, 2005, 9 a.m. 4:30 p.m.

For a complete description of each of the above programs, information about other programs and to register online by clicking [here](#) or visiting [www.abcny.org](#)

Making The Most of Your City Bar Membership

We are always amazed at the happy surprise expressed by long time members when we tell them about various City Bar member benefits. Do you know about all of the benefits available to you?

The best "bang-for-your-buck" membership benefit available, may well be the free Westlaw and Lexis research available at the library. There are several computers with passwords already embedded for both database companies and they may be used during library hours (generally 9:00 a.m. - 9:00 p.m. Monday through Friday, and on Saturday, 10:00 a.m. - 5:00 p.m.).

Can't make it to the library? You can start your research from your own desktop by using the free limited Lexis access through the password-protected member section of the City Bar website ("Yearbook/Member Directory" from the home page). If you go to Member Benefits and then the LexisNexis link, followed by the Free Case Law tab, you can access U.S. Supreme Court cases from 1790 to present as well as the last five years of state court and federal district and courts of appeals cases.

Did someone in your office throw out the New York Law Journal before you had a chance to clip an article? The library offers copy services and the copies can be picked up, faxed to your office, or sent to you as a PDF document via email. The library also has the most comprehensive collection of U.S. and New York State appellate court briefs and records on appeal available. For questions about copies of briefs and records on appeal, as well as pricing, call the Reference Desk at (212)382-6666. For all other questions about the Copy Service and pricing, call (212)382-6711.

Need to look at a treatise but don't have time to sit in the library and read it? Members may, after establishing a deposit account, borrow books from the library for a small per volume daily fee. All library materials, other than current New York materials, some core Federal publications, and rare books, are available. Members are responsible for the pick-up and return of borrowed materials. Contact the Reference Desk at (212)382-6666 to place a request. To set up a deposit account, call Janice Johnson at (212)382-6739.

These are only a few examples of the benefits available to members. In future issues, other member benefits will be highlighted.

Join The Committee On Small Law Firms

Do you want to meet and network, share practice management tips, and discuss ideas with other attorneys in small firms? The Committee on Small Law Firms, chaired by Steven Ratner, has openings for members who are thinking about starting their own practice or are already in an established firm.

The Committee has started two networking luncheon groups in addition to developing and presenting the monthly Small Law Firm Luncheons. It has also created,



The Association of the Bar of the City of New York

42 West 44th Street • New York, NY 10036

Forms and Information Available Online

CD-ROM Forms at the Library — Did you know that research materials, including many popular form books, are available at the library's computer terminals? Just click on the desktop icon "CD-Rom Titles for Members". 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 (see featured article) 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 web site by visiting our website at www.abcny.org or click here.

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 (available M-F 9:00-8:30, Sat 10:00 -4:30 on a walk-in basis), and a conference room (available by reservation M-F 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@abcny.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.abcny.org or click here.

Join The Committee On Small Law Firms

in conjunction with the CityBar Center for CLE, a program on starting your own practice.

The committee generally meets on the second Tuesday of the month at 8:30 a.m. and often, there is a short presentation after the committee meeting on a practice management issue. To apply to become a member of this committee visit our website at www.abcny.org, under lawyer services or click here.

Practice Tip

Make sure that important information about a matter is imparted to your client in writing so that you have a record of keeping the client up-to-date on its status.

Practice Tip ideas courtesy of Bertholon-Rowland Corp.

Small Law Firm Center Director

Lisa M. Bluestein, the Small Law Firm Center Director, is available on Tuesdays and Thursdays to answer Association members' questions about practicing as a solo or in a small firm.

To make an appointment, please contact Lisa at (212) 382-4751 or send an e-mail to lbluestein@abcny.org.

New SLFC Newsletter, please e-mail feedback to slfc@abcny.org

