

# CITY BAR CENTER FOR CLE

## ESSENTIALS OF SETTING UP A NEW LAW PRACTICE FORMATION ISSUES, ETHICS & OTHER KEY CONSIDERATIONS

Tuesday, March 9, 2010 / 6:00 p.m. to 8:30 p.m.  
Informal Networking Reception: 8:30 p.m. to 9:00 p.m.

There are a myriad of issues to be considered in starting a new law practice. Among them are the type of legal entity to be used, credit and financing issues, accounting/tax considerations, partnership issues, malpractice insurance, as well as ethical considerations. The panel of speakers, including attorneys, a law professor, an accountant and a banker, will provide guidance on these and other practical matters you need to know in starting your new law practice. An informal networking session with our expert panel will be offered after the program. *CLE credit will not be provided for the networking session.*

### Program Chair

**Devika Kewalramani**  
Moses & Singer LLP

### Faculty

**Arnold N. Bressler**  
Moses & Singer LLP

**Heather Mount**  
Vice President  
Wachovia Legal Specialty Group

**Neal H. Rotenberg, CPA**  
Partner  
Rotenberg Meril Solomon Bertiger & Guttilla, P.C.

**Carol L. Ziegler**  
Adjunct Professor  
Columbia Law School

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Sponsoring Association Committee: Small Law Firms, Olivera Medenica, Chair

## Agenda

6:00-6:40 p.m.

### Legal Issues

- Forms of business entity
- Partnership agreements
- Leasing
- Financing your practice

6:40-7:05 p.m.

### Ethics Issues

- Conflicts checking & minimizing the risks of imputed disqualification
- New ethics rules on client consent to conflicts "confirmed in writing"
- Letters of engagement

7:05-7:40 p.m.

### Financing/Credit Issues

- Setting up operating, escrow & investment management accounts
- Creating efficiencies & ensuring protection over management of firm funds
- Managing firm debt, obtaining letters of credit for new office space & arranging financing for capital expenditures & lease hold improvements
- Equipment financing

7:40-7:55 p.m.

### Break

7:55-8:30 p.m.

### Accounting/Tax Issues

- Entity selection
- Tax compliance & sales tax issues
- Accounting issues relating to trust accounts & bookkeeping
- Compensation arrangements

8:30-9:00 p.m.

### Informal Networking Session

**New York & California Credit:** 2.5 total: 2.0 practice management & 0.5 ethics.  
This live program provides transitional/non-transitional credit to all attorneys.

**Illinois Credit:** 2.25 general MCLE credits.

### SPECIAL DISCOUNT OFFER!

If you also attend our related live program on February 9, 2010,  
*Starting & Maintaining Your Own Firm in a Recession*,  
you will receive **\$50 OFF** member & nonmember prices for this live program!

(Click the link above for details on our February program.)

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**Live Program (includes materials):**

\$205 Member  \$315 Nonmember

**Walk-in Registration (includes materials):**

\$230 Member  \$340 Nonmember

**Yes! I am interested in this limited-time offer with these reduced prices:**

**CDs (includes materials):**

~~\$335~~ \$270 Member  ~~\$405~~ \$340 Nonmember

**DVDs (includes materials):**

~~\$445~~ \$335 Member  ~~\$405~~ \$340 Nonmember

**Materials Only (no CLE credit):**

\$105 Member  \$135 Nonmember

**Yes! Register me for both "Small Law Firm" live programs  
(February 9, 2010 & March 9, 2010) at the price:**

\$340 Member  \$560 Nonmember

Receive  
**\$50 OFF**  
this program  
when you  
attend both!

\$65  
off CDs!  
\$100  
off DVDs!

Becoming a member of the City Bar will save you up to 33% on CLE! Visit us at [www.nycbar.org](http://www.nycbar.org), or call Membership at 212.382.6665. Use code "CLE" to get your special discount on membership.

SOURCE CODE: EFL-NLP-030910

Please check if you are interested in receiving California and/or Illinois CLE credit.

California  Illinois

Name \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_ Floor/Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Please specify your area of practice \_\_\_\_\_

Enclosed is my check for \_\_\_\_\_, payable to the Association of the Bar.

AMEX Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_

Visa  MC Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_

Amount to charge \_\_\_\_\_ Signature \_\_\_\_\_

How did you hear about this program? Please check one:

Email  Web  Mail  Other (please specify) \_\_\_\_\_

## Registration Information

**Program Location:**

All programs & video replays are held at:  
New York City Bar  
42 West 44th Street, New York, NY 10036

**Registration:** Call 212.382.6663, fax 212.869.4451, mail registration form with payment to the City Bar Center for CLE, 42 West 44th Street, New York, NY 10036, or register online at [www.nycbar.org](http://www.nycbar.org).

Advance registration is advised. An additional fee of \$25 will be charged for "walk-in" registrations—those received later than 3:00 p.m. one business day prior to the program.

Please allow 3–5 weeks for delivery of CDs, DVDs and course materials. International orders will be sent by traceable means, and an additional charge for shipping will be named by the recipient.

**Scholarships & Discounts:** Financial scholarships are available; please call 212.382.6663 for an application. All applications must be submitted three weeks prior to the program. 50% discounts off of member and nonmember prices are available for government and public interest attorneys, students, and academics. A 20% discount off of member and nonmember prices is available for firms and corporations that register four or more people for a combination of programs or video replays.

\*Non-legal professionals receive the member rate.

**Cancellations & Refunds:** For live programs and video replays, refunds and program credits are available provided cancellation is made in writing and received by the City Bar Center prior to the program. A \$45 administrative fee will be charged for all refunds. The cancellation fee will be deducted directly from the refund. For program credits no administrative fee will be charged. Program credits must be used within one year of the original program date. Cancellations must be in writing and faxed to the City Bar Center at 212.869.4451. Refunds and program credits are not available for the purchase of CDs, DVDs, course materials, or online programs.

**CLE Certificates:** Certificates for attending a program are given out and signed by a CLE staff member at the end of the program. You are responsible for keeping a copy of the CLE certificate for your own records. An administrative fee of \$15 will be charged for replacement CLE certificates.

Illinois ethics credits cannot be awarded until the MCLE Board of Illinois approves an ethics component per individual program. For programs that provide ethics credit, *Illinois ethics credits are pending.*

**All information is subject to change.**

All programs and products are sponsored by the CLE Committee, Lisa M. Stenson Desamours, Chair.

