



Notice of Meeting

Small Firm Practice Management Section Build Relationships – Build Your Practice

David Shaiken, Chair

Wednesday, April 25, 2012

Business Meeting 6:30 p.m. (see agenda below)
Cocktails and Networking 6:30 p.m.
Dinner and Presentation 7:00 p.m.

Graduate Club, 155 Elm Street, New Haven, CT

Program

Minimizing Risk: Tips for Solos and Small Firm Practitioners on Avoiding Malpractice and Disciplinary Claims

Managing a busy law office involves not only maximizing efficiency and profitability, but also minimizing the risk of claims seeking damages, court sanctions or professional discipline. This program will offer practical ideas on how to prevent claims asserted against law firms, including those which arise from the following: inadequate communication with clients, missed deadlines, faulty handling of trustee funds accounts, failure to properly safeguard funds of clients and others, and deficient screening of undesirable clients.

Speakers: Bruce H. Stanger, Stanger & Arnold, LLC, West Hartford
 David P. Atkins, Pullman & Comley, LLC, Bridgeport

Directions

Graduate Club

155 Elm Street, New Haven, CT (203) 624-3197

Traveling either North or South on I-91, take Exit 3 (Trumbull Street Exit). At the end of Exit 3 proceed straight ahead on Trumbull Street and turn left onto Temple Street. Parking is available behind the Club in Yale Lot #51 after 4:00 p.m., Monday through Friday. The entrance to the parking lot is on Temple Street--first driveway on the right after Wall Street. Once inside the lot, the Graduate Club is the second building on the left.

Cancellation Information: Please call the CBA office at (860)223-4400 if you want to verify whether or not a particular CBA function is being held.

Registration Form

Small Firm Practice Management

Wednesday, April 25, 2012

Register: Online: www.ctbar.org **Phone:** (860)223-4400 **Fax:** (860)223-4488

Mail to: Connecticut Bar Association, PO Box 350, New Britain, CT 06050-0350

No reservations will be made without payment. Please make your reservation by April 23, 2012. Please include the CBA member's full name on firm, corporate legal department, or government agency checks. Cancellations made less than one day before the event are non-refundable. If you are registering within three days of the event a credit card payment is required. If you need assistance at the meeting, please contact us at least one week prior to the event at (860)612-2036.

Please PRINT full name.

NAME: _____ **PHONE:** _____

ADDRESS: _____

COST:

Section Member \$33.50

Non-Section Member \$43.50

Please select one entree:

Chicken Picatta

Baked Sea Scallops in Basil Cream

Vegetable Lasagna

Check (payable to Connecticut Bar Association) Visa MC Amex Amount: \$ _____

Card #: _____ Exp. Date: _____

Billing Zip Code: _____ Signature: _____

Meeting code: # SSF042512