

# Law Practice Management: Annual Meeting 2011

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**Basics of Starting Your Own Practice** Techniques and technology make this the best time to start your own law practice. Come to this presentation to get the basics on what you need to do. **Office in a Flash** The Texas Young Lawyers Association's Office in a Flash provides information about business plans, firm structure, office logistics, technology, and how to obtain and manage your revenue. **Why You Need a Business Plan for Your Law Practice** This presentation addresses the reasons for having a business plan for your practice and gives tips on how to writing one. **Advertising Issues with Websites, Blogs, and Social Media** To Blog or not to Blog? Find out how the Advertising Rules intersect with social media. Boost your presence on the web and stay compliant with the Advertising Rules. **Tales of Technology and Terror: How to Prevent Technology from Harming Your Law Practice** Our practices can be terrorized by the hidden dangers of technologies like email, Windows, the Internet, Wikipedia, and legal databases. Explore how to make the most of these technologies while avoiding their pitfalls. **Managing Your Client's Funds** Learn the practical applications of properly managing a lawyer's trust account to safeguard funds belonging to a client or third party as well as the disciplinary liability for failing to do so. **Legal Technology Trends** What are the technologies lawyers should be paying attention to this year? From mobile technology to online collaboration, discover the latest technology trends lawyers can use to provide better and more efficient services to their clients. **How to Efficiently Manage Your Client's Case** Learn the systems approach for organizing your practice, plus special provisions you'll want to incorporate into your engagement agreements. **Record Retention** This session examines how to establish the best record retention policy for your law practice. What is too long or not long enough? What works and how do you set it all up?

**MCLE CREDIT 5.25 hrs. (including 2.50 hrs. ethics)**

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2130-11

**Available beginning August 24<sup>th</sup>, 2011  
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Contact Ph: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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Date/s for your program (available as of August 24th, 2011) \_\_\_\_\_

1) Price \$195.00 for 1 participant .....\$ \_\_\_\_\_

2) Price \$155.00 (if at least 2 participants) x total no. \_\_\_\_ of participants \$ \_\_\_\_\_

3) MCLE Late Fee \$50 if your order is not timely enough to be submitted to the MCLE Dept at least 15 days prior to your program date.....\$ \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**

If express processing or 2<sup>nd</sup> day delivery is necessary, we will contact you regarding a Rush Fee.

**Written Materials:**

USB thumb drive

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For more information, please call a DVD CLE representative at 800-204-2222, ext. 1575 or email [ptrevino@texasbar.com](mailto:ptrevino@texasbar.com)