



NOTICE OF CLE PROGRAM
The NDNY-FCBA's CLE Committee
Presents

*“Technology and Strategic Planning for Small & Solo Firms:
Transform Your Practice”*
3.5 credits for Law Practice Management

This program will cover how technology affects the practice of law and will help solo and small firm attorneys learn how to leverage technology to compete in today's evolving legal marketplace. We will discuss what a law office system is and why it is necessary for practitioners to establish one. We will also examine hardware, software, and cloud-based solutions that smaller firms can implement to help level the playing field when litigating against larger, better-resourced law firms. And we will explore ways to manage and master “big data” cases while addressing how artificial intelligence is changing the way we think about cases.

After attending this CLE, you should have the skills necessary to develop a checklist system that will allow you to confidently manage and expand your practice, together with a basic understanding of how to use old technologies in new ways to improve efficiency in everything from case intake to settlement.

Wednesday, August 23, 2017
Presentation: 9:00 a.m. – 1:00 p.m.
(Registration at 8:30 a.m.)
RSVP no later than August 9, 2017

James T. Foley Courthouse
1st Floor Jury Selection Room
445 Broadway
Albany, New York 12207

Presented by:
William J. Porta, Esq.
The Law Office of William J. Porta

Timed Agenda

- 9:00 a.m. – 9:05 a.m.: Welcome & Introduction
- 9:05 a.m. – 9:55 a.m.: How Technology Changes Everything and How Solo and Small Firms Can Thrive
- 9:55 a.m. – 10:20 a.m.: The Power of a System: Why Continuing to Use That Abacus is Dangerous
- 10:20 a.m. – 10:45 a.m.: Three Simple Habits Your Firm Can Implement to Become More Effective
- 10:45 a.m. – 12:15 p.m.: Implementing Strategic Hardware, Software, and Cloud-Based Solutions in your Practice
- 12:15 p.m. – 1:00 p.m.: Putting it All Together: Developing a Winning System by Leveraging Technology

The Northern District of New York Federal Court Bar Association has been certified by the New York State Continuing Legal Education Board as an Accredited Provider of continuing legal education in the State of New York.

“Trial Practice and Evidence Series: Cross-Examination and Rehabilitation” has been approved in accordance with the requirements of the New York State Continuing Legal Education Board for **3.5** credits toward the **law practice management** requirement.*

This program is appropriate for newly admitted and experienced attorneys.

This is a single program. No partial credit will be awarded.

This program is complimentary to all Northern District of New York Federal Court Bar Association Members.

*** PLEASE REMEMBER TO STOP AT THE REGISTRATION DESK TO SIGN OUT AND TURN IN YOUR EVALUATION FORM**