



Minnesota State Bar Association
Continuing Legal Education

2550 UNIVERSITY AVENUE WEST, SUITE 160-S SAINT PAUL MN 55114

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Legal Education



Minnesota State Bar Association
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ONLY \$75
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How to Start & Build a Successful Law Practice

Fabulous training – at an incredible bargain!

“Candid, practical advice – just what I was looking for.”

CAN'T ATTEND?
Order your
“Starting Your Own Practice Packet” today!
See inside for details.

Friday, February 11, 2011
Minnesota CLE Conference Center
Seventh Street & Nicollet Mall
Third Floor City Center, Minneapolis

Registration / Order Form

[121-11 ccd]

How to Start and Build a Successful Law Practice

February 11, 2011
Minnesota CLE Conference Center
Seventh & Nicollet Mall
Third Floor City Center
Minneapolis

PLEASE “✓” APPROPRIATE BOX BELOW:

- \$75 Admitted to practice after January 1, 2010
- \$175 MSBA members, paralegals
- \$225 standard rate
- I have a Minnesota CLE Season PassSM.
Pass # _____

PLEASE “✓” YOUR LUNCH SESSION:

- 1 2 3 4 5

ENCLOSED IS \$ _____ BY:

- Check (payable to Minnesota CLE)
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Check here if address below is new.

Name (first) _____ (mi) _____
(last) _____
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Phone _____ Fax _____
Email _____
Attorney License Number (if applicable) _____
Profession, if non-attorney _____

PROGRAM MATERIALS:

I cannot attend.
Please send me the following:
_____ copy(ies) of the manual at \$60 each.
_____ copy(ies) of the **Starting Your Own Practice Packet** at \$195 each.
Cost of book(s)\$ _____
Shipping/Handling\$ _____
Subtotal\$ _____
Tax\$ _____
TOTAL\$ _____

COST OF BOOK(S)	S & H
\$25.01 – 50	\$6
\$50.01 – 75	\$7
\$75.01 – 100	\$8
\$100.01 – 150	\$9
\$150.01 – 250	\$12
\$250.01 +	\$15
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Minneapolis, MN	7.775%
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All other MN	6.875%
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COURSE INFORMATION

DATE & LOCATION

Minneapolis – February 11, 2011
Minnesota CLE Conference Center
Seventh Street & Nicollet Mall
Third Floor City Center

CREDITS

Minnesota CLE is applying to the Minnesota State Board of CLE for **6.25 law office management credits and .5 ethics credits**. A maximum of 6.0 law office management credit hours can be claimed per reporting period. In no case can more than 6.0 total credits be claimed.

CANCELLATION / NO-SHOW POLICY

Paid registrants who cancel their registration at least 72 hours before the program will receive a full credit on their account; if fewer than 72 hours, a \$25 administrative fee will be deducted. Paid registrants who fail to attend will receive the written materials. Passholders may purchase the materials at 50% of the full retail price.

ACCOMMODATION

If you have a disability and need an accommodation in order to attend, please contact Minnesota CLE as soon as possible at 2550 University Avenue West, Suite 160-S, Saint Paul, MN 55114 or call us at 651-227-8266 or 800-759-8840.

QUESTIONS?

Call **651-227-8266** or **800-759-8840** or visit us online at www.minncle.org.

In this tough economic climate, more and more lawyers—new and experienced—are starting their own practice.

This seminar will provide the tools you need to be a successful and ethical lawyer and entrepreneur.

- Hear from other the expected and unexpected challenges they faced
- Tips on how to market your practice
- How to create a business plan and start-up budget
- Advice on getting the technology you need
- Overcoming the expected and unexpected challenges
- Handling money – yours and your clients’
- And much, much more!

An Unbeatable Value!

Attorneys admitted within the last year can attend this seminar for only \$75! See the registration form for other low tuition rates.

Your tuition includes valuable course materials, lunch, a networking reception, and opportunities to hear from knowledgeable and experienced speakers who will share their experiences and offer practical, real-world advice.

“Starting Your Own Practice” Packet

CAN'T ATTEND? You can get all the materials and all the plenary sessions on DVD for just **\$195!**

Here's what you'll learn at this important seminar:

8:30 – 9:00 A.M. CHECK IN & CONTINENTAL BREAKFAST

9:00 – 10:00 A.M.

Where Do I Start? Creating a Business Plan and a Start-Up Budget

Creating a business plan and a start-up budget; starting out on a shoestring; how to obtain financing – what lenders look for in start-up loans.

– *Paul Floyd*

10:00 – 10:30 A.M.

Handling Money: Yours and Your Clients’

.5 ethics credit applied for

Learn how to comply with the rules of Professional Responsibility as you set up bank accounts, trust accounts, and client fee arrangements.

– *Peter Berge*

10:30 – 10:45 A.M. BREAK

10:45 A.M. – 12:00 P.M.

Challenges in Starting Your Own Firm and How to Overcome Them

Our panel discusses the expected and the unexpected challenges they faced in starting their own firms. They'll share what they learned that will help you be ready for and overcome the rough spots of opening your own office.

– *Phillip Gainsley*

– *Daniel Van Loh*

– *Darcy Hitesman*

– *Moderator: Leonard Segal*

12:00 – 1:15 P.M. LUNCH (BOX LUNCHES PROVIDED)

12:30 – 1:15 P.M.

YOUR CHOICE OF WORKING LUNCH DISCUSSION TOPICS:

1. Trends in Legal Technology

A look at necessary software systems for your law office.

– *Todd Scott*

2. How Do I Leave a Law Firm?

Tips on what to do and not do before you leave your firm; how and when to notify your clients of your departure; what are your ethical responsibilities upon departure – to the firm and to your clients? “Best practices” lessons learned the hard way.

– *Paul Floyd*

3. Hanging Your Shingle: Using Glue or Velcro – Officing Options

Practical and flexible options for office space, support staff and office equipment.

– *Daniel Van Loh*

4. Getting and Keeping Good Clients

Building and maintaining client relationships.

– *Kathryn Hipp Carlson*

– *Patricia J. Stotzheim*

5. A Malpractice Insurance Primer: What, Why and How Much to Buy

– *Timothy Gephart*

1:30 – 3:00 P.M.

Smart Technology for Operating a Small Firm

Tips for getting the most for your investment in technology – appropriate computer configuration for a lawyer, how to protect your data, recommendations for hardware, software, printers, scanners, faxes, and more.

– *Barron Henley*

(presentation recorded February, 2010)

– *Todd Scott*

3:00 – 3:15 P.M. BREAK

3:15 – 4:30 P.M.

What You Need to Know About Advertising and Marketing

Tips on marketing your practice in your community. How do you set yourself apart from other firms?

– *Blois Olson*

4:30 – 5:30 P.M.

Networking Reception:

Stay for this fun opportunity to continue your discussions with faculty and colleagues.

Faculty

Peter H. Berge

Minnesota CLE
Saint Paul

Kathryn Hipp Carlson

Hipp Carlson Law PLLC
Minneapolis

Paul M. Floyd

Wallen-Friedman & Floyd PA
Minneapolis

Phillip Gainsley

Attorney at Law
Minneapolis

Timothy J. Gephart

Minnesota Lawyers Mutual
Minneapolis

Barron Henley

Affinity Consulting Group, LLC
Columbus, Ohio

Darcy L. Hitesman

Hitesman & Associates PA
Minneapolis

Blois R. Olson

Tunheim Partners
Minneapolis

Leonard B. Segal

Oberman Thompson & Segal LLC
Minneapolis

Todd C. Scott

Minnesota Lawyers Mutual
Minneapolis

Patricia J. Stotzheim

The Law Firm of
Roberts & Stotzheim PLLC
Saint Paul

Daniel Van Loh

Deckert & Van Loh PA
Maple Grove

Minnesota CLE's New Lawyer Curriculum

1. New Lawyer Experience January 26-27, 2011

An exceptional introduction to the practice of law.

Only \$75 for New Lawyers!*

2. How to Start & Build a Successful Law Practice February 11, 2011

The best guidance available for starting your own law firm.

Only \$75 for New Lawyers!*

3. Foundations of Practice – 6 Great Seminars

Only \$75 each for New Lawyers!*

How to Litigate a Case in Minnesota (March 3, 2011)

Basic Will and Trust Drafting (April 2011)

Drafting, Negotiating & Handling Contracts in Minnesota (February 15, 2011)

Consumer Bankruptcy Basics (March 23, 2011)

How to Survive Your First Trial (April 13, 2011)

Introduction to Workers' Compensation Practice (May 11, 2011)

4. Strategic Solutions for Solo & Small Firms August 8-9, 2011

The preeminent conference for solo and small firm attorneys in Minnesota.

* New Lawyer pricing only for attorneys first admitted in 2010.

“Real Help for New Lawyers...in the Real World of Lawyering”