

REGISTRATION FORM

Solo & Small Firm registration fee: \$75 per session
Questions? Call 816-235-1648

Please make check payable to University of Missouri and mail to: Continuing Legal Education, UMKC School of Law, 5100 Rockhill Road, Kansas City, MO 64110-2499.

Enclosed is \$ _____ for _____ registration(s) for enrollment in the following seminar(s) at the UMKC School of Law, 500 East 52nd Street, Kansas City, Mo.:

Solo and Small Firm Workshops

- Negotiating Law Firm Formation, October 10, 2008
- Getting Business: Ethical Marketing, November 7, 2008
- Maintaining Competence in the Law Office, January 25, 2008
- Insurance, Malpractice and Mistakes, February 20, 2009
- Technology Research, Records Retention and Law Office Systems, March 13, 2009
- Your First Meeting with a Client; Interviewing and Counseling, April 17, 2009

Name (please print or type)

Firm or Company

Address

City/State

ZIP

Phone Number

Fax Number

e-mail

(Optional - complete only if you wish to receive Fax or e-mail notification of upcoming seminars)

If paying by credit card, fill out the following information.
Credit card registrations may be faxed to (816) 235-5414.

VISA

MasterCard

Discover

Cardholder's Name (as it appears on card)

Card Number

Exp. Date

Relay Missouri. 800-735-2966 (TT) 800-735-2466 (Voice).

No admission ticket or confirmation will be sent. Just pick up materials at the registration desk on the day of the program. Preregistration is encouraged. There is no penalty for walk-in enrollments. © Copyright MMVIII, Curators, University of Missouri

SOLO AND SMALL FIRM WORKSHOP SERIES

“NEGOTIATING LAW FIRM FORMATION”

ENTREPRENEURIAL LAWYERING PRACTICUM

FRIDAY, OCTOBER 10, 2008

Instructor: Professor Anthony J. Luppino

CLE Credit: 4 (2 ethics) Missouri / Kansas pending

- Topics:
- Choice of Entity Issues
 - Ethical Considerations in the Available Types of Entities, Names & Letterhead; Rule 5.4; Multi-Disciplinary Practice and Multi-Jurisdictional Practice
 - Negotiating Key Rights and Obligations
 - Special Considerations Re: Withdrawal of a Firm Member
 - Ethical Considerations Regarding Withdrawal; Constraints Relating to Prohibitions on Restricting Competition and Ethics Opinions in Relation to Various Law Firm Agreement Provisions
 - Selected Drafting Tips

GETTING BUSINESS: ETHICAL MARKETING

INCLUDING ADVERTISING AND SOLICITATION

FRIDAY, NOVEMBER 7, 2008

Instructor: Dean Ellen Y. Suni

CLE Credit: 4 (4 ethics) Missouri / Kansas pending

- Topics:
- The Constitutional Framework
 - Advertising Methods: choosing an effective and ethical approach for your practice
 - Solicitation and Referral - How to stay on the ethical and productive side of the lines
 - Ethical Internet Advertising, Maintaining Confidentiality in E-mail Correspondence, and Other Ethical Issues of the Electronic Age

MAINTAINING COMPETENCE IN THE LAW OFFICE

FRIDAY, JANUARY 30, 2009

Instructor: Professor Barbara Glesner-Fines

CLE Credit: 4 (4 ethics) Missouri / Kansas pending

- Topics:
- Components of Competence - Rules 4-1.1 - 1.4
 - Challenges to Competence - Avoiding Key Errors
 - Supervisory Duties - Responsibilities for Other Attorneys Rules 5.1-5.2
 - Supervisory Duties - Responsibilities for Staff Rules 5.3

See our web site at: www.law.umkc.edu/cle

UMKC School of Law

500 East 52nd Street

Kansas City, Missouri

Registration begins at 1:30 p.m.

All sessions begin at 2 p.m. and

adjourn at 5:30 p.m.

INSURANCE, MALPRACTICE AND MISTAKES

FRIDAY, FEBRUARY 20, 2009

Instructors: Associate Dean Jeffrey Thomas and Christian Stiegemeier

CLE Credit: 4 (4 ethics) Missouri / Kansas pending

- Topics:
- Key to Reducing the Risk of Claims: Client Expectations Management
 - Ethical Ways in Dealing with Mistakes
 - Avoiding Liability with Documentation
 - Insurance 101 for Attorneys: Everything you need to know about professional malpractice insurance

TECHNOLOGY RESEARCH, RECORDS RETENTION, AND

LAW OFFICE SYSTEMS

FRIDAY, MARCH 13, 2009

Instructors: Dean Ellen Y. Suni and Law Library Director Paul Callister

CLE Credit: 4 Missouri (4 ethics) / Kansas pending

- Topics:
- Records Retention Policies that Satisfy Ethical Standards
 - The Importance of Implementing Systems to Maintain an Ethical Practice
 - Calendaring Systems to Avoid Missing Statute of Limitations, Motion Deadlines, Depositions, Client Meetings and Other Important Stuff
 - Avoiding Malpractice Claims with Conflicts Checking Systems
 - Handling Your Trust Account

YOUR FIRST MEETING WITH A CLIENT; INTERVIEWING AND

COUNSELING FOR SOLO AND SMALL FIRM LAWYERS

FRIDAY, APRIL 17, 2009

Instructor: Professor David Achtenberg

CLE Credit: 4 (4 ethics) Missouri / Kansas pending (no ethics)

- Topics:
- How To Structure Your First Interview
 - What You Should Already Know About Your Prospective Client
 - What to Accomplish in the Crucial First 5 Minutes
 - How to Determine What the Client Really Wants
 - How to Convey Competence and Avoid Unrealistic Expectations
 - How to Answer Impossible Questions
 - When and How to Say “No Thank You”
 - What You Should Do After the Client Leaves