Solo and Small Firm Workshop Series 2005-06

All sessions will be held at UMKC Law School Northeast Corner of 52nd and Oak Streets
Sessions begin at 2 p.m. and adjourn at 5:30 p.m.
For information contact UMKC CLE at 816-235-1648, mccarrolld@umkc.edu, or www.law.umkc.edu.

Getting Business: Ethical Marketing including Advertising and Solicitation,
Friday, January 27, 2006, Instructor: Dean Suni
CLE Credit: Missouri 4.0 hours ethics and professionalism credit / Kansas pending

Topics: The constitutional framework
Advertising methods: choosing an effective and ethical approach for your practice
Solicitation & 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

Insurance, Malpractice and Mistakes
Friday, February 17, 2006, Instructor: Prof. Achtenberg
CLE Credit: Missouri 4.0 hours ethics and professionalism credit / Kansas pending

Topics: 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 and Records Retention Systems for Ethical Practice
Friday, March 24, 2006, Instructors: Dean Suni and Prof. Callister
CLE Credit: Missouri 4.0 hours includes 3.5 hours of ethics and professionalism credit / Kansas pending

Topics: Importance of Systems
Calendaring Systems
Conflicts Checking
Records Management & Retention Systems: Records Retention Policies that Satisfy Ethical Standards

Your First Meeting with a Client; Interviewing and Counseling for Solo and Small Firm Lawyers
Thursday, April 6, 2006, Instructor: Prof. Achtenberg
CLE Credit: Missouri 4.0 hours / Kansas pending