



New York State Bar Association

Committee on Law Practice Management Annual Meeting

THURSDAY, JANUARY 26, 2006
New York Marriott Marquis
1535 Broadway, New York City

PROGRAM, 1:00 p.m. - 5:00 p.m.
Soho Complex, 7th Floor

IMPORTANT INFORMATION

Under New York's MCLE rule, this program has been approved for a total of up to 4.0 credit hours, consisting of 3.5 credit hours in practice management and/or areas of professional practice and .5 credit hours in ethics. **Only the ethics portion of this program will qualify for credit for newly admitted attorneys.**

Discounts and Scholarships: New York State Bar Association members may apply for a discount or scholarship to attend this program based on financial hardship. Under that policy, any member of our Association who has a genuine financial hardship may apply in writing not later than two working days prior to the program, explaining the basis of his/her hardship, and if approved, can receive a discount or scholarship, depending on the circumstances. For more details, please contact: Kim McHargue at: New York State Bar Association, One Elk Street, Albany, New York 12207.

Committee Chair

Francis H. Musselman, Esq.
Milbank Tweed Hadley & McCloy LLP
New York City

Program Chair

Mr. Joel A. Rose
Joel A. Rose & Associates
Cherry Hill, N.J.

In Case of Emergency: Emergency Planning and Disaster Recovery for the Law Firm Everyone Needs a Plan

This program has been specially designed to help law firms of all sizes prepare for the unexpected, and develop a business recovery and continuity plan in the event of a computer system meltdown, a flood, fire or terrorist attack, etc....

Experts from smaller, mid-size and larger New York State-based law firms, as well as attorneys whose offices and practices have experienced some form of disaster affecting Human Resources, Finance, Records, Facilities and Information Technology will offer valuable information and insights about dealing with disaster recovery, continuity of client service and the protection of firm business operations.

An example of a law firm's disaster recovery and business continuity plan, a checklist of considerations for drafting your plan and a template to use to create your own disaster recovery and business continuity plan for your firm will be provided.

1:00 - 5:00 p.m.

(A 15 minute break will be given mid-way through the program)

Moderator:

Welcoming Remarks

Mr. Joel A. Rose

Joel A. Rose & Associates, Cherry Hill, N.J.

HUMAN RESOURCES

- How do you kick-start the planning process?
 - Who should be involved?
 - What roles and responsibilities should they have?
- Developing a business continuity plan
- What is required for a risk analysis and assessment?
- How do you establish recovery and continuity parameters

Speaker:

Mr. Gary B. Fiebert

Executive Director
Schulte, Roth & Zabel LLP
New York City

FINANCE

- Addressing practical problems relating to the collection of accounts receivable and cash flow
- Establishing relationships with bankers before the crisis
- Credit lines separate from operating lines of credit
- Extra expenses related to a disaster or firm catastrophe

Speaker:

Mr. Richard E. Piotrowicz

Director of Finance
Schulte, Roth & Zabel LLP
New York City

PHYSICAL FACILITIES

- Your floor plan, evacuation routes and alternatives
- Information and contacts you need at the ready when disaster strikes your facility
- Assessing and documenting damage to your physical facilities
- Finding temporary, short-term and long-term space and the decision to rebuild or relocate.
- "Moving day" considerations
- Planning now for possible displacement
- Insurance: Cost-effective decision-making

Speaker: **Cathi Hession, Esq.**
Flemming Zulack Williamson Zauderer LLP
New York City

RECORDS - PROTECTION, RETENTION AND STORAGE

- Disaster recovery (DR) program
- File retention before disaster recovery
- Designating vital records - post retention
- Starting a records disaster recovery plan
- Developing the disaster recovery plan

Speaker: **Mr. Michael Gomez**
Kronish Lieb Weiner & Hellman, LLP
New York City

INFORMATION TECHNOLOGY - PROTECTING YOUR SYSTEMS

- **Ethical considerations**
- Unplanned downtime - technology disasters, mitigating or preventing disasters by having a plan
- Many incidents can be mitigated or prevented by developing a business continuity strategy and documenting it in a business continuity plan.

Speaker: **Michael Kraft, Esq.**
Kraft, Kennedy & Lesser, Inc.
New York City

PANELISTS

John-Patrick Curran, Esq.
Tannenbaum, Helpert, Syracuse
& Hirschtritt, LLP
New York City

Charles Farrell, Esq.
Farrell Martin & Barnell
Baldwinsville

Barry Jackson, CPA, CLM
Davis & Gilbert LLP
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Jeffrey Margolis, Esq.
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Thomas H. Nooter, Esq.
Freeman, Nooter & Ginsberg
New York City

Donald Swete, Esq.
Law Office of Donald Swete
Syracuse



If you need assistance relating to a disability, please contact the NYSBA Meetings Department sufficiently in advance so that we can make every effort to provide reasonable accommodations.



For overnight room accommodations, please call the New York Marriott Marquis at 1-800-843-4898 and identify yourself as a member of the New York State Bar Association. Room rates are \$235.00 for single/double occupancy. Reservations must be made by Friday, December 23, 2005



For questions about this specific program, please contact Kim McHargue at 518-487-5596 or kmchargue@nysba.org. For registration questions only, please call 518-487-5621.

Committee on Law Practice Management

**Thursday, January 26, 2006
New York Marriott Marquis
1535 Broadway, New York City**

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