

Thriving in a Solo and Small Firm Practice: April 3, 2024

Name _____ Bar # _____
Firm/Company Name _____
Street Address _____
City _____ State _____ Zip _____
Tel _____ Email Address _____

REGISTRATION INFORMATION:

Cross Insurance Center: Online registration will close on March 29. You will need to be a walk-in after this date. Payment must be made at the time of registration. Accepted on a space-available basis.

Live Zoom: Online registration will close on April 2 or when registration is full. Limited to 100 registrants.

CANCELLATION AND REFUND POLICIES: Call 1-877-622-7554 to cancel.

Cancelling from the Live Program: You may cancel your registration for a full refund until 4 p.m. on **March 27, 2023**. NO REFUNDS will be made after that time. The date of cancellation is the date received at Bar Headquarters in Augusta.

Switching from Live Program to Zoom: Registrants who wish to switch their registration for the live program at the Cross Insurance Center to attend the Live Zoom must do so by April 2, 2024 in order to receive the Zoom link. You will need to call CLE to make this change.

Registration & Fees

Please select your attendance type

- ☐ Live: Cross Insurance Center, Bangor
☐ Zoom

MSBA Member ☐ \$100
CLE Club Member ☐ \$ 75
Support Staff of CLE Club
Member ☐ \$ 75
Non-Member ☐ \$125
MSBA Student Member ☐ \$ 10

CLE Club Membership:

MSBA Members Only

Now through Sept. 30, 2024.

I would like to join the CLE Club ☐ \$165

You must join or renew your MSBA membership for 2023-2024 before you can join the CLE Club.

Payment Information: NO REFUNDS after March 27

Check Enclosed # _____



Total \$ _____

Card # _____

Expiration Date _____

CSC Code _____

Name as it appears on card _____

Billing address _____

Telephone # _____

Signature _____

HOW TO REGISTER:

Online: www.mainebar.org

Mail: Maine State Bar Association | 124 State Street | Augusta, ME 04330

Phone: 207-622-7554 | 1-877-622-7554 | **Fax:** 207-623-0083 | **Email:** cle@mainebar.org



PART 1 THRIVING IN A SOLO AND SMALL FIRM PRACTICE

LIVE PROGRAM & LIVE ZOOM

April 3, 2024

Cross Insurance Center
Bangor

CLE Credits: 3.75 including 1.0 ethics



This program has been approved for practice and procedure credit under Maine's reciprocal admission rule.



Thriving in A Solo and Small Firm Practice (PRACPRO)

Credits: 3.75, including 1.0 ethics

Join our experienced faculty on April 3, 2024 for part one of this two-part series. Discussions will focus on practical advice on recruiting attorneys and building successful law practices that will also help to improve Access to Justice in all parts of the state. This seminar will be offered live at the Cross Insurance Center in Bangor, as well as via Zoom. Attendees at the Cross Insurance will have the opportunity to join faculty and colleagues for a networking lunch immediately follow the seminar, providing and additional opportunities to speak with faculty and colleagues.

Faculty will share information contained in the report of the Rural Access to Justice Task Force Committee.

Schedule and Faculty

8:00 REGISTRATION AND CONTINENTAL BREAKFAST

8:35 WELCOME AND INTRODUCTIONS

Erica A. Veazey, Esq., Pine Tree Legal Assistance, Bangor
Chair, MSBA CLE Committee

8:45 MAXIMIZING THE BENEFITS & AVOIDING THE RISKS OF SOLO AND SMALL FIRM PRACTICE

- Getting the most out of your practice
- Update – Rural Access to Justice Task Force Committee
- Minimizing risks and avoiding mistakes made by others
- Improving access to justice for underserved clients

Benjamin T. Everett, Esq., Swanson Law, PA, Presque Isle
Zachary F. McNally, Esq., Hale & Hamlin LLC, Ellsworth
Julia A. Sheridan, Esq., Maine Board of Overseers of the Bar, Augusta

9:15 BUILDING OR GROWING A SUCCESSFUL SOLO AND SMALL FIRM PRACTICE.

- Availability and utilization of support staff and services
- Identifying office locations and client meeting locations
- Sharing, leasing or buying space and equipment

Jared D. Correia, Esq., Red Cave Law Firm Consulting, Boston
Mackenzie Deveau, Esq., Caribou
Christopher Largay, Esq., Largay Law Offices PA, Bangor
Adam P. Swanson, Esq., Swanson Law PA, Presque Isle

10:15 BREAK

Schedule and Faculty, Continued

10:30 DAILY CONSIDERATIONS

- Managing and law practice and legal case management technology
- Managing your office structure, calendaring and scheduling
- Physical tools to use in setting up and operating your solo and small firm practice

Jared D. Correia, Esq., Red Cave Law Firm Consulting, Boston
Christopher Largay, Esq., Largay Law Offices PA, Bangor

11:30 STAYING WITHIN THE LANES OF ETHICAL PRACTICE

- Managing conflicts
- Communicating effectively and timely
- Upgrading computer technology
- Managing client security and retention
- Proxy designation Maine Bar Rule 1(g)(12)

Justin W. Andrus, Esq., Justin W. Andrus PLLC, Bath
Julia A. Sheridan, Esq., Maine Board of Overseers of the Bar, Augusta

12:30 NETWORKING LUNCH

1:30 PROGRAM ADJOURNS

How to Register for the Live or Zoom Program Online

1. Log into your website account at www.mainebar.org. If you do not know your login credentials, please call the MSBA.
2. Under CLE/Education, click Register for CLE.
3. Locate this program in the Community Calendar and click on the program to register.

If you register for the Zoom program you will receive the link to the zoom prior to the program. When you join this Zoom seminar, you will be placed in a waiting room until the program begins.