



The Hartford County Bar Association  
presents  
**Law Office Management for the  
Solo & Small Practitioner**  
**Wednesday, November 20, 2013**  
**8:30 a.m. - 4:00 p.m.**  
**The Hartford Club, 46 Prospect Street, Hartford**

**Cost**

\$65 Students/2013 New Admittee  
\$95.00 HCBA & NHCBA Members  
\$145.00 Non-Member

Includes breakfast & lunch. Full refunds, less a \$10 administrative fee will be granted with a 48-hour cancellation notice. No refunds will be granted thereafter.

**Program**

**Breakfast: 8:30 a.m. - 9:00 a.m.**

**Topics & Speakers - 9: 00 a.m. - 12:00 p.m**

**Ethics 101**

Attorney Suzanne B. Sutton, Assistant Chief Disciplinary Counsel, State of Connecticut Judicial Branch

**10 Most Common Ethical Pitfalls**

Attorney Suzanne B. Sutton, Assistant Chief Disciplinary Counsel, State of Connecticut, Judicial Branch

**Responding to a Grievance**

Attorney Michael P. Bowler, Statewide Bar Counsel, State of Connecticut, Judicial Branch

Attorney James F. Sullivan, Howard, Kohn, Sprague & Fitzgerald, LLP

**Tips on Managing Your Practice**

Attorney Douglas Brown, Coach at SuccessTrackESQ & Interim Executive Director, CBA

**Lunch: 12:00 p.m. - 1:00 p.m.**

**Topics & Speakers - 1: 00 p.m. - 4:00 p.m**

**Beginning and Ending the Attorney-Client Relationship**

Attorney James F. Sullivan, Howard, Kohn, Sprague & Fitzgerald, LLP

**Advertising Do's and Don'ts**

Attorney Kerry O'Connell, Assistant Bar Counsel, State of Connecticut Judicial Branch

**Bookkeeping/Audit**

Attorney Frances Mickelson-Dera, First Assistant Bar Counsel, Office of Statewide Bar Counsel

**Lawyers Concerned for Lawyers**

Beth D. Griffin, Executive Director, Lawyers Concerned for Lawyers - Connecticut

**This seminar is approved by the Statewide Grievance Committee for 6 hours of CLE Ethics Credits**

**Registration Form**

Yes I/we would like to attend the Law Office Management Program on 11/20/2013

Cost:

\_\_\_\_\_ \$65 Law Student/2013 New Admittee

\_\_\_\_\_ \$95 HCBA Member with 2013-2014 dues paid & NHCBA Member

\_\_\_\_\_ \$145 Non-member

Enclosed is a check for \$\_\_\_\_\_

Name/s:

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Firm:

\_\_\_\_\_

Tel:

E-mail:

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Method of Payment: We accept checks or credits cards. Please make check payable to:

HCBA, 100 Pearl Street, 4th floor, Hartford, CT 06103. Tel: 860-525-8106 www.hartfordbar.org