



Managing Electronic Communications Ethically and Professionally in Solo & Small Law Firms

February 7, 2019

12:00 p.m. – 2:00 p.m.

BAEC, 438 Main Street, Sun Room Auditorium, Buffalo

2.0 CLE credits: 1.0 Ethics, 1.0 Skills (approved for all attorneys)

Lunch generously sponsored by Smith.ai



Speakers:

Rafael O. Gomez, Esq., *Gomez & Becker, LLP*

Maddy Martin, *Head of Growth and Education, Smith.ai*

Anna Marie Richmond, Esq., *Dean, Erie Institute of Law*

Cheryl McFadden Zak, Esq., *Co-Chair, P&P in Family Court Committee*

Managing electronic communications with potential and existing clients often requires a balance: Attorneys need systems and processes that are secure and compliant, but also practical and affordable. Ease and cost of use are particularly important for lawyers in solo and small practices. Join us for a deep dive into the challenges and opportunities presented by email, text messaging, case management system messaging programs, and more. A panel of attorneys and practice-management experts will use case studies to identify both time-tested and newly recommended systems and practices.

Erie Institute of Law Registration Form – Managing Electronic Communications Ethically and Professionally in Solo and Small Law Firms

\$50 BAEC Member

\$80 Non-Member

\$5 Hard copy of material

The Erie Institute now provides material via electronic delivery. Please be sure to add your email address below. If you prefer a hard copy, check the box above and add \$5 to the registration fee. Thank you.



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Accreditation: The Erie Institute of Law has been certified by the New York State Continuing Legal Education Board as an accredited provider of continuing legal education in the state of New York.

Cancellation Policy: If you are unable to attend a seminar for which you have already registered, call the CLE department at 852-8687. For a full refund, notice of your cancellation must be received 48 hours in advance of a program. **Cancellations received less than 48 hours in advance are subject to a \$5 administrative fee.** Registrants who are pre-registered and fail to attend will receive course materials in lieu of a refund.

Mail or Fax to: Erie Institute of Law, 438 Main Street, Sixth Floor, Buffalo, New York 14202, (716) 852-8687, Fax (716) 852-7641. Register online at www.eriebar.org. Tuition assistance available. Please call to request an application.