The Missouri Bar
8th Annual
Solo & Small Firm Conference

PROGRAM
GUIDE

We Are Family

CULTURAL SPONSORS
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Approved for 17.2 MCLE hours including 5.6 hours of ethics credit.
Kansas CLE Credit has been applied for.
Welcome! We’re glad you came.

8th Annual Solo & Small Firm Conference

Welcome to the 8th Annual Solo and Small Firm Conference! We’ve planned another exciting conference for everyone.

This year the planning committee adopted the theme, “We Are Family” to reflect that this group of lawyers has many characteristics of a family – a family of colleagues. If this is your first time attending, welcome to our family of solo and small firm practitioners. If this conference is successful, we will help you serve your clients better as well as achieving personal satisfaction as a small firm practitioner. While you attend programs remember to take the opportunity to enjoy time with your professional family. After all, this is the largest annual gathering of solo and small firm lawyers in the state. Some have described attending this conference as a yearly renewal, or in this case a “family reunion”. This is your best chance to form and maintain many positive professional friendships. We also welcome your own personal family members and hope they will join us for many of the planned social events.

Once again, we’re going to work hard and play hard at the Solo and Small Firm Conference. We have more programs than ever for you to choose from, as well as discussion groups and computer labs. This conference continues the tradition of offering programs in “tracks” and this year we’ve included a new nuts and bolts substantive track. However, if you don’t find a program that fits your needs, you might attend a discussion group (where the participants create their own program), take time to visit the sponsors and exhibitors in the Exhibit Hall, or shop for bargains at the CLE Garage Sale. An exciting new feature this year is the “CLE at Sunrise” program. Over coffee and your favorite pastry, this early morning programming concept will feature quick and hearty tips from renowned Missouri lawyers.

For the early comers on Thursday afternoon our pre-conference agenda offers a choice to either work or play. You may choose to attend any of the general interest programs scheduled or you might decide to take to the golf course. Either way plan to join the group at the welcome reception in the Exhibit Hall later in the evening for some fun, food, drink, and camaraderie. Max Groove, an entertaining jazz musician will be on hand to lighten the mood. This will present a great opportunity to meet new and old friends and to visit the sponsors and exhibitors. Top off the evening with a relaxing cruise on the Lake and stop by the Night Cap Reception before turning in for the night.

Friday morning the Conference will officially open with addresses from Dale Doerhoff, the president of The Missouri Bar and Senator Matt Bartle. Track programs will be held throughout the day, except for a break for the popular networking lunch – no speaker – just great camaraderie. On Friday evening, the SFIG listserv members will meet to visit in person with their own cyber “family”. Following a general reception in the Japanese Garden, we’ll sit down for dinner at the “Friday Night Fever” disco night. After dinner, be ready to “get down” for a night of fun as the dance band, Dr. Zhivegas takes us back to the disco era and music from the 70’s and 80’s. Be sure to wear your dancin’ shoes. For youngsters who want to join in the fun, we have special events planned for the kids too, while their parents dance the night away.

Things will kick off to a hilarious start on Saturday morning with comedian Buzz Sutherland before getting back to business. You won’t want to miss his act! At the sponsor lunch on Saturday, valuable prizes will be given away. Don’t leave too soon, because at the close of the Conference, one lucky registrant will go home with a trip for two to Ireland or Salzburg, Austria, but you must be present to win.

Enjoy yourself! Take advantage of everything the Solo and Small Firm Conference has to offer. And, get involved with the solo and small firm “family” of colleagues. You’ll be glad that you did.

On Behalf of the Planning Committee,

Paul Henry, Chair, Solo and Small Firm Committee
Linda Oligschlaeger, Membership Services Director
Cecil Caulkins, Director of Education
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<tr>
<th>TIME</th>
<th>TOPIC/PROGRAM</th>
<th>LOCATION</th>
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<tr>
<td>1:00 p.m.</td>
<td>Early Registration Opens</td>
<td>Exhibit Hall</td>
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<td>CLE Garage Sale Opens</td>
<td>Lodge Lobby</td>
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<td>1:30 p.m.</td>
<td>Golf Outing (18 holes) - Hosted by The Bar Plan</td>
<td>Witch's Cove</td>
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<td>1:30-2:20 p.m.</td>
<td>TECHNOLOGY</td>
<td>Escollo</td>
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<td>Chevrolet to Cadillac Case Management Software Demos</td>
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<td></td>
<td>Speakers: Steve Scott, Tim Mellitz, Rick Bernauer</td>
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<td>Moderator: Bill Piedimonte</td>
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<td></td>
<td>COMPUTER LAB (repeated)</td>
<td>Terrace I</td>
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<td></td>
<td>How to Use the Federal Court's PACER System</td>
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<td>Electronic Filing in Bankruptcy Court</td>
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<td></td>
<td>Speaker: Dana McWay</td>
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<td>PRACTICE MANAGEMENT</td>
<td>Marbella A</td>
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<td></td>
<td>10 Key Trends for Small Firms and How They Affect Your Practice</td>
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<td>Speaker: Paul Martinek</td>
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<td>Moderator: Mary Lu Sanders-Zinser</td>
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<td>2:30-3:20 p.m.</td>
<td>SUBSTANTIVE/PRACTICE MANAGEMENT</td>
<td>Marbella A</td>
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<td>The Everything-You-Need-to-Know Employment Law Web Site For Your Law Practice and Advising Clients</td>
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<td>Speaker: Tim Willoughby</td>
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<td>Moderator: Joyce Yeager</td>
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<td>TECHNOLOGY</td>
<td>Terrace II</td>
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<td>No Shame/Lots of Gain: Computing for Novices</td>
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<td></td>
<td>Speakers: Bill Piedimonte, Alan Steinberg</td>
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<td>PRACTICE MANAGEMENT</td>
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<td></td>
<td>Billing/Accounting Software Demos for the Small Firm</td>
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<td>Speakers: Tim Mellitz, Kerry Bell, Rick Bernauer</td>
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<td>Moderator: Karl Timmerman</td>
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<td>COMPUTER LAB (repeated)</td>
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<td>Electronic Filing in Eastern and Western Districts</td>
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<td>Speakers: Glenda Curl, Adam Bell</td>
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<td>3:30-4:20 p.m.</td>
<td>PRACTICE MANAGEMENT</td>
<td>Terrace II</td>
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<td>Practicing Law in Your Bathrobe: How to Effectively Operate Your Law Practice From Your Home</td>
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<td>Speakers: Steve Scott, Debra Schuster</td>
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<td>Moderator: Mary Lu Sanders-Zinser</td>
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<td>It's a Game of Chance: Hiring and Firing Office Staff</td>
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<td>Speaker: Tracy Gilroy</td>
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<td>Moderator: Dianna Long</td>
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<td>SUBSTANTIVE</td>
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<td>How to Build a Trusty Trial Notebook That Will Help You Win</td>
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<td>Speakers: Marilyn Belcher, Frank Wallemann</td>
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<td>Moderator: Lyle Gregory</td>
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<td>COMPUTER LAB (repeated)</td>
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<td>No Shame/Lots of Gain: Computer Lab for Novices</td>
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<td>Speakers: Bill Piedimonte, Alan Steinberg</td>
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<td>4:00 p.m.</td>
<td>Exhibit Hall Opens</td>
<td>Exhibit Hall</td>
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<td>4:30-5:20 p.m.</td>
<td>TECHNOLOGY</td>
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<td>How to Use a Digital Camera to Prepare Exhibits</td>
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<td>Speaker: Karl Timmerman</td>
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<td>Moderator: Dan Lane</td>
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<td>PRACTICE MANAGEMENT</td>
<td>Marbella A</td>
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<td>Riding the Retirement Roller Coaster: How to Plan For a Secure Retirement in Uncertain Times</td>
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<td>Speaker: Frances Hunt</td>
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<td>Moderator: Dianna Long</td>
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## Thursday, June 12 (cont’d)

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<tr>
<th>TIME</th>
<th>TOPIC/PROGRAM</th>
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<tbody>
<tr>
<td>4:30-5:20 p.m.</td>
<td><strong>SUBSTANTIVE</strong>&lt;br&gt;Looking at the Options: When ADR is NOT the Best Alternative&lt;br&gt;Speakers: Steve Scott, Jim Levin&lt;br&gt;Moderator: Mary Lou Martin</td>
<td>Terrace II</td>
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<tr>
<td>(continued)</td>
<td><strong>COMPUTER LAB (repeated)</strong>&lt;br&gt;How to Use the Federal Court's PACER System&lt;br&gt;Electronic Filing in Bankruptcy Court&lt;br&gt;Speaker: Dana McWay</td>
<td>Terrace I</td>
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<tr>
<td>6:30-8:30 p.m.</td>
<td>Welcome Reception and Social Entertainment: Max Groove, jazz musician</td>
<td>Exhibit Hall</td>
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<td>8:30 p.m.</td>
<td>Sunset Lake Cruise</td>
<td>Marina</td>
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<td>9:00 p.m.</td>
<td>Night Cap Hospitality&lt;br&gt;Hosted by Gary Tatlow of Tatlow, Gump &amp; Faiella, LLC - Moberly, MO</td>
<td>Room 6434</td>
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## Friday, June 13

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<tr>
<th>TIME</th>
<th>TOPIC/PROGRAM</th>
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<tr>
<td>7:00 a.m.</td>
<td>Golf Outing (9 holes) - Hosted by The Bar Plan</td>
<td>Executive Course</td>
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<td>Registration opens</td>
<td>Exhibit Hall</td>
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<td>CLE Garage Sale opens</td>
<td>Lodge Lobby</td>
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<tr>
<td>7:00-8:30 a.m.</td>
<td><strong>CLE AT SUNRISE (continental breakfast)</strong>&lt;br&gt;Great Tips Worth Getting Up Early For!&lt;br&gt;Panelists: Gary Tatlow, Karl Dickhaus, Bryan Scheiderer, Keith Brunstrom, Rebecca Pruitt, Rich Miller, Brett Rich&lt;br&gt;Moderator: David Ransin</td>
<td>Sea Chase</td>
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<tr>
<td>7:30 a.m.</td>
<td>Exhibit Hall opens</td>
<td>Exhibit Hall</td>
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<td>7:30-9:00 a.m.</td>
<td>Continental Breakfast</td>
<td>Terrace I</td>
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<td>8:00-9:00 a.m.</td>
<td><strong>COMPUTER LAB (repeated)</strong>&lt;br&gt;No Shame/Lots of Gain: Computer Lab for Novices&lt;br&gt;Speakers: Bill Piedimonte, Alan Steinberg</td>
<td>Terrace I</td>
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<tr>
<td>9:00 a.m.</td>
<td>Conference Opens - Welcome and Opening Remarks&lt;br&gt;Paul Henry, Chair, Solo and Small Firm Committee</td>
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<td>9:30-10:30 a.m.</td>
<td><strong>PLENARY SESSION</strong>&lt;br&gt;We are a &quot;Family&quot; of Solo and Small Firm Lawyers&lt;br&gt;Speaker: Dale C. Doerhoff, President, The Missouri Bar</td>
<td>Exhibit Hall</td>
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<td>Law and Politics: The Mix of Practicing Law and Serving in the Legislature&lt;br&gt;Speaker: Senator Matt Bartle</td>
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<td>How to be a Respected Member of the Solo and Small Firm Family As Well As An Effective Advocate For Your Clients&lt;br&gt;Panelists: Nancy Mogab, Susan Ford Robertson&lt;br&gt;Panelist/Moderator: Alan Gallas</td>
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<td>10:45-11:45 a.m.</td>
<td><strong>SUBSTANTIVE</strong>&lt;br&gt;The Case Within a Case: How to Detect and Preserve Claims That Are Hidden Within Simple Liability Scenarios&lt;br&gt;Speakers: Kirk Presley, Rich Miller&lt;br&gt;Moderator: Joyce Yeager</td>
<td>Marbella A</td>
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<td><strong>NUTS &amp; BOLTS</strong>&lt;br&gt;Courtroom Etiquette: The Inside Track of Do’s and Don’ts in Front of Judges&lt;br&gt;Speakers: Judge John Holstein, Judge David Vincent&lt;br&gt;Moderator: Dan Lane</td>
<td>Exhibit Hall</td>
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## Friday, June 13 (cont’d)

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<td>10:45-11:45 a.m.</td>
<td>PRACTICE MANAGEMENT</td>
<td>Valencia</td>
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<td>To Share and Not Share Alike: Office Sharing Ethical and Malpractice Issues</td>
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<td></td>
<td>Speakers: Chris Stiegemeyer, Sara Rittman</td>
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<td>Moderator: Zina Cruse</td>
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<td>TECHNOLOGY</td>
<td>Cinema</td>
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<td></td>
<td>Law Office Technology Purchasing 101: What to Buy, How to Buy It, and Getting the Best Prices</td>
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<td>Speakers: Ross Kodner, Dan Coolidge</td>
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<td>Moderator: Karl Timmerman</td>
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<td></td>
<td>QUALITY OF LIFE</td>
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<td></td>
<td>25 Ways to Axe Anxiety and Stress: Stress Taming Tools to Help You Reclaim Your Enthusiasm For Practicing Law Again</td>
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<td></td>
<td>Speakers: Diane Ellis, J.R. Phelps</td>
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<td>Moderator: Mary Lou Martin</td>
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<td>12:00-1:15 p.m.</td>
<td>PRACTICE MANAGEMENT</td>
<td>Sea Chase</td>
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<td></td>
<td>How Offering Your Clients Alternative Billing Options Can Give You the Competitive Edge</td>
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<td>Speakers: Carl Schaeperkoetter, Karen McCarthy, Ken Dean</td>
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<td>Speaker/Moderator: Ron Baird</td>
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<td>1:30-2:30 p.m.</td>
<td>SUBSTANTIVE</td>
<td>Marbella B</td>
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<td>Litigating MIST Cases: Exposing the Defense Junk Science for Profit and Fun</td>
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<td>Speaker: Dr. Michael Freeman</td>
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<td>Moderator: David Ransin</td>
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<td>NUTS &amp; BOLTS</td>
<td>Exhibit Hall</td>
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<td>ABC’s of Attorney Liens: How to Protect Your Lien and Avoid Liability</td>
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<td>Speaker: David Lee Wells</td>
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<td>Moderator: Mary Lou Martin</td>
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<td>PRACTICE MANAGEMENT</td>
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<td>Put Your Law Practice on the Treadmill: How to Evaluate and Improve the Financial Health of Your Law Business</td>
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<td>Speakers: Diane Ellis, J.R. Phelps</td>
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<td>Moderator: Chris Stiegemeyer</td>
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<td>TECHNOLOGY</td>
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<td>Simple Forms Production: How to Produce Forms With Your Word Processing Software</td>
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<td>Speaker: Peggy Hedrick</td>
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<td>Moderator: Francis Butel</td>
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<td>QUALITY OF LIFE</td>
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<td>How to Take a Personal Inventory B/4 Making a Decision About Changing the Course of Your Legal Career</td>
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<td>Speakers: Sarah Read, Wendy Werner</td>
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<td>Moderators: Karl Timmerman, Michael Watkins</td>
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<td></td>
<td>DISCUSSION GROUP</td>
<td>Executive Boardroom</td>
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<td>Tech Talk Discussion Group with the Experts</td>
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<td>Leaders: Ross Kodner, Dan Coolidge</td>
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<td>COMPUTER LAB (repeated)</td>
<td>Terrace I</td>
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<td>Electronic Filing in Eastern and Western Districts</td>
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<td>Speakers: Glenda Curl, Adam Bell</td>
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<td>2:45-3:45 p.m.</td>
<td>SUBSTANTIVE</td>
<td>Exhibit Hall</td>
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<td>Protecting the Seniors: Nursing Home Negligence From Defense and Plaintiff Perspectives</td>
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<td>Speakers: Tim Dollar, Fran Grecco</td>
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<td>Moderator: Francis Butel</td>
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<td>2:45-3:45 p.m.</td>
<td><strong>SUBSTANTIVE</strong>&lt;br&gt;Litigating MIST Cases: Cost Effective Strategies for Winning Speaker: Dr. Michael Freeman  Moderator: David Ransin</td>
<td>Marbella B</td>
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<tr>
<td></td>
<td><strong>NUTS &amp; BOLTS</strong>&lt;br&gt;How Bankruptcy Affects Domestic, Personal Injury and Other Areas of the Law Speaker: Fred Cruse, Gary Bollinger  Moderator: Dianna Long</td>
<td>Valencia</td>
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<td><strong>TECHNOLOGY</strong>&lt;br&gt;Advanced Forms Production: Customized Document Production the Easy Way with Hot Docs™ Speaker: Catherine Earnshaw-Hobbs  Moderator: Sean O’Gorman</td>
<td>Cinema</td>
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<td><strong>QUALITY OF LIFE</strong>&lt;br&gt;Ten Ways to Keep Sane and Not Burnout While Practicing Law Speaker: Bill Wear  Moderator: Tom Glick</td>
<td>Escolo</td>
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<td><strong>NUTS &amp; BOLTS</strong>&lt;br&gt;How to Productively Use a Paralegal at Trial Speaker: Tim Monsees, Christy McNeely  Moderator: Joyce Yeager</td>
<td>Sea Chase</td>
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<td><strong>DISCUSSION GROUP</strong>&lt;br&gt;Shared Tips on Managing Your Time and Getting Organized Leader: Jim Wirken</td>
<td>Executive Boardroom</td>
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<td>4:00-5:00 p.m.</td>
<td><strong>SUBSTANTIVE</strong>&lt;br&gt;How to Use Medical Records to Your Advantage in Non-Personal Injury Cases Speaker: Mary Ann Shea  Moderator: David Ransin</td>
<td>Marbella B</td>
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<td><strong>SUBSTANTIVE</strong>&lt;br&gt;Before and After the Special Agents Arrive: How to Represent Taxpayers Before the IRS Speaker: Charles Lock  Moderator: Dianna Long</td>
<td>Sea Chase</td>
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<td><strong>NUTS &amp; BOLTS</strong>&lt;br&gt;GAL Check Up: How Best to Work With the Child Advocate Speaker: Leigh Joy Carson, Jim Hoke  Moderator: Lisa Mayer</td>
<td>Exhibit Hall</td>
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<td><strong>QUALITY OF LIFE/PRACTICE MANAGEMENT</strong>&lt;br&gt;Client Selection Can Make Your Life Easier: How to Grade Your Clients from A-F Speaker: Chris Stiegemeyer  Moderator: Scott Gardner</td>
<td>Valencia</td>
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<td><strong>TECHNOLOGY</strong>&lt;br&gt;Wringing Profits Out of Technology: Your Firm's New Money Machine Speaker: Ross Kodner, Dan Coolidge  Moderator: Sean O’Gorman</td>
<td>Cinema</td>
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<td><strong>TECHNOLOGY</strong>&lt;br&gt;You Don't Need a Whip and Chair: Learn How to Tame Your Beastly E-Mail Box and Manage Listserver Effective Speaker: Dennis Kennedy, Debra Selinger  Moderator: Richard Roth</td>
<td>Escolo</td>
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<td><strong>DISCUSSION GROUP</strong>&lt;br&gt;Balancing Family and Law Practice Responsibilities Leaders: Sarah Read, Wendy Werner</td>
<td>Executive Boardroom</td>
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<td><strong>COMPUTER LAB (repeated)</strong>&lt;br&gt;Electronic Filing in Eastern and Western Districts Speaker: Glenda Curl, Adam Bell</td>
<td>Terrace I</td>
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<tr>
<td>4:00-5:00 p.m.</td>
<td><strong>OCDC Coffee Break - Informal Discussions with Representatives from OCDC</strong></td>
<td>Terrace II</td>
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<tr>
<td>5:30-6:00 p.m.</td>
<td><strong>(SFIG) Small Firm Internet Group Reception</strong></td>
<td>Japanese Garden</td>
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<td>6:00-7:00 p.m.</td>
<td><strong>Reception</strong></td>
<td>Japanese Garden</td>
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<tr>
<td>7:00 p.m.</td>
<td><strong>Dinner - &quot;Friday Night Fever&quot; Disco Party/Dance</strong> Speaker: Dr. Zhivegas</td>
<td>Granada</td>
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<tr>
<td>8:00 a.m.</td>
<td>Exhibit Hall &amp; Registration open</td>
<td>Exhibit Hall</td>
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<td>Cyber Cafe opens</td>
<td>Terrace I</td>
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<td>CLE Garage Sale opens</td>
<td>Lodge Lobby</td>
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<tr>
<td>8:00-8:45 a.m.</td>
<td>Planning Committee Half-Time Breakfast</td>
<td>Sea Chase</td>
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<tr>
<td>8:00-8:45 a.m.</td>
<td>Mentoring Breakfast: Would a Mentor Help Make Your Life Easier? - Find Out More</td>
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<td>Speakers: Chris Abele, Jim Howard</td>
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<tr>
<td>8:00-8:45 a.m.</td>
<td>General Buffet Breakfast</td>
<td>Granada</td>
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<td>9:00-10:00 a.m.</td>
<td>PLENARY SESSION</td>
<td>Exhibit Hall</td>
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<td>Success is All About Family - Personal &amp; Professional</td>
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<td>Speaker: Buzz Sutherland</td>
<td>Marbella B</td>
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<td></td>
<td>SUBSTANTIVE</td>
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<td>How to Represent Living Probate Clients: Opening Guardianships and</td>
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<td>Conservatorships for Adults</td>
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<td>Speaker: Tom Glick</td>
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<td>Moderator: Francis Butel</td>
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<tr>
<td>10:15-11:15 a.m.</td>
<td>NUTS &amp; BOLTS</td>
<td>Exhibit Hall</td>
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<td></td>
<td>Here We Go Again: A New Form 14 and What You Need to Know</td>
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<td></td>
<td>Speakers: Karl Timmerman, Michael Watkins</td>
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<td>Moderator: Dave Browning</td>
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<td>10:15-11:15 a.m.</td>
<td>PRACTICE MANAGEMENT</td>
<td>Valencia</td>
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<td>Clone Yourself or Add an Associate or Paralegal?: When it Makes Financial</td>
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<td>Sense to Expand Your Practice</td>
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<td></td>
<td>Speakers: J.R. Phelps, Diane Ellis</td>
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<td>Moderator: Sean O’Gorman</td>
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<td>10:15-11:15 a.m.</td>
<td>PRACTICE MANAGEMENT</td>
<td>Sea Chase</td>
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<td>Relationship Marketing: It Goes Straight to the Bottom Line</td>
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<td>Speakers: Pat Lester, Sara Rittman</td>
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<td>Moderator: Mary Ann Shea</td>
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<td>10:15-11:15 a.m.</td>
<td>TECHNOLOGY</td>
<td>Cinema</td>
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<td>Law Practice On The Go: Palm-Sized and Mobile Computing for EVERY Lawyer</td>
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<td>Speakers: Ross Kodner, Dan Coolidge</td>
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<td>Moderator: Steve Scott</td>
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<td>QUALITY OF LIFE</td>
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<td>R-E-S-P-E-C-T!: How to Handle Put Downs, Gain Respect, and Improve Personal</td>
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<td>Satisfaction in the Law</td>
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<td>Panelists: Leigh Joy Carson, Susan Ford Robertson</td>
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<td>Panelist/Moderator: Zina Cruse</td>
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<td>DISCUSSION GROUP</td>
<td>Executive Boardroom</td>
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<td>Treat Them Well and They’ll Stick Around: Let’s Talk About Staff Benefits &amp;</td>
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<td>Policies</td>
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<td>Leader: Jim Wirken</td>
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<td>OCDC Coffee Break - Informal Discussions with Representatives from OCDC</td>
<td>Terrace II</td>
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<td>11:30 a.m. -</td>
<td>NUTS &amp; BOLTS</td>
<td>Marbella B</td>
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<tr>
<td>12:30 p.m.</td>
<td>The Basics of Appellate Practice For Small Firm Lawyers</td>
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<td>Panelists: Judge Joe Ellis, Judge Mary Rhodes Russell, Judge Nancy Rahmeyer</td>
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<td>Moderators: Rick Rollings, Susan Ford Robertson</td>
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<td>SUBSTANTIVE</td>
<td>Sea Chase</td>
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<td>The New Wave: Collaborative ADR and What Does It Mean For You and Your</td>
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<td>Family Law Clients</td>
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<td>Speakers: Susan Amato, Nancy Wallingford</td>
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<td>Moderator: ElGene Ver Dught</td>
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<td>NUTS &amp; BOLTS</td>
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<td>10 Tips for Handling Administrative Hearings</td>
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<td>Speakers: John Landwehr, Paul Otto</td>
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<td>Moderator: Francis Butel</td>
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| 11:30 a.m. - 12:30 p.m.    | **PRACTICE MANAGEMENT**  
  Alphabet Soup: How to Choose the Best Entity for Your Law Practice - P.C., L.L.P., L.C., Partnership  
  Speaker: Ron Thiewes  
  Moderator: Karen McCarthy  
  **TECHNOLOGY ROUNDTABLE**  
  What's Hot and What's Not for 2003  
  Speakers: Ross Kodner, Dan Coolidge  
  **PRACTICE MANAGEMENT/EThICS**  
  Doing It the Right Way; How to Ethically and Professionally Leave or Close Down Your Law Firm  
  Speakers: J.R. Phelps, Diane Ellis, Sharon Weedin  
  Moderator: Chris Stiegemeyer  
  **DISCUSSION GROUP**  
  Office Hours - Workin' with Wirken  
  Leader: Jim Wirken  | Exhibit Hall |
| 12:45-2:00 p.m.             | **Sponsor Recognition Lunch**                                                                                                                                                                                  | Granada    |
| 2:15-3:15 p.m.             | **NUTS & BOLTS**  
  The Basics of Trying a Civil Trial  
  Speaker: Gary Burger  
  Moderator: David Ransin  
  **SUBSTANTIVE**  
  How to Handle the Administrative Aspects in a DWI/DUI Case  
  Speaker: Bob Murray  
  Moderator: Dianna Long  
  **NUTS & BOLTS**  
  The Fundamentals of Title Insurance  
  Speaker: Tom Conroy  
  Moderator: Dave Browning  
  **PRACTICE MANAGEMENT**  
  How to Draft Clear and Ethical Fee Agreements That Will Get You Paid  
  Speakers: Chris Stiegemeyer, Mardee Edwards  
  Moderator: Scott Gardner  
  **PRACTICE MANAGEMENT/EthICS**  
  Ethical Delegation to Paralegals: When Do Paralegals Cross the Line of Practicing Law?  
  Speakers: Melody Schroer, Mark Flanegin  
  Speake/Moderator: Joyce Yeager  
  **PRACTICE MANAGEMENT**  
  Help My Basement is Full!: File Retention and File Handling Ethical Concerns and Solutions  
  Speakers: J.R. Phelps, Diane Ellis, Sara Rittman  
  Moderator: Steve Scott  
  **DISCUSSION GROUP**  
  Office Hours - Workin' with Wirken  
  Leader: Jim Wirken  | Valencia |
|                             | **SUBSTANTIVE**  
  Malpractice Gotchas: Learn What They Are and How to Duck Them  
  Speaker: Chris Stiegemeyer  
  Moderator: Tom Glick  
  **SUBSTANTIVE**  
  Real Estate Use and Eminent Domain  
  Speaker: Sherwin Epstein  
  Moderator: David Ransin  | Marbella B  |
| 3:25-4:25 p.m.             | **NUTS & BOLTS**  
  Nuts and Bolts of Trying a Criminal Case  
  Speakers: Michael Watkins, Bob Murray  
  Moderator: Mary Lou Martin  
  **TECHNOLOGY**  
  Cool Web Sites Specifically for Missouri Practitioners  
  Speaker: Dennis Kennedy  
  Moderator: Karen McCarthy  | Marbella A  |
|                             | **TECHNOLOGY**  
  What's Hot and What's Not for 2003  
  Speakers: Ross Kodner, Dan Coolidge  | Cinema     |
**Saturday, June 14 (cont’d)**

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<tr>
<th>TIME</th>
<th>TOPIC/PROGRAM</th>
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<tr>
<td>3:25-4:25 p.m.</td>
<td>QUALITY OF LIFE &quot;Zealot&quot; Advocacy: Questionable Professionalism&lt;br&gt;Speakers: Dave Browning, Sara Rittman&lt;br&gt;Speaker/Moderator: Jim Howard</td>
<td>Escollo</td>
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<td>COMPUTER LAB (repeated)&lt;br&gt;No Shame/Lots of Gain: Computer Lab for Novices&lt;br&gt;Speaker: Bill Piedimonte</td>
<td>Terrace I</td>
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<td>4:30 p.m.</td>
<td>Closing Remarks&lt;br&gt;Drawing for GRAND PRIZE - Trip for Two to Ireland or Salzburg, Austria&lt;br&gt;<em>Grand Prize courtesy of The Missouri Bar Travel Committee and Global Holidays</em></td>
<td>Marbella A &amp; B</td>
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**Thursday, June 12**

**1:30-2:20 p.m.**

**TECHNOLOGY**

**Chevrolet to Cadillac Case Management Software Demos**

Speakers: Steve Scott, Tim Mellitz, Rick Bernauer  
Moderator: Bill Piedimonte

Depending on the nature of a particular law practice, a case-management software package with all the bells and whistles may be the best choice, or it may be overkill. This program is designed to help small firm lawyers look at some of the top choices on the market and decide if case management software is what you need, or if you can develop your own systems with off-the-shelf software.

**COMPUTER LAB (repeated)**

**How to Use the Federal Court’s PACER System**

Speaker: Dana McWay

Almost every practitioner has seen the effects of a bankruptcy filing on their clients: a stay of litigation in state court or the need to file a proof of claim. This presentation demonstrates how to learn of and monitor filings affecting your client and how to file pleadings electronically.

**PRACTICE MANAGEMENT**

**10 Key Trends for Small Firms and How They Affect Your Practice**

Speaker: Paul Martinek  
Moderator: Mary Lu Sanders-Zinser

Attend this program and learn about a number of marketing, technology, and practice management issues of value to sole practitioners and small firm lawyers.

**2:30-3:20 p.m.**

**SUBSTANTIVE/PRACTICE MANAGEMENT**

**The Everything-You-Need-to-Know Employment Law Web Site For Your Law Practice and Advising Clients**

Speaker: Tim Willoughby  
Moderator: Joyce Yeager

This program will cover topics such as: purpose of the website (business card or destination); domain setup and web hosting; disclaimers, targeting and jurisdiction; type and quality of information; and going too far, or not far enough.

**TECHNOLOGY**

**No Shame/Lots of Gain: Computing for Novices**

Speakers: Bill Piedimonte, Alan Steinberg

This program is for the novice computer user. You’ll receive an introduction to the very basic aspects of computer use. Approach will be open questions and a few areas to stimulate questions. Email use, internet, word processing would be a few areas. If you don’t feel comfortable with a computer this would be a program to consider.

**PRACTICE MANAGEMENT**

**Billing/Accounting Software Demos for the Small Firm**

Speakers: Tim Mellitz, Kerry Bell, Rick Bernauer  
Moderator: Karl Timmerman

Finding the best billing and accounting software package for your firm could save countless hours and result in better collection efforts. But, which package is best for your firm? In this presentation, you’ll have an opportunity to see demos of some of the top programs available for small firms for you to compare. It’s also an opportunity to get your questions answered.

**COMPUTER LAB (repeated)**

**Electronic Filing in Eastern and Western Districts**

Speakers: Glenda Curl, Adam Bell

CM/ECF is the current method for filing in the Western District of Missouri and will be coming to the Eastern District during the coming year. Court files are maintained electronically and users file and receive pleadings via the internet. Participants who are new to this filing method will be given the opportunity to learn how it works. Experienced users may use this opportunity to fine tune their skills and to ask questions about electronic filing.
Thursday, June 12 (cont’d)

3:30-4:20 p.m.

PRACTICE MANAGEMENT

Practicing Law in Your Bathrobe: How to Effectively Operate Your Law Practice From Your Home
Speakers: Steve Scott, Debra Schuster     Moderator: Mary Lu Sanders-Zinser
Technology allows lawyers to effectively practice law from home offices, and more and more lawyers are choosing to do so. This program will show you how you can set up a home office and provide suggestions for making it a successful venture.

PRACTICE MANAGEMENT

It’s a Game of Chance: Hiring and Firing Office Staff
Speaker: Tracy Gilroy     Moderator: Dianna Long
Learn profitable tips and take a guided tour of hard earned forms that protect you and your firm, which make getting and keeping employees easier than ever. You’ll even get a tip or two on how to let the not-so-good employees move on.

SUBSTANTIVE

How to Build a Trusty Trial Notebook That Will Help You Win
Speakers: Marilyn Belcher, Frank Wallemann     Moderator: Lyle Gregory
Learn how to avoid trial preparation worry and hysteries and instead appear organized, prepared, professional, and confident at trial by utilizing a powerful litigation tool— your trusty trial notebook. You will learn why you should be using a trial notebook, who prepares the trial notebook, what to include in a trial notebook, when to begin preparing the trial notebook, and how to prepare your trial notebook. You will come away with a better understanding of how to make the trial notebook your most useful and powerful trial tool.

COMPUTER LAB (repeated)

No Shame/Lots of Gain: Computer Lab for Novices
Speakers: Bill Piedimonte, Alan Steinberg
This computer lab is for the novice computer users. You’ll have a non-intimidating hands on introduction to the very basic aspects of computer use. The approach will be open questions and a few areas to stimulate questions. Email use, internet, word processing would be a few areas. If you don’t feel comfortable with using a computer, this would be a program to raise your comfort level.

4:30-5:20 p.m.

TECHNOLOGY

How to Use a Digital Camera to Prepare Exhibits
Speaker: Karl Timmerman     Moderator: Dan Lane
Learn about the evidentiary foundation for using photography exhibits, and what types of equipment you will need: digital camera, computer, printer or a printing service.

PRACTICE MANAGEMENT

Riding the Retirement Roller Coaster: How to Plan For a Secure Retirement in Uncertain Times
Speaker: Frances Hunt     Moderator: Dianna Long
The “irrational exuberance” of the late 1990’s created inflated expectations of lavish lifestyles. The market drop of the last 3 years was exceeded in severity only by the Great Depression. This program discusses the foundation of a comprehensive investment and retirement savings strategy including risk tolerance, asset allocation, investment selection, time horizon, rebalancing, performance benchmarks and historical information. Tax advantaged retirement savings alternatives will also be introduced.

SUBSTANTIVE

Looking at the Options: When ADR is NOT the Best Alternative
Speakers: Steve Scott, Jim Levin     Moderator: Mary Lou Martin
While Alternative Dispute Resolution (ADR) is often presented as a panacea for the perceived “evils” of litigation, a more nuanced view is that ADR is not appropriate in all circumstances and that a client’s best interests sometimes may be better served through litigation. This program highlights factors to be considered when deciding on ADR.

COMPUTER LAB (repeated)

How to Use the Federal Court’s PACER System     Electronic Filing in Bankruptcy Court
Speaker: Dana McWay
Almost every practitioner has seen the effects of a bankruptcy filing on their clients: a stay of litigation in state court or the need to file a proof of claim. This presentation demonstrates how to learn of and monitor filings affecting your client and how to file pleadings electronically.
Friday, June 13
7:00-8:30 a.m.
CLE AT SUNRISE
Great Tips Worth Getting Up Early For!
Panelists: Gary Tatlow, Karl Dickhaus, Bryan Scheiderer, Keith Brunstrom, Rebecca Pruitt, Rich Miller, Brett Rich, Gretchen Myers, Greg Geismann  Moderator: David Ransin
Wake up early and join us for a legal potpourri of 9 very short but very powerful presentations from some of Missouri’s best lawyers. This fast-paced program is filled with tips such as “thinking outside the box” when drafting pleadings; “HIPAA Hoopla”: the new rules on the use of depositions; how to recognize hospital billing fraud in the average case; key pointers in criminal law and procedure; the “forgotten step child” of nursing home litigation; VIP Patient membership contracts and their implications. We’ll have the coffee on and the danish ready to get your motor started. Don’t snooze, or you’ll lose!

8:00-9:00 a.m.
COMPUTER LAB (repeated)
No Shame/Lots of Gain: Computer Lab for Novices
Speakers: Bill Piedimonte, Alan Steinberg
This computer lab is for the novice computer users. You’ll have a non-intimidating hands on introduction to the very basic aspects of computer use. The approach will be open questions and a few areas to stimulate questions. Email use, internet, word processing would be a few areas. If you don’t feel comfortable with using a computer, this would be a program to raise your comfort level.

9:30-10:30 a.m.
PLENARY SESSION
We are a “Family” of Solo and Small Firm Lawyers
Speaker: Dale C. Doerhoff, President, The Missouri Bar

Law and Politics: The Mix of Practicing Law and Serving in the Legislature
Speaker: Senator Matt Bartle
The number of lawyers serving in the state legislature has been declining over recent years. Hear from a practicing lawyer how he manages to balance his public service as state legislator with that of practicing law.

How to be a Respected Member of the Solo & Small Firm Family As Well As An Effective Advocate For Your Clients
Panelists: Nancy Mogab, Susan Ford Robertson  Panelist/Moderator: Alan Gallas
The title of this program says it all. Hear from a panel of well respected solo and small firm lawyers about how they manage the balance of practicing law in a respectful manner with that of being an powerful advocate for their clients.

10:45-11:45 a.m.
SUBSTANITIVE
The Case Within a Case: How to Detect and Preserve Claims That Are Hidden Within Simple Liability Scenarios
Speakers: Kirk Presley, Rich Miller  Moderator: Joyce Yeager
Serious automobile collision with minimal limits? On the job injury compensation claim? These are just a few of the scenarios we will explore to help you recognize and pursue meaningful claims for clients hidden within common cases.

NUTS & BOLTS
Courtroom Etiquette: The Inside Track of Do’s and Don’ts in Front of Judges
Speakers: Judge John Holstein, Judge David Vincent  Moderator: Dan Lane
This seminar will include a survey of judges in the St. Louis County and Springfield areas on what they consider to be proper and improper courtroom etiquette.

PRACTICE MANAGEMENT
To Share and Not Share Alike: Office Sharing Ethical and Malpractice Issues
Speakers: Chris Stiegemeyer, Sara Rittman  Moderator: Zina Cruse
Find out where the ethical hazards lurk when you are office sharing and how to avoid them.

TECHNOLOGY
Law Office Technology Purchasing 101: What to Buy, How to Buy it, and Getting the Best Prices
Speakers: Ross Kodner, Dan Coolidge  Moderator: Karl Timmerman
Learn the inside thinking and techniques for upgrading, purchasing and paying for technology. This session should save you a ton of money!

QUALITY OF LIFE
25 Ways to Axe Anxiety and Stress: Stress Taming Tools to Help You Reclaim Your Enthusiasm For Practicing Law Again
Speakers: Diane Ellis, J.R. Phelps  Moderator: Mary Lou Martin
The practice of law, although a vital component of a free society and a source of great satisfaction to those so engaged, is among the most stressful of professional endeavors. Client demands, court imposed deadlines, ever changing technology, and a host of other challenges make up the day-to-day fare of a law practice. This program will focus on specific and practical tools and techniques to help you provide quality service to your clients without jeopardizing your own quality of life.
Friday, June 13 (cont’d)
10:45-11:45 a.m.

PRACTICE MANAGEMENT
How Offering Your Clients Alternative Billing Options Can Give You the Competitive Edge
Speakers: Carl Schaeperkoetter, Karen McCarthy, Ken Dean     Speaker/Moderator: Ron Baird
Many clients are becoming more resistant to hourly billing. Find out if you could lure more clients to your firm by offering alternative billing options and what other lawyers are doing. This will be a discussion about alternative billing options in Missouri and other states, including compliance with the Rules of Professional Conduct.

COMPUTER LAB (repeated)
How to Use the Federal Court’s PACER System Electronic Filing in Bankruptcy Court
Speaker: Dana McWay
Almost every practitioner has seen the effects of a bankruptcy filing on their clients: a stay of litigation in state court or the need to file a proof of claim. This presentation demonstrates how to learn of and monitor filings affecting your client and how to file pleadings electronically.

1:30-2:30 p.m.

SUBSTANTIVE
Litigating MIST Cases: Exposing the Defense Junk Science for Profit and Fun
Speaker: Dr. Michael Freeman     Moderator: David Ransin
Dr. Freeman will describe the most common tricks used in the defense of minimal damage crash injury cases, and the background of the MIST strategy.

NUTS & BOLTS
ABC’s of Attorney Liens: How to Protect Your Lien and Avoid Liability
Speaker: David Lee Wells     Moderator: Mary Lou Martin
Learn how to guarantee payment of 100% of your attorneys’ fees in litigation including dissolution. If your client de-forces his lien, could you be compelled to personally pay your opposing attorneys’ fees? Forms of Petition, Notice and Judgments for Attorney Liens under 484.130 R.S.Mo.

PRACTICE MANAGEMENT
Put Your Law Practice on the Treadmill: How to Evaluate and Improve the Financial Health of Your Law Business
Speakers: Diane Ellis, J.R. Phelps     Moderator: Chris Stiegemeyer
Almost as a knee jerk reaction whenever there is not enough left at the end of the month, the call goes out to cut expenses. In reality, no law firm has ever saved its way to prosperity by cutting expenses. However, just knowing there aren’t enough bucks left for distributions doesn’t fix the problem. In this program we will analyze the financial components within a law practice that lead to profitability. Program participants will learn the fallacy of depending solely on a month-end financial statement, and instead review a series of other benchmarks for improving the net income per partner.

TECHNOLOGY
Simple Forms Production: How to Produce Forms With Your Word Processing Software
Speaker: Peggy Hedrick     Moderator: Francis Butel
Technology is the great equalizer between the solo/small firm and the mega firms. Solos who would be truly independent cannot afford to use computers as they would a typewriter. This presentation will walk you through the process of using Microsoft Word in creating simple and more complex forms, using simple and more complex techniques. Create a will, durable power of attorney and living will, and instructions to an “attorney in fact,” all in one operation. Personalized techniques will be discussed, using “replace,” autotext, and macros, as well as using the more sophisticated form fields and drop down boxes.

QUALITY OF LIFE
How to Take a Personal Inventory B/4 Making a Decision About Changing the Course of Your Legal Career
Speakers: Sarah Read, Wendy Werner     Moderators: Karl Timmerman, Michael Watkins
This interactive session will help you evaluate your current work life and determine how to begin to change the direction of your legal career. You will have the opportunity to review tools to assess your current career course and identify first steps you can take if you choose to head in a new direction.

DISCUSSION GROUP
Tech Talk Discussion Group with the Experts
Leaders: Ross Kodner, Dan Coolidge
You’ve got a techno-question, we’ve got the answers. Ask away!
Friday, June 13 (cont’d)

1:30-2:30 p.m.
COMPUTER LAB (repeated)
Electronic Filing in Eastern and Western Districts
Speakers: Glenda Curl, Adam Bell
CM/ECF is the current method for filing in the Western District of Missouri and will be coming to the Eastern District during the coming year. Court files are maintained electronically and users file and receive pleadings via the internet. Participants who are new to this filing method will be given the opportunity to learn how it works. Experienced users may use this opportunity to fine-tune their skills and to ask questions about electronic filing.

2:45-3:45 p.m.
SUBSTANTIVE
Protecting the Seniors: Nursing Home Negligence From Defense and Plaintiff Perspectives
Speakers: Tim Dollar, Fran Grecco  Moderator: Francis Butel
Nursing homes have been the focus of a lot of attention. Whether you represent someone who has a loved one in a nursing home or you represent a nursing home, negligence is an issue you need to deal with. Get up to speed and learn from two experts in the area from both the plaintiff and defense sides of the aisle.

SUBSTANTIVE
Litigating MIST Cases: Cost Effective Strategies for Winning
Speaker: Dr. Michael Freeman  Moderator: David Ransin
Dr. Freeman will describe cost-effective methods for exposing and eliminating the tactics of the MIST defense.

NUTS & BOLTS
How Bankruptcy Affects Domestic, Personal Injury and Other Areas of Law
Speakers: Fred Cruse, Gary Bollinger  Moderator: Dianna Long
What are the collateral impacts of a bankruptcy filing? In this program the speakers will examine the impact a bankruptcy filing may have on your client’s personal injury case, dissolution of marriage action, etc. This program is designed to help the non-bankruptcy practitioner answer the inevitable question, “What does this bankruptcy mean to my case?”

TECHNOLOGY
Advanced Forms Production: Customized Document Production the Easy Way with Hot Docs
Speaker: Catherine Earnshaw-Hobbs  Moderator: Sean O’Gorman
Most everyone knows about merge files – flat databases that feed information into document templates. HotDocs™ takes you to the next generation – you can now teach your computer to “think”, construct documents out of modules, and share complex information among documents – and the best part is – IT’S EASY!

QUALITY OF LIFE
Ten Ways to Keep Sane and Not Burnout While Practicing Law
Speaker: Bill Wear  Moderator: Tom Glick
An entertaining look at the stress and emotional challenges all lawyers deal with on a daily basis along with an analysis of how to reduce stress and frustration at work and at home.

NUTS & BOLTS
How to Productively Use a Paralegal at Trial
Speakers: Tim Monsees, Christy McNeely  Moderator: Joyce Yeager
Need help at trial but you are unwilling or unable to afford the costs of an attorney associate? Paralegals can economically support your trial and pretrial needs with skills unique to the paraprofessional. A real world trial team will answer your questions about how to make effective use of paralegals in small offices.

DISCUSSION GROUP
Shared Tips on Managing Your Time and Getting Organized
Leader: Jim Wirken
The discussions will center on quick tips to get organized and save your time and sanity. Bring your own tips and suggestions to share with the group.

4:00-5:00 p.m.
SUBSTANTIVE
How to Use Medical Records to Your Advantage in Non-Personal Injury Cases
Speaker: Mary Ann Shea  Moderator: David Ransin
The medical record can be like a gold mine. If you know when, where and how to “prospect” you might strike it rich! You never know what, if anything, you will find that will benefit your client. But if you don’t investigate, you will never strike gold! Learn what useful information might be lurking in the medical records in various types of cases: probate, domestic, criminal and labor/employment.

PROGRAM DESCRIPTIONS
.5 MCLE Ethics Hours
Friday, June 13 (cont’d)
4:00-5:00 p.m.

SUBSTANTIVE
Before and After the Special Agents Arrive: How to Represent Taxpayers Before the IRS
Speaker: Charles Lock     Moderator: Dianna Long
This lecture will describe representing a taxpayer scheduled for a civil audit where there is potential criminal exposure due to unreported income, overstated deductions, or false statements on a return. Lawyers must be prepared to recognize the signals that may indicate a criminal referral may be under consideration.

NUTS & BOLTS
GAL Check Up: How Best to Work With the Child Advocate
Speakers: Leigh Joy Carson, Jim Hoke     Moderator: Lisa Mayer
If you practice in the family law or juvenile law areas, you’ll encounter guardians ad litem. You can help or hurt your cause based on how you relate to and work with the GAL. This program will clarify what a GAL is required to do and what a GAL’s obligations are to the appointing court and to minor children. Learn what the GAL will expect from you and how to best serve your client’s interests by working effectively with the court-appointed guardians.

QUALITY OF LIFE/PRACTICE MANAGEMENT
Client Selection Can Make Your Life Easier: How to Grade Your Clients from A-F
Speaker: Chris Stiegemeyer     Moderator: Scott Gardner
This course will teach you how to apply Pareto’s Principle to the practice of law for fun and profit.

TECHNOLOGY
Wringing Profits Out of Technology: Your Firm’s New Money Machine
Speakers: Ross Kodner, Dan Coolidge     Moderator: Sean O’Gorman
Stop viewing technology as an expense. The right technology implemented the right way can make money and we’ll tell you how.

TECHNOLOGY
You Don’t Need a Whip and Chair: Learn How to Tame Your Beastly E-Mail Box and Manage Listservers Effectively
Speakers: Dennis Kennedy, Debra Selinger     Moderator: Richard Roth
Suffering from information overload? No room in the inbox? Unprepared for the deluge of messages since you joined the SFIG list? You will learn how to tame the email tiger in this session. We’ll cover ten habits of highly effective emailers, management tricks for listserver members, spam avoidance techniques, and lots of practical tips to improve your email life.

DISCUSSION GROUP
Balancing Family and Law Practice Responsibilities
Leaders: Sara Read, Wendy Werner
Come share with others the joys, frustrations, and challenges associated with balancing your law practice with both family and personal needs. Find out what has worked for others and be ready to share suggestions and questions of your own.

COMPUTER LAB (repeated)
Electronic Filing in Eastern and Western Districts
Speakers: Glenda Curl, Adam Bell
CM/ECF is the current method for filing in the Western District of Missouri and will be coming to the Eastern District during the coming year. Court files are maintained electronically and users file and receive pleadings via the internet. Participants who are new to this filing method will be given the opportunity to learn how it works. Experienced users may use this opportunity to fine-tune their skills and to ask questions about electronic filing.

Saturday, June 14
10:15-11:15 a.m.

SUBSTANTIVE
How to Represent Living Probate Clients: Opening Guardianships and Conservatorships for Adults
Speaker: Tom Glick     Moderator: Francis Butel
Hear about everything you need to know to have an adult declared incapacitated or disabled and a guardian and/or conservator appointed.

NUTS & BOLTS
Here We Go Again: A New Form 14 and What You Need to Know
Speakers: Karl Timmerman, Michael Watkins     Moderator: Dave Browning
In this program you’ll learn about the basics on filling out the new Form 14 and the changes to the form since January 2003.
PRACTICE MANAGEMENT
Clone Yourself or Add an Associate or Paralegal?: When it Makes Financial Sense to Expand Your Practice
Speakers: J.R. Phelps, Diane Ellis     Moderator: Sean O’Gorman
Can a lawyer make more money if he limits his caseload to that which can be accomplished by a legal services team consisting of him or herself and a computer or two? Or is it more lucrative for a lawyer to manage and direct an empire of associates and paralegals that tend the fruits of his or her rainmaking skills? One thing is sure: The caseload and types of work must be compatible with the available human and technology resources. Too lean on the resources and the lawyer may have his/her plate too full to provide quality services. Too light on caseload and he/she may be unable to meet payroll for the empire. This program explores the monetary as well as practical concerns of making the difficult decision to expand— or contract—a practice.

PRACTICE MANAGEMENT
Relationship Marketing: It Goes Straight to the Bottom Line
Speakers: Pat Lester, Sara Rittman     Moderator: Mary Ann Shea
Relationship marketing is the creation of and building a positive relationship between your practice and your clients through virtually any form of communication and action. In warmer terms, it’s a way to create a friendly, mutually respectful, and ethical relationship between you and your clients. Learn from the speaker about how to set up a marketing campaign that involves no advertising, public relations agencies or expensive mechanizing. It involves little cash and often generates better cases and more loyal clients than other more expensive and less effective forms of marketing. Hear about the message your communication gives your clients and prospective clients and whether it adds or detracts from the relationship. It should be monitored closely and accurately. It is what builds or erodes your client’s relationships, thereby your client base and ultimately your bottom line.

TECHNOLOGY
Law Practice On the Go: Palm-Sized and Mobile Computing for EVERY Lawyer
Speakers: Ross Kodner, Dan Coolidge     Moderator: Steve Scott
Personal Digital Assistants (PDAs) have become an essential tool for lawyers today. Not only can you carry your law practice info with you while away from the office, but improvements in wireless and remote access technologies keep you connected anywhere. We’ll take a look at technology that can allow you to practice literally any time, any place. From Palm-sized computing with all the options and accessories to portable e-mail, converged cell, and computing options to the plethora of laptop choices facing the Legal Road Warrior.

QUALITY OF LIFE
R-E-S-P-E-C-T!: How to Handle Put Downs, Gain Respect, and Improve Personal Satisfaction in the Law
Panelists: Leigh Joy Carson, Susan Ford Robertson     Panelist/Moderator: Zina Cruse
Respect is earned and lost easily. Practicing law is difficult enough without dealing with other lawyers who improperly use aggressive behavior or snide put downs to try to win rather than using their legal skills. Have you unintentionally caused other lawyers to lose respect for you because of the strategy that you use in the practice? This interactive panel will discuss how to handle these situations if you’re on the receiving end of this behavior, cause you to become aware of inappropriate behavior, and gain the respect of your colleagues.

DISCUSSION GROUP
Treat Them Well and They’ll Stick Around: Let’s Talk About Staff Benefits and Policies
Leader: Jim Wirken
Your staff is an important element of a successful law practice. Turnover is expensive and time consuming. But, how do you keep good staff? What benefits can you offer that don’t cost a lot of money? We’ll talk about these issues. Bring your own ideas to share.

11:30 a.m.-12:30 p.m.
NUTS & BOLTS
The Basics of Appellate Practice for Small Firm Lawyers
Panelists: Judge Joe Ellis, Judge Mary Rhodes Russell, Judge Nancy Rahmeyer     Moderators: Rick Rollings, Susan Ford Robertson
We feel your pain! As solo and small firm practitioners before we went to the appellate bench, we remember only participating in 1-2 appeals a year. This program is designed to update you on recent rule changes in the three districts and some tips on what we wish we knew when we were practicing law in the appellate court.

SUBSTANTIVE
The New Wave: Collaborative ADR and What Does It Mean For You and Your Family Law Clients
Speakers: Susan Amato, Nancy Wallingford     Moderator: ElGene Ver Dught
This program provides an overview of the collaborative process for family law clients and an update on the status of collaborative law associations in St. Louis and Kansas. The discussion will center around when and for whom collaborative ADR is appropriate as well as a review of the required participation agreement, pitfalls, and minefields.
PROGRAM DESCRIPTIONS

Saturday, June 14 (cont'd)
11:30 a.m.-12:30 p.m.

NUTS & BOLTS
10 Tips for Handling Administrative Hearings
Speakers: John Landwehr, Paul Otto     Moderator: Francis Butel
This program presents basic practice pointers for lawyers in private practice unfamiliar with administrative litigation.

PRACTICE MANAGEMENT
Alphabet Soup: How to Choose the Best Entity for Your Law Practice – P.C., L.L.P., L.L.C., Partnership
Speakers: Ron Thiewes     Moderator: Karen McCarthy
Considering that the combined Federal and Missouri income tax rates bump up against the 50% level, it is vital to keep in mind that this figuratively equates to carrying a 50-50 partner. This session will review the operating aspects of various business structures of practicing law and their respective management, operating, and income tax implications.

TECHNOLOGY ROUNDTABLE
What’s Hot and What’s Not for 2003
Speakers: Ross Kodner, Dan Coolidge
No one can predict the techno future, but we’ll give it a shot. 20+ predictions for your legal technology future!

PRACTICE MANAGEMENT/ETHICS
Doing It the Right Way: How to Ethically and Professionally Leave or Close Down Your Law Firm
Speakers: J.R. Phelps, Diane Ellis, Sharon Weedin     Moderator: Chris Stiegemeyer
So, you’ve decided to move on or close down your practice for another life. Learn about the ethical obligations that you have to your clients and partners, and the pitfalls to watch out for.

DISCUSSION GROUP
Office Hours – Workin’ with Wirken
Leader: Jim Wirken
This is an open forum to discuss any topic relating to the practice of law. The discussions will be lead by an experienced small firm lawyer and will feature the how to’s and do’s and don’ts of practicing solo or in a small firm. Come and bring any topic that is on your mind and throw it out to the experts and the other participants. You’re sure to learn from others as well as throwing in your two cents worth.

2:15-3:15 p.m.

NUTS & BOLTS
The Basics of Trying a Civil Trial
Speaker: Gary Burger     Moderator: David Ransin
From voir dire to verdict, this presentation will provide detailed guidance in trying a civil case. Whether you’ve tried a few, or do it all the time, there will be something for you including advocacy suggestions and law to back it up.

SUBSTANTIVE
How to Handle the Administrative Aspects in a DWI/DUI Case
Speaker: Bob Murray     Moderator: Dianna Long
Learn about the administrative driver’s license consequences of a DWI arrest. This program will help you to understand the processes involved with suspension or revocation of license due to points, zero tolerance, abuse and lose, and administrative alcohol suspension, and includes pertinent forms and sample motions.

NUTS & BOLTS
The Fundamentals of Title Insurance
Speaker: Tom Conroy     Moderator: Dave Browning
The speaker will give an overview of title insurance from access to zoning. The discussion will include the commitment, owner’s policy, loan policy, claims, and the lawyer’s role in the process.

PRACTICE MANAGEMENT
How to Draft Clear and Ethical Fee Agreements That Will Get You Paid
Speakers: Chris Stiegemeyer, Maridee Edwards     Moderator: Scott Gardner
Referencing the Sample Fee Agreements compiled and published by The Missouri Bar, with assistance of the Bar Plan and the Chief Disciplinary Counsel’s office, you will learn about useful provisions to assist you in avoiding ethical pitfalls, and making your fee agreements clear to your clients so that you will have enforceable and informative agreements. It might even help you to get paid.
Saturday, June 14 (cont’d)

2:15-3:15 p.m.

PRACTICE MANAGEMENT/ETHICS

**Ethical Delegation to Paralegal: When Do Paralegals Cross the Line of Practicing Law?**  
Speakers: Melody Schroer, Mark Flanegin  
Speaker/Moderator: Joyce Yeager

Delegation to legal paraprofessionals can greatly enhance the quality, efficiency and affordability of legal services. However, it is the supervising lawyer’s responsibility that the paralegal doesn’t cross the line of practicing law. In this program you’ll learn the ethical rules for delegation as well as tips for creating effective legal teams.


**Help My Basement is Full!: File Retention and File Handling Ethical Concerns & Solutions**  
Speakers: J.R. Phelps, Diane Ellis, Sara Rittman  
Moderator: Steve Scott

After a few years in practice, client files start to mound up. What do you do with all those files? Do you dare throw them away? Is it ethical to dispose of client files? What if you throw away the files and then have to defend yourself in a malpractice suit? If you keep them, you’re faced with a tremendous storage problem. What’s a lawyer to do? How can you keep this from happening...or getting worse? We may have some answers!

DISCUSSION GROUP

**Office Hours – Workin’ with Wirken**  
Leader: Jim Wirken

This is an open forum to discuss any topic relating to the practice of law. The discussions will be lead by an experienced small firm lawyer and will feature the how to’s and do’s and don’ts of practicing solo or in a small firm. Come and bring any topic that is on your mind and throw it out to the experts and the other participants. You’re sure to learn from others as well as throwing in your two cents worth.

3:25-4:25 p.m.

SUBSTANTIVE

**Malpractice Gotchas: Learn What They Are and How to Duck Them**  
Speaker: Chris Stiegemeyer  
Moderator: Tom Glick

Learn from the risk manager about issues than trigger malpractice claims and how you can avoid the time, expenses, and embarrassment of defending yourself in a malpractice claim. Prevention is the key.

SUBSTANTIVE

**Real Estate Use and Eminent Domain**  
Speaker: Sherwin Epstein  
Moderator: David Ransin

EMINENT DOMAIN – what it is and why? Practical suggestions about how to represent a land owner from start to finish, including the traps and pitfalls the Condemnor has for you.

NUTS & BOLTS

**Nuts and Bolts of Trying a Criminal Case**  
Speakers: Michael Watkins, Bob Murray  
Moderator: Mary Lou Martin

Learn about the important basic principles to enable you to better prepare and try a criminal case.

TECHNOLOGY

**Cool Web Sites Specifically for Missouri Practitioners**  
Speaker: Dennis Kennedy  
Moderator: Karen McCarthy

This informative and entertaining session will feature a tour of the best web resources for Missouri lawyers, from beginners to experts. The emphasis will be on sites with great practical information. We’ll cover both legal and non-legal sites, and will be encouraging audience participation to gather additional great sites for program attendees. We’ll also include some recommendations on the best ways to manage your bookmarks/favorites collection.

QUALITY OF LIFE

**“Zealot” Advocacy: Questionable Professionalism**  
Speakers: Dave Browning, Sara Rittman  
Speaker/Moderator: Jim Howard

Could the zealous representation of your clients lead to you becoming a “zealot”? Lawyers score high in studies, but that isn’t always good news. Studies indicate that lawyers suffer higher incidents of stress, obsessive-compulsive behavior, suicide, alcoholism, and other life threatening disorders. Does the practice of law take a toll on your physical and mental well being because the only value is that of winning? Does the law school experience and the practice of law cause lawyers to develop mental aberrations? The speakers will review some alarming studies, cover your ethical obligations as your client’s advocate by being prepared rather than being zealous in your representation, and how to recover if you’ve gone down the “zealot” road.

COMPUTER LAB (repeated)

**No Shame/Lots of Gain: Computer Lab for Novices**  
Speaker: Bill Piedimonte

This computer lab is for the novice computer users. You’ll have a non-intimidating hands on introduction to the very basic aspects of computer use. The approach will be open questions and a few areas to stimulate questions. Email use, internet, word processing would be a few areas. If you don’t feel comfortable with using a computer, this would be a program to raise your comfort level.
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Guest Speakers

Dale C. Doerhoff  
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Ross Kodner

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Saturday, June 14
Conference Close 4:30 p.m. - Marbella

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and the firm of Denlow & Henry of Clayton
for providing Missouri Bar polo shirts to all of this year’s speakers!
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