

Networking

Thursday, April 4

At the D.C. Bar, 901 Fourth Street NW at Noon. The program is ***Top 7 Tax Mistakes that Attorneys Make***, presented by Kim Bey of [Bey & Associates](#). RSVP to lunchandlearn@dcbar.org

Thursday, April 11

At the D.C. Bar, 901 Fourth Street NW at Noon. The program is ***Spring Clean Your Practice: 3 Tools to Use for Organizational Success***, presented by Andrea Cannavina, CEO of [LegalTypist, Inc.](#) RSVP to lunchandlearn@dcbar.org

Friday, April 12

At **Alto Fumo**, 2909 Wilson Boulevard, Arlington, VA (Clarendon Metro) at 12:30 p.m. RSVP to steven@stevenkriegerlaw.com

Friday, April 26

At **Barrel & Crow**, 4867 Cordell Avenue, Bethesda (Bethesda Metro) at 12 Noon. RSVP to rsjillions@gmail.com

Law is a relationship business. Bring cards to share.

PMAS Event Calendar

- **April 4** – *Lunch and Learn* : Top

Lunch and Learn

Practice Management Advisory Service



Small Firm Lunch and Learn Series

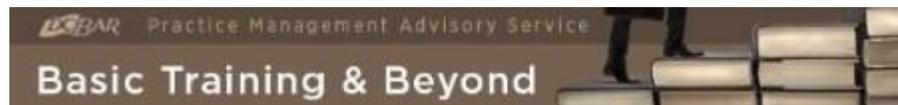
All programs begin at Noon. You may attend in person or by our Zoom video conference link. Register for any or all at lunchandlearn@dcbar.org

April 4, 2019 — *Top 7 Tax Mistakes that Attorneys Make*, presented by Kim Bey of [Bey & Associates, CPAs](#), PC. Experience has taught us that many small firm owners waste thousands of dollars every year in taxes they really don't owe. During this session you will learn key tax strategies including: how to avoid making the single most expensive tax mistake of all; how to slash the risk of an IRS audit; how to qualify for home office deductions; retirement saving strategies; and much more!

To register for this program, [click here](#) or send an e-mail to lunchandlearn@dcbar.org.

April 11, 2019 — *Spring Clean Your Practice: 3 Tools to Use for Organizational Success*, presented by [Andrea Cannavina](#) CEO of [LegalTypist, Inc.](#) It's that time of year – Spring Clean Your Practice. The weather is warming and it's almost time to fling open the windows and let in the freshness. During this program you will learn how to bring fresh back to your practice. Join office productivity specialist Andrea Cannavina as she gives step-by-step instructions to clear out the clutter and organize your practice. Ms. Cannavina will share three key processes, including her own proprietary D-A-F-T system, which you can put in place to get and keep your office, desk, computer, email, calendar and to-do's working for you.

The *Lunch and Learn Series* is [here](#). New programs are added regularly. Recaps and materials from recent programs are [here](#). If you have an idea for a program, let us know at: lunchandlearn@dcbar.org



Our monthly [Basic Training & Beyond](#), is set for April 10 & 17, 2019 / 9:15 a.m. – 4:30 p.m. Register: BasicTraining@dcbar.org This program has been presented 224 times for more than 3,000 lawyers over the last eleven years and many have launched and are operating small law firms. A one-day [Saturday Session](#) is offered on May 18, 2019.

7 Tax Mistakes that Attorneys Make.

- **April 10** – Day 1 of Basic Training & Beyond.
- **April 11** – Lunch and Learn, *Spring Clean Your Practice: 3 Tools to Use for Organizational Success.*
- **April 17** – Day 2 of *Basic Training & Beyond.*

Ethics

Here is new ethics guidance on **Mandatory Arbitration Provisions in Fee**

Agreements. [Legal Ethics Opinion 376](#)

What are the ethical implications of crowdfunding a legal representation? Read [Legal Ethics Opinion 375](#) for guidance.

What are your obligations to a prospective client? Read [Legal Ethics Opinion 374](#) to find out.

Have you read the Legal Ethics Opinions on *social media and lawyers?* They are here: [LEO 370](#) and [LEO 371](#)

Check the small firm legal trends and compensation reports [here](#).

The new e-Manual for Basic Training & Beyond can be downloaded [here](#).

For more information on PMAS programs, [click here](#).

From the Desks of Dan and Rochelle



Daniel M. Mills, assistant director, D.C. Bar Practice Management Advisory Service.

Anyone interested in a Clio User Group?

If you are using Clio, [the Bar's member benefit for case management software](#), and would like to participate in an informal Clio User Group, send me an email at dmills@dcbar.org with Clio in the subject line and we will try to get one organized. I've noticed that many [Clio](#) users employ only a few of its features in their firm and would like the chance to learn more. Let's see who is interested in a Clio User Group, figure out a platform for the group, such as a Google Group or Facebook and hope a Clio power user or two who are willing to share will participate.

--Dan



Rochelle Washington, senior staff attorney, D.C. Bar Practice Management Advisory Service.

Practice 360 is May 17, 2019

You are invited to the D.C. Bar's fifth annual [Practice 360°|A Day for Lawyers & Law Firms](#) on May 17, 2019. This annual event brings together some of the best offerings of the Practice Management Advisory Service and provides D.C. Bar members the unique opportunity to attend a full day of seminars covering a wide range of topics that are of interest to lawyers. Lawyers from big firms, small firms and organizations attend this annual event to stay current with the evolving legal industry. [Experts](#) will provide the [latest updates](#) in law firm management, wellness, marketing and technology. The day also features numerous networking opportunities and a chance for members to learn more about some of the companies that offer discounted products and services through the Bar's member benefits program as well as other technology and legal service providers. [Click here for the video promotion.](#)

This year's program features:

- A full day of 20 practical seminars;
- A showcase of product and service vendors;

**Other Events
CLE, Communities
Events & Pro Bono:**

**Continuing Legal
Education** programs are
[here](#).

Communities Events
are [here](#).

**Pro Bono
Center** training
programs are scheduled
[here](#).

- Opportunities to engage with other lawyers;
- Up to three credits of CLE; and
- Breakfast, lunch and an afternoon reception for one low price.

Early Bird Pricing Won't Last:

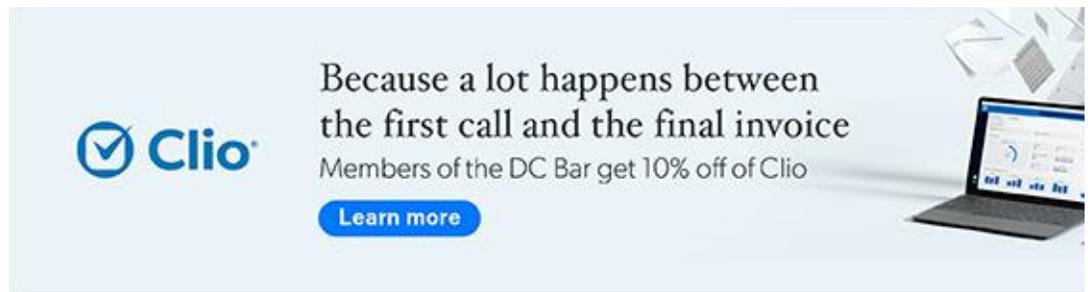
- **\$24.95** for D.C. Bar members excludes CLEs; **\$29.95** after April 16
- **\$49.95** for D.C. Bar members includes CLEs (attendees may earn up to 3 CLE credit hours, including 1.0 ethics credit); **\$59.95** after April 16
- **\$99.95** for non-D.C. Bar members includes CLEs (attendees may earn up to 3 CLE credit hours, including 1.0 ethics credit); **\$119.95** after April 16

**REGISTER NOW to secure your opportunity
for this cutting-edge experience**

SEMINARS · SPEAKERS · SPONSORS

We look forward to seeing you!

--Rochelle



The advertisement banner features the Clio logo on the left, which consists of a blue circle with a white checkmark and the word "Clio" in a bold, blue, sans-serif font. To the right of the logo, the text reads "Because a lot happens between the first call and the final invoice" in a dark grey font, followed by "Members of the DC Bar get 10% off of Clio" in a smaller, lighter grey font. Below this text is a blue button with the white text "Learn more". On the right side of the banner, there is a photograph of a laptop displaying a software interface, with several sheets of paper floating above it, suggesting a workflow or document management process.

