

Networking

Thursday, December 6, 2018, at the D.C. Bar, 901 Fourth Street NW at Noon. The program is ***Automation in Word & Outlook***, presented by [Chelsey Lambert of Lex Tech Review](#). RSVP to lunchandlearn@dcbbar.org

Friday, December 14, 2018 at **Alto Fumo**, 2909 Wilson Boulevard, Arlington, VA (Clarendon Metro) at 12:30 p.m. RSVP to steven@stevenkriegerlaw.com

Friday, December 21 at **Positano Ristorante**, 4948 Fairmount Avenue, Bethesda (Bethesda Metro) at 12 Noon. RSVP to rsjillions@gmail.com

***Law is a relationship business.
Bring cards to share.***

Lunch and Learn

Practice Management Advisory Service



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

December 6, 2018 — *Automation in Word and Outlook*, by Chelsey Lambert of [Lex Tech Review](#). Do you find yourself using the same sentences, paragraphs, clauses or signature lines in your documents and emails? Quick Parts in Microsoft Word and Outlook gives you the tools you need to turn these commonly used items into a powerful library of insert-able text. We'll tackle template options, and format fixes to help you save time by creating documents, letters or work-product in a flash. Bonus! We'll also cover a handful of programs that integrate with Microsoft Word and Outlook that supercharge your automation capabilities.

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

December 13, 2018 — *Hands-on with Fastcase*, by David Nayer of [Fastcase](#). During this (**in-person only**) program, Mr. Nayer will explore search methods and techniques to achieve better search results and lead attendees through a step-by-step, hands-on, experience using Fastcase's many tools and features. Fastcase is a [Bar member benefit](#) and the leading next-generation legal research service that puts a comprehensive national law library and smarter and more powerful searching, sorting, and visualization tools right at your fingertips. The Fastcase collection includes cases, statutes, regulations, court rules, and constitutions. Fastcase also provides access to a newspaper archive, legal forms, and a one-stop PACER search of federal filings through our content partners. Bring your laptop, log into your Fastcase account and get help with research issues.

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

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@dcbbar.org

 Practice Management Advisory Service

Basic Training & Beyond



PMAS Event Calendar

- **December 6** – Lunch and Learn, *Automation in Word and Outlook*.
- **December 12** – Day 1 of *Basic Training & Beyond*.
- **December 13** – Lunch and Learn, *Hands on with Fastcase*.
- **December 19** – Day 2 of *Basic Training & Beyond*.

Ethics

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](#).

Other Events

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

Communities Events are [here](#).

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

Our monthly [Basic Training & Beyond](#), is set for December 12 & 19 / 9:15 a.m. – 4:30 p.m. Register: BasicTraining@dcbar.org This program has been presented 216 times. More than 3,000 lawyers have attended over the last ten years and many have launched and are operating small law firms. [Saturday sessions](#) are offered next year starting January 26, 2019.

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

From the Desks of Dan and Rochelle



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

You may have received a compromised email from my account on November 21, 2018, the Wednesday before Thanksgiving. Delete it. If you attempted to open the folder, your device may be compromised. Please contact me if you tried to open the folder (dmills@dcbar.org/202.780.2762). Thanks to all who called or emailed me about the hack. Here's a message about the incident from our Chief Information Officer, Caterina Luppi:

On Wednesday, November 21st, 2018 the email box of one of our staff, Mr. Daniel Mills, was compromised. The intruder managed to send emails containing a malicious link to all the addresses in Mr. Mill's contact list. If you have received an email from dmills@dcbar.org between noon and 3pm EST on 11/21/2018 please delete the email without clicking on any of the links in it. If you've already have clicked on one of those links, your device may have been compromised. We are taking actions to prevent such an event from re-occurring. We have also verified that no confidential or personal member information was accessed as consequence of this hack.

For more information, feel free to contact our Chief Information Officer, Caterina Luppi, at cluppi@dcbar.org. We regret that this event occurred, and we apologize for any inconvenience it may have caused.

Caterina Luppi, PhD
Chief Information Officer
District of Columbia Bar

**901 4th Street NW
Washington, DC 20001
202.780.2900**



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

Do you use case management in your small law firm? If not, you should strongly consider doing so. Using case management software is a significant part of establishing and maintaining an organized and well managed law firm. Lawyers are increasingly becoming more efficient and leveraging technology to achieve this goal. Finding the right case management tool for your firm will help you save time, reduce the need for human resources, increase profits and create organization. Clio is one of many cloud-based legal case management software systems available for you to use. Clio provides a [discount to D.C. Bar members](#) and [consistently makes software improvements](#) like creating the “New Clio Experience.” Clio recently announced plans to launch “Clio Grow” in early 2019. Since the introduction of the New Clio Experience, Clio released some of their most popular features, including:

- [Clio’s Outlook Add-in](#)
- [Clio Launcher](#)
- [Clio Payment Plans](#)
- [Custom Data Tables](#)
- [Bulk Auto Trust Application](#)
- [Evergreen Management](#)

[Click here to try Clio for Free!](#)

**Save the Date for Practice 360° | A Day for
Lawyers and Law Firms set for May 17, 2019!
For more information, visit www.dcbbar.org.**