



The Solo & Small Firm Section of The Florida Bar Presents



MIND YOUR BUSINESS
BEST PRACTICES FOR SOLOS & SMALL FIRMS
ORLANDO • 1/18/19

COURSE CLASSIFICATION: INTERMEDIATE LEVEL
Doubletree by Hilton Orlando at SeaWorld
10100 International Drive, Orlando, Florida, 32821
(407) 352-1100

Course No. 2871R



Solo & Small Firm Conference

“Mind Your Business”

Course Outline

Friday, January 18, 2019

7:45 a.m. – 8:20 a.m.

Mind Your Business - Registration and Networking
Breakfast

8:20 a.m. – 8:30 a.m.

Mind Your Manners - Welcome and Introduction
*Jennifer Kuyrkendall Griffin, Solo & Small Firm Section,
Chair*
*Paige Greenlee and Theresa Jean-Pierre Coy, Conference
Co-Chairs*

8:30 a.m. – 9:20 a.m.

Mind Over Matter - Integrating AI into Your Practice
Eric Ostroff, Miami

9:20 a.m. – 9:25 a.m.

Break

9:25 a.m. – 10:15 a.m.

Mind Yourself - Health and Wellness
Dori Foster Morales, Miami

10:15 a.m. – 10:35 a.m.

Break

10:35 a.m. – 11:25 a.m.

Mind Innovation - 50 Tech Tips in 50 Minutes
Adriana Linares, Orlando

11:25 a.m. – 11:30 a.m.

Break

11:30 a.m. – 11:50 a.m.

Box Lunch

11:50 a.m. – 1:20 p.m.

Mind the Firm - Emerging Trends in Law Firm Cyber
Crime: What Every Lawyer Needs to Know
Moderator: Al Saikali, Miami
Konstantinos “Gus” Dimitrelos, Davie
Keith Givens, Maitland
Peter M. Abreu, Miami

1:20 p.m. – 1:40 p.m.

Break

1:40 p.m. – 2:35 p.m.

Mind the Data - Every Firm is a Target: Lawyers’ Ethical
Duties Regarding Cybersecurity
Larry Kunin, Atlanta, Georgia

2:35 p.m. 2:40 p.m.

Break

2:40 p.m. – 3:30 p.m.

Mind the Money - Trust Accounting
Andy Sasso, Clearwater
Paige Greenlee, Tampa
Chris Teevan, Ft. Worth, TX
Zack Zuroweste, Clearwater

3:30 p.m. – 3:50 p.m.

Break

3:50 p.m. – 4:40 p.m.

Mind Your Business ... From Anywhere - Mobilize Your
Office
Jhenerr Hines, Tampa
Renee Thompson, Ocala
Zack Zuroweste, Clearwater

Special Thanks to Conference Exhibitor



Refund Policy

A \$25 service fee applies to all requests for refunds. Requests must be in writing and postmarked no later than two business days following the live course presentation or receipt of product. Registration fees are non-transferrable, unless transferred to a colleague registering at the same price paid. Registrants who do not notify The Florida Bar by 5:00 p.m., January 11, 2019 that they will be unable to attend the seminar will have an additional \$38 retained. Persons attending under the policy of fee waivers will be required to pay per-meal pricing.

CLE Credits

CLER Program (*max credit: 8.0 hours*)

General: 8.0 hours

Ethics: 2.0 hours

Mental Illness: 1.0 hours

Technology: 2.0 hours

Pricing

(In-Person Live Event Only)

Solo & Small Firm Section member - \$275

Non-section member - \$310

Full-time law college faculty/student and
paralegals - \$174

Course book - \$60 plus tax

Fee waiver - \$38*

**Members of The Florida Bar who are Supreme Court, Federal, DCA, circuit judges, county judges, magistrates, judges of compensation claims, full-time administrative law judges, and court appointed hearing officers, or full-time legal aid attorneys for programs directly related to their client practice are eligible upon written request and personal use only, complimentary admission to any live CLE Committee sponsored course. (We reserve the right to verify employment.)*



Register me for Mind Your Business: Best Practices for Solos and Small Firms



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TO REGISTER OR ORDER COURSE BOOKS BY MAIL, SEND THIS FORM TO The Florida Bar, Order Entry Department, 651 E. Jefferson Street, Tallahassee, FL 32399-2300 with a check in the appropriate amount payable to The Florida Bar. If you have questions, call 850/561-5831. ON-SITE REGISTRATION, ADD \$25. On-site registration is by check only.

Name _____ Florida Bar # _____

Address _____ Phone: _____

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*E-mail address is required to receive electronic course material and will only be used for this order. **RDL: Course No. 2871R**

Registration


Regular Registration (on or after December 1, 2018)

- Member of the Solo & Small Firm Section: \$275
- Non-section member: \$310
- Full-time law college faculty, law students and paralegals: \$174

Other Registration Fees:

- Persons attending under the policy of fee waivers \$38
Members of The Florida Bar who are Supreme Court, Federal, DCA, circuit judges, county judges, magistrates, judges of compensation claims, full-time administrative law judges, and court appointed hearing officers, or full-time legal aid attorneys for programs directly related to their client practice are eligible upon written request and personal use only, complimentary admission to any live CLE Committee sponsored course. (We reserve the right to verify employment.)

Method of Payment

- Online registration.
- Check enclosed made payable to The Florida Bar.
-  Please check here if you have a disability that may require special attention or services. To ensure availability of appropriate accommodations, attach a general description of your needs. We will contact you for further coordination.
- Enclosed is my separate check in the amount of \$35 to join the Solo & Small Firm Section. Membership expires June 30, 2019.
- Printed course book - \$60 plus tax.

TO ORDER COURSE BOOKS, fill out the order form above, including a street address for delivery. Please add sales tax. Please include sales tax unless ordering party is tax-exempt or a nonresident of Florida. If tax exempt, include documentation with the order form.



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