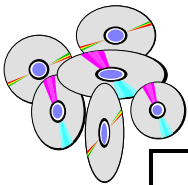




SUFFOLK ACADEMY OF LAW
 OF THE SUFFOLK COUNTY BAR ASSOCIATION

ANY LAWYER CAN . . .

ENTER THE NEW AGE OF LEGAL PRACTICE. Today's easy-to-learn technologies and new management techniques pave the way. A practice that is more efficient, more profitable, and more satisfying is the destination. Don't be left behind. The road to *your* new-age practice can start at Suffolk County's preeminent law office technology and management conference....



LAW TECH '98

Seventh Annual Law Office Management & Technology Conference & Exposition

WEDNESDAY, MAY 13, 1998

THURSDAY, MAY 14, 1998

at the Suffolk Bar Center, 560 Wheeler Road, Hauppauge

EXPOSITION -

More than 30 vendors (Free Admission).

SEMINARS -

Practical presentations for today's practitioner.

COMPUTER TRAINING -

Four intensive hands-on courses.

LUNCHEONS IN THE OUTDOOR TENT -

Prestigious keynote speakers on timely topics.

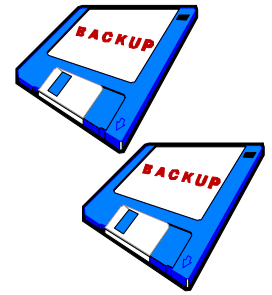
VALUABLE RAFFLES -

Including a new computer system. You must visit the expo to enter.



**INFORMATION, IDEAS, & INSIGHTS
 FOR:**

- ! **Lawyers**
- ! **Judges**
- ! **Law Office Administrators**
- ! **Paraprofessionals**



LawTech '98

ANY LAWYER CAN!

A Law Office Technology & Management Conference-Exposition for
Lawyers & Law Office Personnel

Wednesday, May 13, 1998, & Thursday, May 14, 1998

Two Full Days of Seminars, Computer Training, Exhibits, & Special Events
at the Suffolk County Bar Center - 560 Wheeler Road, Hauppauge, New York
(L.I.E. - Exit 56; one mile north, on the left)

**ACCESS TO
VENDOR
EXPO
IS
FREE!**

ANY LAWYER CAN! -- The theme of this year's Law Tech Conference reflects the fact that both the world of law and the world of technology have entered a new age. Today's law practice requires the speed, agility, accuracy, and flexibility that only technology can provide. And, fortunately for lawyers of the late '90's, the needed technologies have become *truly* user friendly. In short, **any lawyer can** ... and any lawyer *must* ... learn the skills of today to keep up with the demands of tomorrow.

As most lawyers know, the practice of law is becoming ever more "immediate." Law firms are receiving and dispensing messages and documents by fax machine and e-mail at all hours of the day and night. Information, legal and otherwise, is instantaneously available via the Internet. Such excuses as "It's in the mail" or "My secretary will type it tomorrow" belong to a time gone by.

Law, today, is practiced at an accelerated pace. More pressure to produce. Less time to produce it. Perhaps more stress. But, also, better time management and more opportunities for leisure. Technology can help you track your cases and your billable hours. Technology can check for errors in your sources, deadlines, and documents. And technology can allow you to get work done away from the office ... at the courthouse, at home, out of town.

Other lawyers are doing it. ANY lawyer can. YOU can. Learn how to do it ... or do it better ... at LawTech '98!

The Exposition

AOE Ricoh
Arvee Systems
Blumberg Excelsior
Capsoft Development
Citibank, N.A.
Computers Unlimited
Corel, Inc.
Expedite NYC Inc.
First American Title
Future in Communications
Knockout Pest Control, Inc.
Lexis-Nexis
Matthew Bender Publishing
Bell Atlantic NYNEX
Saga, Inc.
Soft Tech Solutions
Suzanne Hand & Associates
United Parcel Service
ICS/Village Net
Virgil Mountain, Inc. - Appellate Press
The West Group
Wilson Management Associates, Inc.
and others TBA
ADMISSION TO THE EXPO IS FREE.
WED.: 10 A.M. - 6 P.M.
THURS.: 8 A.M. - 4 P.M.

THE LAW TECH SEMINARS

Eight seminars will be offered during LawTech '98. You can pick and choose among the offerings or purchase a two or one day pass that also covers the cost of lunch.

(Seminars in Board Room)

WEDNESDAY SEMINARS

- 11 a.m. **PERSPECTIVES ON CUSTOMER SERVICE**
The client as "customer" and the implications for the practice of law as a profession and as a business.
Faculty - Leo P. Davis, Esq. & Justin M. Block, Esq.
- 2 p.m. **LEGAL RESEARCH ON THE WEB**
A quick tour of what's on the Web and how to find it.
Faculty - Arthur E. Shulman, Esq.
- 4 p.m. **E-MAIL: OPPORTUNITIES & OBSTACLES**
Sending and receiving e-mail, attaching files, "sorting" mail, getting rid of junk mail, and more.
Faculty - Scott J. Fine, Esq.
- 6 p.m. **TECHNOLOGY & NEW LEGAL IMPLICATIONS**
Privacy, linking agreements, monitoring of e-mail, liability for employees' e-mail or chat group messages, advertising on the Web, and more.
Faculty - Barry M. Smolowitz, Esq.

THURSDAY SEMINARS

- 9 a.m. **WINDOWS Q & A**
Using a Windows operating system? Want to know how to use it more effectively and efficiently? Bring your problems and questions.
Faculty - Arthur E. Shulman, Esq.
- 11 a.m. **COREL'S WORDPERFECT 8**
WordPerfect remains the staple software program for most law offices. Learn tips and tricks for using the latest version.
Faculty - Corel Rep
- 2 p.m. **THE LAW OFFICE HOME PAGE**
Learn to design and use a homepage to improve and expand your practice.
Faculty - Barry M. Smolowitz, Esq. and Scott J. Fine, Esq.
- 4 p.m. **"YOU TALK, IT TYPES"?**
But does it speak your language?? Learn about two voice technology systems and how to use them: IBM's *Via Voice* and *Dragon Systems*.
Faculty - Arthur E. Shulman, Esq.

A WINNING OPPORTUNITY

At the end of the expo, a Pentium™ MMX 166 computer system will be raffled off courtesy of DataTech, Inc. All visitors to the expo will have an opportunity to enter. Perhaps YOU will be the lucky winner!

PLUS, many other raffles, including vendor prizes and Academy season passes & seminar tickets. Some expo visitors win every year!

HANDS-ON COMPUTER TRAINING

Four **hands-on** computer training sessions will be taught during the course of LawTech '98. Each class will be three-hours in duration and enrollment in each will be limited to 11 people. Instruction will be appropriate for both lawyers and law office support personnel.

Combination discount passes -- selected computer training sessions and seminars, plus lunch -- offer a savings.

(Classes in EBT Room)

Instructor: **Joseph Vallette**, Attorney & Computer Consultant

Wednesday, May 13

9 a.m. WORDPERFECT (WINDOWS) - BASICS

Hands-on instruction geared to the novice, the DOS user, or to anyone who wants a refresher with a few tips and tricks thrown in.

Class ends at noon.

2 p.m. HOT DOCS - BASICS

Basic hands-on instruction on how to use this time-saving document assembly program.

Class ends at 5 p.m.

Thursday, May 14

9 a.m. ADVANCED WORDPERFECT (WINDOWS)

Learn to use templates and merges to save time and energy.

Class ends at noon.

2 p.m. ADVANCED HOT DOCS

Bigger and better ways to "assemble" documents using Hot Docs.

Class ends at 5 p.m.

LUNCH AT LAW TECH '98

A specially-erected tent, beyond the SCBA great hall, will be the site of each day's luncheon. Delicious fare will be coupled with presentations on timely topics by prestigious speakers.

WEDNESDAY LUNCHEON: BARBECUE & BUFFET

Luncheon will be served from noon until 2 p.m.

Luncheon Presentation - 12:30 p.m.

! **CYBER-CRIME** - **Hon. James M. Catterson, Jr.**
Suffolk County District Attorney James Catterson on the new kinds of criminal activity encountered on the Internet and the status of prosecution.

THURSDAY LUNCHEON: BUFFET

Luncheon will be served from noon until 2 p.m.

Luncheon Presentations - 12:30 p.m.

! **DOWNSTATE UPDATE ON TECHNOLOGY IN THE COURT** - **Noel Adler**, Director of Information Technology for the NYS Office of Court Administration.
An update on technological and other changes in the court system.

! **ELECTRONIC COMMERCE** - **Joseph Salvo, Esq.** of Arista Records
How "free" and/or pirated information on the Internet has affected industry and the laws governing commercial transactions.

BY POPULAR DEMAND:

BIRTH OF A LAW PRACTICE

This acclaimed seminar from Law Tech Conferences held in the past will be presented, once again, in response to numerous requests. The program will instruct **NEW LAWYERS** and **LAWYERS ENTERING PRIVATE PRACTICE** on the practical aspects of "flying solo" (or with a partner or two). Everything from malpractice protection through how to stock your library and acquire appropriate equipment and office furnishings will be covered by two experienced practitioners who have been there: **ALAN TODD COSTELL & JUSTIN M. BLOCK.**

WEDNESDAY, MAY 13 -- 2:45 - 4:45 P.M. -- IN THE TENT

Event Schedule

Wednesday, May 13

- 9 a.m. Computer Training: **WordPerfect Basics**
- 10 a.m. Vendor Exposition opens. Continental Breakfast (Free)
- 11 a.m. Seminar: **Customer Service**
- Noon Barbecue & Buffet in the Tent
Presentation: **Cyber-Crime**
- 2 p.m. Seminar: **Legal Research on the Web**
- 2 p.m. Computer Training: **Basic Hot Docs**
- 2:45 Tent Program: **Birth of Law Practice**
- 3 p.m. Raffle Drawings - Vendor Exposition
- 4 p.m. Seminar: **Using E-Mail**
- 5 p.m. **Wine & Cheese Reception** (Free)
- 6 p.m. Seminar: **Technology & the Law**

Thursday, May 14

- 8 a.m. Vendor Exposition opens. Continental Breakfast (Free)
- 9 a.m. Computer Training: **Advanced WordPerfect**
- 9 a.m. Seminar: **Windows**
- 10 a.m. Raffle Drawings - Vendor Exposition
- 11 a.m. Seminar: **Corel's WordPerfect 8**
- Noon Buffet Luncheon in the Tent
Presentations: **OCA Update; Electronic Commerce**
- 2 p.m. Seminar: **Law Office Homepage**
- 2 p.m. Computer Training: **Advanced Hot Docs**
- 3 p.m. Raffle Drawings - Vendor Exposition
- 4 p.m. Seminar: **Voice Technology Systems**

LawTech '98 Planning Committee

Chair

Barry M. Smolowitz

Co-Chair

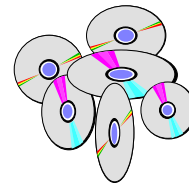
Alan Todd Costell

Committee

**Erin M. Benesch; Justin M. Block;
Leo P. Davis; Scott J. Fine;
M. Raye Miller; Arthur E. Shulman;
Joseph L. Vallette; Howard
Wunderlich; Marjorie E. Zuckerman**

Academy Executive Director

Dorothy Paine Ceparano



ANY LAWYER CAN! -
Sample the array of possibilities at Law Tech '98: seminars; computer training; keynote lectures; FREE expo. ALL in a congenial

atmosphere: lunch in the tent; wine & cheese (free) in the rotunda; free continental breakfast at the expo; and raffles galore. DON'T MISS IT!

LAW TECH '98 ADVANCE REGISTRATION

The Exposition is FREE at all times. Also free are continental breakfast each day and Wednesday's wine-and-cheese reception. Seminars, computer training, and luncheons involve fees. **PRE-REGISTRATION** affords a **SAVINGS**. At door prices are \$5 more for each event. **DO NOT OVERLOOK THE OPPORTUNITY TO SAVE VIA ONE OF LAW TECH'S PASSES OR COMBINATION DISCOUNT TICKETS.**



ALL PRE-REGISTRANTS WILL RECEIVE A COMPREHENSIVE COURSE BOOK IN BOTH A PAPER FORMAT & ON CD ROM.
Course notes and outlines from all of the seminars will be included, plus a few extras, including a compilation of articles written for *The Suffolk Lawyer* by the SCBA's Volunteer Technology Director Barry M. Smolowitz.

To pre-register, mail the form below, with your payment, to: **SUFFOLK ACADEMY OF LAW**, 560 Wheeler Road, Hauppauge, NY 11788

Charged registrations will also be accepted by: **PHONE: 516-234-5588 FAX: 516-234-5899 E-MAIL: cle@sal.edu**

SUFFOLK ACADEMY OF LAW: LAW TECH '98 REGISTRATION FORM

NAME: _____

ADDRESS: _____

PHONE: _____

_____ **TWO-DAY CONFERENCE PASS - \$95** (covers 8 seminars; two luncheons; all course materials)

_____ **ONE-DAY CONFERENCE PASS - \$75** (covers 4 seminars; one luncheon; all course materials)

Please specify: _____ **WEDNESDAY** _____ **THURSDAY**

INDIVIDUAL SEMINARS - \$20 EACH (if selected as single entities)

Wednesday:

_____ **CUSTOMER SERVICE**

_____ **RESEARCH ON WEB**

_____ **E-MAIL**

_____ **TECHNOLOGY & LAW**

Thursday:

_____ **WINDOWS**

_____ **COREL WORDPERFECT 8**

_____ **LAW OFFICE HOME PAGE**

_____ **VOICE TECHNOLOGY**

_____ **BIRTH OF A LAW PRACTICE (Tent Seminar) - \$10**

(or FREE with one or two day Law Tech Pass; One-Year MCLE (Bridge the Gap) Pass; Two-Year Practicum Pass; Academy Season Pass or Twelve-Session Pass)

LUNCHEONS:

_____ **WEDNESDAY BARBEQUE & BUFFET - \$15** (Presentation: Suffolk D.A. James Catterson [Cyber-Crime])

_____ **THURSDAY BUFFET - \$15** (Presentations: Noel Adler [Technology in Courts] and Joseph Salvo [Electronic Commerce])

COMPUTER HANDS-ON TRAINING - \$75 EACH SESSION (if selected as single entities)

_____ **BASIC WORDPERFECT**

_____ **BASIC HOTDOCS**

_____ **ADVANCED WORDPERFECT**

_____ **ADVANCED HOT DOCS**

_____ **TWO DAY COMPUTER TRAINING DISCOUNT TICKET** (4 training sessions + 2 lunch tickets) - \$250

_____ **ONE DAY COMPUTER TRAINING DISCOUNT TICKET** (2 training sessions + lunch) - \$125

Specify: Wednesday Thursday

_____ **ONE DAY COMBINATION TICKET** (1 training session + 2 seminars + lunch) - \$95

Specify: Wednesday Thursday

_____ **TWO DAY COMBINATION TICKET** (2 training sessions + 4 seminars + 2 lunches) = \$195

_____ **FREE WINE & CHEESE RECEPTION** (Wednesday: 4:45 - 6 p.m.)

(If you know in advance that you will attend, please check here to help supply a count for our caterer (Fireside Catering).)

METHOD OF PAYMENT:

_____ **CHECK (PAYABLE TO SUFFOLK ACADEMY OF LAW)**

_____ **CASH**

AMOUNT ENCLOSED \$ _____

_____ **CHARGE:**

American Express MasterCharge Visa Discover

Credit Card # _____

Exp. Date _____

Signature: _____



SUFFOLK ACADEMY OF LAW

560 Wheeler Road

Hauppauge, LI, NY 11788

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East Islip, NY

**DATED EDUCATIONAL MATERIAL.
PLEASE DO NOT DELAY.**