

**Law Practice Management & Legal Administrators Section**  
**Annual Meeting and Educational Program**  
**September 16, 2009, 12:00 noon - 4:30 p.m., Hyatt Regency Dearborn**

There will be a drawing for 3 ICLE partnerships during this program. You must be present to win. While there is no charge to attend the meeting or program, advance registration is requested for proper facilities planning. Register at <http://www.michbar.org/news/releases/archives09/AM/registration.html>

**Business Meeting:** 12:00 to 12:30 p.m.

**Educational Program: Tips for Success and Survival During Tough Economic Times**

- 12:35 – 1:10 pm      **Strategies for Law Firm Survival During a Recession/Depression**  
The executive director of a very large law firm will share his knowledge for methods for law firms to cope with the economic downturn, and will share skills and strategies to insure survival, achievement of ongoing success. Presented by John J. Peterburs, Executive Director, Quarles & Brady, LLP, Milwaukee, WI
- 1:15 – 1:40          **Successful E-Filing – A Required Tool That Saves Time and Money**  
In order to successfully use e-filing, attorneys are required to have certain types of equipment, e-mail addresses, software, and training. This presentation will provide an overview of e-filings and show how this system can make litigators more efficient. Presented by Barry L. Brickner, Law Office of Barry L. Brickner, 32270 Telegraph Rd, Ste. 285, Bingham Farms, MI 48025, (248) 258-4903.
- 1:45 -2:10          **A “Road Map” for Positive Billings to Achieve Greater Collections**  
One may view the billing process in either a positive or negative fashion. The process kept “positive” will result in the client paying your bill, returning in the future, and referring other potential clients to you. Presented by Wesley P. Hackett, Jr. Law Office of Wesley P. Hackett, Jr. 37 Parsonage St., Saranac, MI 48881, (616) 642-6074.
- 2:15 - 2:25          BREAK
- 2:30 – 2:55          **Dealing With Employee Issues During Tough Economic Times**  
This presentation will include a discussion of downsizing and consolidating positions. It will also focus on cost effective strategies for compensating employees and boosting employee morale. Presented by Rebecca Simkins, Member, Barris, Sott, Denn & Driker, PLLC, [rsimkins@bsdd.com](mailto:rsimkins@bsdd.com), (313) 596-9319, 211 W. Fort St., 15<sup>th</sup> Floor, Detroit, MI 48226.
- 3:00 – 3:25          **Five Cost Effective Power Tools for Your Personal Marketing Plan**  
Lawyers will acquire five simple and effective low-cost tools they can start using immediately to get better results from their individual marketing efforts. Presented by Elizabeth Jolliffe, 734-663-7905, [Elizabeth@yourbenchmarkcoach.com](mailto:Elizabeth@yourbenchmarkcoach.com), 543 5<sup>th</sup> St. Ann Arbor 48103.
- 3:25 – 4:00          Breakout sessions with individual speakers to discuss topics presented.
- 4:00-5:00          Networking session