



New Haven County Bar Association - Continuing Legal Education  
Law Practice Management Series

# TEMPLATES & DOCUMENT AUTOMATION

**Tuesday, March 20, 2007**

Superior Court, 235 Church St., New Haven  
9<sup>th</sup> Floor Jury Room

Seminar 4:00-6:00 p.m.

<p><b>Learn How To:</b></p> <ul style="list-style-type: none"> <li>✓ <b>Be more productive</b></li> <li>✓ <b>Use less of your time to bill more</b></li> <li>✓ <b>Avoid costly document production mistakes</b></li> </ul> <p style="text-align: center;"><i>Featuring</i></p> <p style="text-align: center;"><b>Sabine O'Neill</b></p> <p style="text-align: center;">Trainer, Vested Technologies</p>	<p style="text-align: center;"><i>Highlights</i></p> <p>This seminar will review why you should use templates in your practice and what options are out there for creating templates. Whether a large or small firm, doing litigation, corporate, real estate or estate planning, <u>any</u> type of firm that is paper-centric is a candidate for using templates or using a document automation program. Attendees will learn about:</p> <ul style="list-style-type: none"> <li>• Using the tools that are already in your possession to create simple templates.</li> <li>• Some of the pitfalls associated with reusing old documents that are produced using the old reliable "cut and paste" feature in your word processor program.</li> <li>• How using templates can make a difference to your bottom line and staff productivity.</li> <li>• How documents are automated, using some of the more popular practice management software applications available such as Amicus Attorney, Time Matters and PC Law</li> <li>• See a live demo of several of these software packages, including HotDocs.</li> </ul>
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**COST: \$45 Members, \$75 non-members**

\$15 NHCBA law student members, \$25 non-member law students

Reservations are recommended. Materials will be provided at the door. This seminar qualifies for two (2) hours of CLE law office management credit. Please call the office if you need special assistance or a certificate of attendance. Cancellation refunds provided with 24 hour advance notice.

**The NHCBA has been certified by the New York State CLE Board as an Accredited Provider of continuing legal education in the State of New York.**

Pre-registration by March 19, 2007 is requested. Call 203-562-9652 with questions.

Please reserve \_\_\_\_\_ place(s) for the Office Templates CLE seminar on March 20, 2007.

Enclosed is \$ \_\_\_\_\_. (\$45 for NHCBA members, \$75 for non-NHCBA members)

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Firm: \_\_\_\_\_ Telephone: \_\_\_\_\_

Make check payable and return by March 19, 2007 to:

New Haven County Bar Association, P.O. Box 1441, New Haven, CT 06506-1441 Attn: CLE Seminar