



## **NOTICE OF CLE PROGRAM**

### **“Tech Tools for Small Firms”**

This program will focus on increasing your effectiveness and efficiency while complying with the ethics requirement to safeguard your clients’ information.

Leverage technology and tweak your office hardware, software, and cloud-based products to help level the playing field when litigating against larger, better-resourced law firms.

Implement inexpensive technology to manage and master “big data” cases while understanding how artificial intelligence will shape our future.

Develop checklists to improve your practice and increase client satisfaction.

**This course offers 3 hours of CLE credit, including two credits for Law Practice Management and one credit for Ethics and Professionalism.**

**We are offering the program live in Syracuse at:**

**James M. Hanley Federal Building  
Jury Assembly Room, 7<sup>th</sup> Floor  
100 S. Clinton Street, Syracuse, NY**

**Monday, February 10, 2020  
12:00 p.m. – 3:00 p.m. (Registration at 11:30 a.m.)**

**A light lunch will be served**

**R.S.V.P. for CLE by Monday, February 3, 2020**

#### **Presenter**

**William J. Porta, Esq.  
The Law Office of William J. Porta**

The Northern District of New York Federal Court Bar Association has been certified by the New York State Continuing Legal Education Board as an Accredited Provider of continuing legal education in the State of New York.

*“Tech Tools for Small Firms”* has been approved for both newly admitted and experienced attorneys, and is in accordance with the requirements of the New York State Continuing Legal Education Board for 2.0 credits toward the **Law Practice Management** requirement and 1.0 credits towards **Ethics and Professionalism**.

This is a single program. No partial credit will be awarded.

This program is complimentary to all Northern District of New York Federal Court Bar Association Members and all current students at the Syracuse University College of Law.

**\* PLEASE REMEMBER TO STOP AT THE REGISTRATION DESK TO SIGN OUT AND TURN IN YOUR EVALUATION FORM.**