



THE LEGAL AID SOCIETY'S ANNUAL CLE PRO BONO TRAINING PROGRAM 2017-2018

The Legal Aid Society is proud to present its annual training series for attorneys interested in participating in The Society's Pro Bono Program.

This year's trainings will focus on Community Economic Development. We have outstanding faculty from The Legal Aid Society and the private bar who are experts in their fields of practice scheduled for each training.

Participating Attorneys may attend every session of interest. Training is without charge, but space is limited and priority is given to law firms whose generosity makes this program possible and who partner with The Legal Aid Society to provide pro bono legal services to low-income New Yorkers. These seminars also are open to *Attorney Emeritus* lawyers who are transitioning from a full-time legal practice or have retired and wish to contribute their time and expertise on behalf of low-income New Yorkers. Attorneys who attend one or more of the sessions are expected to undertake the pro bono representation of one or more Legal Aid Society clients over the course of the next year. Additional information about The Legal Aid Society and its Pro Bono Practice can be found on our website, www.legal-aid.org.

Please complete the Registration Form included in this brochure and return by email to Rosemary Hare-Bey, Pro Bono Coordinator, at rharebey@legal-aid.org. Unless specifically noted, each training session listed below provides two hours of Mandatory Continuing Legal Education Credit ("CLE"), including *Bridge the Gap*. All participants will be enrolled as members of Pro Bono Net's [NYC Pro Bono Center](http://www.probononet.org) unless we are informed otherwise.

Pre-enrollment is required for all trainings. Your participation in each training will be confirmed by Rosemary Hare-Bey upon receipt of the registration form. For each session registration will be between 6:00 - 6:30 p.m., unless otherwise noted. The program will immediately follow, concluding at 8:30 p.m.

Space is limited at each session, so please RSVP as early as possible to ensure participation.



2017-2018 Calendar of Events

OCTOBER

TUESDAY, OCTOBER 17, 2017 ·

NOT-FOR-PROFIT INCORPORATION

NOVEMBER

TUESDAY, NOVEMBER 14, 2017 ·

COUNSELING THE SMALL NONPROFIT ORGANIZATION

THURSDAY, NOVEMBER 30, 2017 ·

ADVISING MICRO-ENTREPRENEURS

DECEMBER

TUESDAY, DECEMBER 5, 2017 ·

NEGOTIATING A COMMERCIAL LEASE

WEDNESDAY, DECEMBER 13, 2017 ·

INTELLECTUAL PROPERTY FOR THE MICRO-ENTREPRENEUR

JANUARY

TUESDAY, JANUARY 9, 2018 ·

EMPLOYMENT LAW FOR NONPROFITS AND SMALL BUSINESSES

Not-for-Profit Incorporation • Tuesday, October 17, 2017

Hosted by **Debevoise & Plimpton LLP**, 919 Third Avenue, New York, NY 10022

Acquire expertise in incorporating not-for-profit entities and securing their federal tax-exempt status. The faculty will cover basic due diligence by attorneys to access the needs of an organization prior to drafting any documents, preparation of the not-for-profit charter and governance documents, and application to the IRS for tax exempt recognition.

Faculty Chairs: **Verity Van Tassel Richards**, Esq., **Michael Bolotin**, Esq., Debevoise & Plimpton LLP; **Rhea Gordon**, Esq., American Museum of Natural History; **David Stein**, Esq., Withers Bergman LLP; **Susan Chase**, Esq., Civil Practice

CLE Credit: 2 credits total: .5 hour of professional practice/practice management, .5 hour skills, 1 hour ethics.

This program provides transitional credit for newly admitted attorneys.

Counseling the Small Nonprofit Organization

Tuesday, November 14, 2017

Hosted by **Arnold & Porter Kaye Scholer LLP**

250 West 55th Street, New York, NY 10019

Counsel for an existing nonprofit organization must be aware of the wide variety of legal and business compliance obligations confronted by its clients. This program will cover the essentials of counseling the small to medium-sized nonprofit organization, including: good governance best practices; fiduciary duties of the board of directors; annual reporting to the IRS and the Charities Bureau. This seminar is well-suited to anyone who has completed the Not-for-Profit Incorporation CLE or who has equivalent experience.

Faculty Chairs: **Alison King**, Esq., **Meredith Stead**, Esq., Kaye Scholer LLP, **Susan Chase**, Esq., Civil Practice

CLE Credit: 2 credits total, 1.5 hours of professional practice/practice management and .5 hour skills. This program provides transitional credit for newly admitted attorneys.

Advising Micro-Entrepreneurs • Thursday, November 30, 2017

Hosted by **Goodwin**, 620 Eighth Avenue, New York, NY 10018

This seminar will focus on issues pertinent to representing low-income small businesses and provide an overview of legal considerations for counsel assisting micro-entrepreneurs. Attain an overview of the available business structures for the formation of a micro business, including the advantages and disadvantages of using a corporation, partnership, limited liability company and sole proprietorship. The session will highlight the legal issues surrounding business structures as well as shareholder, employment, and other similar agreements involved in the formation and operation of a micro business and will provide practical guidance for managing the Micro-entrepreneur client relationship.

Faculty Chairs: **TBD**, Goodwin LLP; **Rolando Gonzalez**, Esq., Civil Practice

CLE Credit: 2 credits total: 1 hour of professional practice/practice management, .5 hours of skills and .5 hours of ethics. This program provides transitional credit for newly admitted attorneys.

Negotiating a Commercial Lease Tuesday, December 5, 2017

Hosted by **Winston & Strawn LLP**, 200 Park Avenue, New York, NY 10166

Acquire knowledge to negotiate and draft commercial leases. This seminar will focus on basic terms and conditions of a model commercial lease. The seminar will also focus on the differences, issues and challenges that arise when negotiating a commercial lease for low-income small businesses. Strategies and best practices for representing small businesses and negotiating modest commercial spaces will be discussed.

Faculty Chairs: **William Lang**, Esq., **Brian Smetana**, Esq., Winston & Strawn LLP; **Rolando Gonzalez**, Esq., Civil Practice

CLE Credit: 2 credits total: 1 hour of professional practice/practice management and 1 hour skills.
This program provides transitional credit for newly admitted attorneys.

Intellectual Property for the Micro-Entrepreneur Wednesday, December 13, 2017

Hosted by **Crowell & Moring**, 590 Madison Ave, New York, NY 10022

Learn basic principles of copyright, trademark, trade secret, and patent law, with emphasis on how micro-entrepreneurs should be advised as they develop their business ideas and confront the need to protect their own intellectual property assets and avoid infringing the intellectual property rights of others. The session will include discussion of the advantages of timely registration, practicalities of various search options, strategies for obtaining federal registration, and issues raised when the micro-entrepreneur's business includes an online presence.

Faculty Chairs: **James Stronski**, Esq.; **Anne Li**, Esq.; **Preetha Chakrabarti**, Esq; Crowell & Moring LLP

CLE Credit: 2 credits total: 1 hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.

Employment Law for Nonprofits & Small Businesses Tuesday, January 9, 2018

Hosted by **Patterson Belknap Webb & Tyler LLP**, 1133 Avenue of the Americas, New York, NY 10036

This seminar provides an overview of best practices in employment law for counsel representing nonprofit organizations and low-income small businesses. These nonprofits and small businesses must adopt employment policies that are fair, understood by all employees, and that minimize disputes and litigation. Topics covered will include: hiring and termination; employee evaluation and discipline; the proper classification of employees and independent contractors; wage and hour laws; and exempt versus nonexempt employees. Special issues involving nonprofit organizations will also be examined, including the proper use of volunteers and the payment of stipends.

Faculty Chairs: **Rachel Sherman** Esq., **Doug Tang** Esq., Patterson Belknap Webb & Tyler LLP

CLE Credit: 2 credits total: 1.5 hours of professional practice/practice management and .5 hour skills.
This program provides transitional credit for newly admitted attorneys.

Registration Form

Name:

Law Firm/Affiliation:

Address:

Email:

Phone:

Not-for-Profit Incorporation
Tuesday, October 17, 2017

Counseling the Small Nonprofit Organization
Tuesday, November 14, 2017

Advising Micro-Entrepreneurs
Thursday, November 30, 2017

Negotiating a Commercial Lease
Tuesday, December 5, 2017

Intellectual Property for the Micro-Entrepreneur
Wednesday, December 13, 2017

Employment Law for Nonprofits and Small Businesses
Tuesday, January 9, 2018

The Legal Aid Society has been certified by the New York State Continuing Legal Education Board as an Accredited Provider of continuing legal education and of pro bono CLE in the State of New York.

Please complete and email to Rosemary Hare-Bey, Pro Bono Coordinator, at RHarebey@legal-aid.org.



Louis S. Sartori

Director, Pro Bono Practice
LSSartori@legal-aid.org

Karen Fisher Gutheil

Supervising Attorney, Pro Bono Practice
KFGutheil@legal-aid.org

Rosemary Hare-Bey

Pro Bono Coordinator
RHarebey@legal-aid.org

Andrew Childers

Pro Bono Administrator
achilders@legal-aid.org