

Solo & Small-Firm Practitioner Forum

Darden School of Business
University of Virginia
100 Darden Boulevard
Charlottesville, Virginia 22906
Tuesday, May 10, 2011

- 8:15 a.m. **Registration**
- 8:45 a.m. **Welcome & Greetings**
Nancy M. Reed, Chair
CLBA Executive Committee
- George W. Shanks, President-elect*
Virginia State Bar
- 9:00 a.m. **Intermediate Microsoft Word: Word and Legal Drafting Don't Mix . . .and Other
Urban Legends about Microsoft Word**
Barron Henley, Esq., Partner and President
Henley March & Unger Consulting, Inc.
- 11:00 a.m. **Advanced Microsoft Word: Don't Get Mad—Get Even; Advanced Techniques for
Making Word a Legal Word Processor**
Barron Henley
- 1:00 p.m. **Lunch**
- 2:00 p.m. **Law Office Paper Reduction and Document Management Strategies That Work**
Barron Henley
- 3:30 p.m. **Trust Accounting for the Solo or Small Firm**
Barbara B. Saunders, Assistant Ethics Counsel
Virginia State Bar

Please direct any questions to:
Paulette J. Davidson
Virginia State Bar
707 E. Main Street, Suite 1500
Richmond, VA 23219-2800
Phone: 804-775-0521
E-mail: clba@vsb.org



If you need accommodations, rooms are available at Sponsors Executive Residence Center, 434-243-5000. You will need to provide the following information in order to receive the group rate: 5/9-5/10/11 Virginia State Bar.

REGISTRATION

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NO CHARGE TO PARTICIPANTS • Please return your registration as soon as possible as space is limited • Lunch will be provided

Name _____ VSB ID # _____

Address _____

City and State _____ Zip _____

Telephone _____ Fax _____ E-Mail (for confirmation) _____

Please return this registration form to:

Paulette Davidson, Virginia State Bar, 707 East Main Street, Suite 1500, Richmond, Virginia 23219-2800, via fax at (804) 775-0501
or via e-mail at clba@vsb.org.