



Getting the Most Out of the MSBA

WWW.MSBA.ORG

Listed are some of the information and services on the website.

Member Directory: All MSBA members are listed on the website unless requested to not be listed. It is possible to search on a variety of ways to find a lawyer. The directory is available to the general public. Members of the public can search on last name, law firm, county, practice area, section membership and state. For example, a member of the public could find a family law lawyer from Baltimore County who is licensed in both Maryland and Pennsylvania.

Change of Address/Membership Data: It is possible to change your membership data securely on-line.

Departments: A list of all staff and responsibilities is listed on the site. This will help you get the right person in the beginning.

Sections/Committees: There is a [list](#) of all Section Council and committee members. In addition, all sections have websites with information, specific to its practice area. Section Newsletters are available on-line for its members only. There is a description of all committees and the work they do.

In addition, you can join all section listservs at this [site](#). All sections have listservs where you can post questions and get answers. Also at this site is a link to check the archives of your lists as well as Listserv rules.

ID Badges: Applications for Court House ID badges are available online. They can be printed and mailed to the MSBA for your ID Badge.

Calendar: A listing of all MSBA, MICPEL and many local bar programs/meetings are listed on the calendar. There are also directions to all MSBA approved restaurants on the calendar page.

Member Benefits:

There are many items listed on the [member benefits page](#). All of the MSBA Exclusive Benefits are listed here. Since many of the benefits are for MSBA members only, you will need to log in to get the passcodes to benefit from some of these vendors. You can also get information on all the vendor benefits that the MSBA offers and contact information.

Ethics Hotline: This is where you can find the monthly list of members on the Ethics Hotline. You can also log in to get [Ethics Opinions](#) which are searchable. There is also a link to the Maryland Rules of Professional Responsibility.

[The Law Office Management Department](#) is also listed under Member Benefits.

LOMA provides online information on office management, technology and other practice resources. We have many [Information Packets](#) available online for MSBA members on File Retention Policies, Accepting Credit Cards, Closing Practice, Starting A Practice and many more. We are adding new packets on a regular basis. The information is taken from many legal resources all over the country. Also included are specific MSBA Ethics Opinions for the particular topic. Non-members can see the Table of Contents, but information is only available to MSBA members.

We have become the telephone help desk for law practice management and technology for solo and small firm practitioners throughout the state. If you have any questions and do not know where to start, call our office. We may not be able to answer all your questions, but we can find someone who can. You can reach Pat Yevics by [email](#) or 410-685-7878 or 800-492-1964, ext 3039.

There is also an [Economic Resource Guide](#) for members who may need specific information regarding issues related to the tough economic times. Even if you are not experience tough times, there is a lot of excellent information available.

There are also short, 4-5 minute [Office Management videos](#) with short tips on managing your practice. More are being added.

Every month in the MSBA *Bar Bulletin*, there is a SOLO AND SMALL FIRM PRACTITIONER COLUMN on topics of interest to solo/small firm practitioners. The column is practical and offers tips and suggestions on managing small law office. Each of the articles offers free additional information on a variety of topics. Past column articles are available on line under [LOMA Articles](#).

There is also a regularly updated list of websites that will assist practitioners manage their practices under [Resources](#).

The monthly column from the Bar Bulletin, [Tech Talk](#) is also available. This gives up to the minute tech tips for all aspects of law and life.

Finally, you can follow LOMA on Twitter at <http://twitter.com/MSBALOMA> to get daily updates on what is happening in the legal world regarding management and technology.

LOMA EDUCATION PROGRAMS

LOMA presents the [Solo and Small Firm Conference](#) each November This is an all day program with as many as 30 different sessions. The topics are about technology, profitability, employees, marketing, client development, stress and time management and other issues for solo and small firm practitioners. In addition, MICPEL sponsors a track with legal topics. Also in attendance are many vendors with services and products specifically for solo and small firm practitioners.

You can also get updates on the Solo Conference on <http://twitter.com/MSBASoloConf>

In conjunction with the Solo and Small Firm Practice Section, there are two "HOW TO START A SOLO PRACTICE" programs each year to assist new practitioners in setting up a law practice. The programs are always held on a Saturday in July and February and are usually held in Laurel. The topics covered are marketing, business aspects of starting a practice, how to avoid malpractice, attorney/client relationships, etc. All of the presenters are experienced members of the bar who gave practical advice for new practitioners

Each year the Solo and Small Firm Section sponsors Solo Day @ the MSBA Annual Meeting. This is specifically to give solo and small firm practitioners the opportunity to come to the MSBA Annual meeting for one day of educational programs specifically for solo and small firm practitioners. It is on a Friday and there is a one day registration fee.

MSBA Lawyer Assistance Program

The MSBA through the LAP Committee is committed to providing confidential assistance to the legal community by offering help with alcohol/substance abuse, mental health issues and continued support in recovery to insure long term success.

Together with the Maryland State Bar Association, the Lawyers Assistance Committee and staff are committed in developing and maintaining effective problem solving for the individual and to create a workplace atmosphere that encourages professional growth and excellence.

Publications:

There are many print and electronic publications which MSBA Members receive.

[The Maryland Bar Journal](#) The Table of Contents for all *Bar Journals*, the MSBA Award winning magazine are listed online. The Journal keeps members abreast of legal trends, informed about updates and changes in the law and educated with respect to substantive areas of the law.

The monthly newspaper, [The Bar Bulletin](#) is available on line each month. It is the monthly tabloid newsletter, which is published on the 15th of each month. This publication features timely news on legal trends and issues, legislative and judicial updates, and MSBA positions on key legal issues. It also carries news on MSBA activities, events and programs, public service and pro bono projects, as well as its individual members. Section and Committee activities are also highlighted as well as a calendar of events.

The complete [Annual Report](#) is on-line and offers a brief overview of MSBA's year, highlighting its many activities, events and accomplishments.

A list of all [legal brochures](#) and the text of all 24 brochures are available on line. There is also information on ordering the brochures.

In addition, many other publications such as the Gender Equality Report and the Code of Civility are available.

Legal Vendor E-Mall: This is the place to go to find vendors that provide services and products specific to the legal community in Maryland. This should be the first place you look to find what your firm needs.

Legal Links: This list of links is specific for members of the legal profession. In addition to the usual government and court sites, we have links and information about all local and specialty bar associations in Maryland. We also have links to many of the agencies listed in the White Pages of the Maryland Lawyer's Manual. This should be a bookmark on your computer.

For Members Only:

Electronic Bar Briefs (EBB) This is a service that will e-mail you daily a synopsis of Court of Appeal and Court of Special Appeal opinions. It is free and for members only. You can choose from a list of 15 practice areas. This a joint project between the MSBA and the Daily Record.

Ethics Opinions - A searchable list of all MSBA Ethic Opinions are on-line and can be printed

Mentoring Program - This is a list of 250 members of the MSBA who have volunteered to answer questions on a variety of topics. They are listed by county and have practice area information. <http://www.msba.org/members/default.asp>

FASTCASE - This is a legal research site that is free to all MSBA members.

This is just a snapshot of all the services we provide through LOMA and the website. There is so much more. If you need information go to www.msba.org or call Pat Yevics at 800-492-1964, ext 3039 or pyevics@msba.org. If I do not have the answer, I help you find it.