American Bar Association
Law Practice Division
321 N. Clark Street, MS 18.2
Chicago, IL  60654
lp@americanbar.org
www.lawpractice.org
Fax: (312) 988-5820

LP STAFF

Pamela McDevitt
Director, LP
Phone: (312) 988-5661
pamela.mcdevitt@americanbar.org
Liaison, Strategy and Planning
Liaison, Nominating Committee
Liaison, Ethics & Prof. Responsibility
Liaison, Sponsorship Committee
Liaison, ABA TECHSHOW Board
Liaison, Law Practice Magazine Board
Liaison, Diversity & Inclusion Committee

Cindy Galvan
Associate Director, LP
Phone: (312) 988-5615
cindy.galvan@americanbar.org
Liaison, Sponsorship Committee
Liaison, ABA TECHSHOW Board
Liaison, Education Board
Liaison, ABA Women Rainmakers
Liaison, Finance Committee

Eunice Hubbard
Business Manager
Phone: (312) 988-5620
eunice.hubbard@americanbar.org
Liaison, Finance Committee

Marisol Massini
Meetings Assistant
Phone: (312) 988-5644
marisol.massini@americanbar.org
Liaison, ABA Women Rainmakers

Marty Raulli
Publishing, Technology, Membership Specialist
Phone: (312) 988-6091
marty.raulli@americanbar.org
Liaison, Law Practice Magazine
Liaison, Law Practice Today Webzine

Austin Groothuis
Marketing Specialist
Phone: (312) 988-5654
austin.groothuis@americanbar.org
Liaison, Member Development Committee
Liaison, ABA Women Rainmakers

Cate Humpage
Marketing Assistant
Phone: (312) 988-6207
cate.humpage@americanbar.org
Liaison, Content Community Committee
Liaison, Diversity & Inclusion Committee

LTRC (Legal Technology Resource Center)
Joshua Poje
Director, LTRC, Associate Director, LP
Phone: (312) 988-5930
joshua.poje@americanbar.org
Liaison, LTRC Board
Liaison, State & Local Bar Outreach Committee
Liaison, eLawyering Task Force

Gwynne Monahan
Educational Program Specialist
Phone: (312) 988-5139
gwynne.monahan@americanbar.org

Rose Frommelt
Marketing Assistant
Phone: (312) 988-5686
rose.frommelt@americanbar.org
Liaison, eLawyering Task Force
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THE AMERICAN BAR ASSOCIATION
LAW PRACTICE DIVISION 2014-2015 LEADERSHIP DIRECTORY
IS DEDICATED IN MEMORY OF OUR PAST CHAIR:

Austin Gothard Anderson, Sr.
(1931-2014)
MESSAGE FROM THE CHAIR

The ABA Law Practice Division 2014-2015 Leadership Directory provides essential information regarding the various entities and contact information for the leaders of the Division, along with other valuable information. An electronic version of the Directory may be found on the Division’s leadership portal at www.lawpractice.org.

Every effort has been made to include the most current information; however, the Directory is not inclusive and some information may be out of date at the time of printing. In order to maintain the usefulness of the Directory, it is important to notify the ABA promptly of any corrections or changes.

You may make corrections online though MyABA found at www.americanbar.org or by calling the ABA Service Center directly at (800) 285-2221. Alternatively, you can contact the ABA at service@americanbar.org. The assistance of all those listed in the Directory is much appreciated.

Thank you again for your commitment to the Law Practice Division. I look forward to our working together.

Sincerely yours,

Robert Arthur Young
Chair
ABA Law Practice Division
AMERICAN BAR ASSOCIATION
LAW PRACTICE DIVISION
2014-2015

OFFICERS AND COUNCIL MEMBERS

Chair
Robert A. Young

Chair-Elect
Tom Bolt

Vice Chair
John E. Mitchell

Secretary
L. Leona Frank

Immediate Past Chair
Michael P. Downey

Section Delegates to the House of Delegates
Thomas C. Grella
Mark A. Robertson

Council Members

Jennifer Ator (FL) 2015 Chad E. Burton (OH) 2016
Heidi A. Barcus (TN) 2015 Rodney Scott Dowell (MA) 2016
Micah Buchdahl (NJ) 2015 Amy L. Drushal (FL) 2016
K. William Gibson (OR) 2015 Jennifer Ellis (PA) 2016
Andrea S. Hartley (FL) 2015 Nicholas Gaffney (CA) 2016
Paul Unger (OH) 2015 Michael Joseph Schewe (NJ) 2016
Susan Letterman White (MA) 2015 Allison C. Shields (NY) 2016
Kenneth E. Young (NC) 2015 Mary E. Vandenack (NE) 2016
Vacant 2015 Vacant 2015
Shelia M. Blackford (OR) 2016 International Associate
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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Ex Officio Members</th>
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<tbody>
<tr>
<td>Peggy Liu</td>
<td>Law Student Division Liaison</td>
<td>2015</td>
</tr>
<tr>
<td>Ireneo Reus</td>
<td>Young Lawyer Division Liaison</td>
<td>2015</td>
</tr>
<tr>
<td>John D. Bowers</td>
<td>Editor, Law Practice</td>
<td>2015</td>
</tr>
<tr>
<td>Walter Karnstein</td>
<td>Director of Finance</td>
<td>2015</td>
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<tr>
<td>Richard G. Feguson</td>
<td>Canadian Bar Association</td>
<td>2015</td>
</tr>
<tr>
<td>Catherine Sanders</td>
<td>Associate</td>
<td>2015</td>
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<tr>
<td>John Simek</td>
<td>Associate</td>
<td>2015</td>
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BOARDS

ABA Legal Technology Resource Center (LTRC) Board
LTRC provides all ABA members with legal technology guidance and resources. They offer free technology training events and videos, podcasts, a legal technology blog, and the annual Legal Technology Survey Report. Members of this Board will be responsible for overseeing and developing content for the LTRC’s various educational outlets.

ABA TECHSHOW Board
ABA TECHSHOW is an annual legal technology Conference and EXPO designed to bring lawyers and technology together for three days of CLE and networking. The Board develops content, recruits speakers, works with expo vendors, and oversees the many other details that go into a conference and expo of this size.

ABA Women Rainmakers Board
Develops educational programs and business development opportunities for women in the legal profession.

Education Board
This Board works to develop education content and opportunities for members – including CLE.

Law Practice Magazine Board
This group serves as the Editorial Board responsible for the Division’s print magazine. The Board develops content, establishes style guidelines, and other issues relevant to a high-quality magazine.

Law Practice Today Board
For the Division’s monthly webzine, the Board develops content, establishes style guidelines, and other issues to deliver the latest in law practice management.

Publishing Board
The Board reviews submissions of book proposals, marketing content to the profession, and assumes responsibility for the success of all the Division’s books and related publications.
COMMITTEES AND TASK FORCES

Content Community Committee
This Committee discusses themes and other topics concerning the Division’s publications, to maintain brand cohesiveness.

Diversity & Inclusion Committee
Members of the Committee are available to help others with diversity and inclusion issues pertaining to the legal profession and the Division.

Ethics & Professional Responsibility Committee
Examines the findings of the ABA Commission on Ethics 20/20 and makes recommendations on the ethical and regulatory impact of advancing technologies and increasing globalization in the legal profession.

Evolving Business Model Task Force
Studies the effects of the recession on the employment market for lawyers and makes recommendations to guide the legal profession through the changing practice environment and lead to long-term sustainability.

eLawyering Task Force
Develops programs and discusses advances in practicing law through the Internet.

Law Career Paths Task Force
Focused on providing information for lawyers in transition at all stages of their career.

Member Development Committee
Develops methods to recruit new members, engage current members and encourage more members to become active in the Division.

Nominating Committee
Develops nominations for Division officers and members of the Division Council.

Sponsorship Committee
Generates sponsorships for conferences, educational programs, and overall Division programs and services.

State & Local Bar Outreach Committee
Develops methods to share LP content and build membership with state and local bar associations.

Strategy & Planning Committee
Reviews and updates the Division’s vision statement and ensures that Division plans meet overall goals.
INTEREST GROUPS

Knowledge Strategy Interest Group
Chair: John T. Bostelman
Vice Chair: Micah Ascano
Focuses on how lawyers within firms share what they know about client work and about their firms as businesses. The economic pressures today make this practice management technique an even more important activity, which should be managed and accountable.

Law Firm Finance Interest Group
Chair: Peter Roberts
Vice Chair: George Leloudis
Reviews market trends, revenue and profitability issues for law firms, capital structure, buy in obligations and withdrawal entitlements, retirement and succession planning, client drivers, resources management, leveraging technology, performance management and risk management. It also concerns itself with fundamentals of law firm accounting, including maximizing law firm financial reports; developing programs to improve law firm profitability; and utilization of operating statistics as a management tool; developing risk management policies; designing attorney compensation programs; addressing retirement options and establishing a long-range law firm financial planning. The Interest Group assists lawyers in their personal time management skills including self-assessment, planning and organization, including telephone techniques and email management and billing issues including practice management and time and billing software.

Lawyer Leadership Interest Group
Chair: Mark Beese
Vice Chair: Matthew T. Besmer
Provides leadership information and training to lawyers to be better leaders by equipping them with the vision, knowledge and skills necessary to serve as leaders in the profession and in the community as a whole. It nurtures effective leadership with respect to ethical, professional and community service issues; fosters professional relationships with legal leaders and across the various areas of practice; promotes professional obligations and community service; and raises awareness among lawyers of the broad range of issues and challenges facing leadership in the practice of law.

Legal Marketing Interest Group
Chair: Jason Marsh
Vice Chair: Traci Ray
Focuses on marketing, business development, client service and communications within the legal profession and is a resource for practicing attorneys and law firms to develop their practices and gain competitive advantage. The Legal Marketing Interest Group works with attorneys and law firms in the development of their unique selling proposition or personal branding strategies to attract new clients and retain existing clients.
Law Firm Management Interest Group
Chair: Rod Boddie
Vice Chair: Adriana Linares
Provides a forum for managing attorneys and attorneys concerned with the management of law firms. Law firm management is rapidly changing causing many law firms to reexamine their standard business practices. From recruitment and staffing to compensation and billing rates, the Interest Group reviews all issues in administering a law firm. It is also concerned with client relations and the attorney-client relationship from retention through disengagement. The Interest Group reviews issues such as client communication through engagement letters, newsletters, surveys, websites and blogs, as well as other client retention issues.

Mobile Practice Interest Group
Chair: Nerino J. Petro, Jr.
Vice Chair: Diane Ebersole
Home of the road warriors within the Division. The Interest Group considers all issues regarding mobile computing including products such as tablet computers, smart phones and their various applications, including the ability of how law firms of all sizes can include cloud computing technology in a safe and secure to realize its significant cost, scalability and agility benefits.

New Lawyers Interest Group
Chair: Amy Drushal
Vice Chair: Elizabeth J. Palmer
Serves as a center of gravity for new bar admittees and young lawyers to transition into the work of the Division while providing social and leadership opportunities. The Interest Group’s goal is to engage new lawyers in the substantive work of the Division and various entities. Every Division lawyer member who is under the age of 37, or has been in practice less than 5 years, is automatically a member of the Interest Group which provides a soft landing for new lawyers in the Division’s entities and assists new lawyers in finding a home in active Division work through the Division’s entities.

Pro Bono and Public Service
Chair: Scott MacMullan
Vice Chair: Ireneo Reus
Vice Chair: C. Elisia Frazier
Facilitates the implementation of the Division’s pro bono goals through development and support of model business pro bono projects and seeks Division members to participate in planning and implementing pro bono activity.

Social Media, Legal Blogs and Websites Interest Group
Chair: Jennifer Ellis
Vice Chair: Ruth Carter
Provides a community for lawyers, legal bloggers, website developers and practitioners who utilize various social media including Facebook, LinkedIn and Twitter. The Interest Group provides a forum for “best practices” regarding legal blogs and websites including design, operations search engine optimization, web marketing, hosting and site management and the utilization of social media to increase clientele, visibility, and branding of law practices.

Solo and Small Firm Interest Group
Chair: Marc Matheny
Vice Chair: J. Benjamin Stevens
Studies the issues and challenges confronting attorneys who work in solo practices and small firms and to enhance the quality of practice for the solo and small firm lawyer.
AMERICAN BAR ASSOCIATION
LAW PRACTICE DIVISION
2014–2015

BOARDS, COMMITTEES AND TASK FORCES

Executive Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Robert Arthur Young</td>
<td>Chair</td>
</tr>
<tr>
<td>Tom Bolt</td>
<td>Chair-Elect</td>
</tr>
<tr>
<td>John E. Mitchell</td>
<td>Vice-Chair</td>
</tr>
<tr>
<td>Lillian Leona Frank</td>
<td>Secretary</td>
</tr>
<tr>
<td>Michael P. Downey</td>
<td>Immediate Past Chair</td>
</tr>
<tr>
<td>Thomas C. Grella</td>
<td>Section Delegate</td>
</tr>
<tr>
<td>Mark A. Robertson</td>
<td>Section Delegate</td>
</tr>
<tr>
<td>Walter W. Karnstein</td>
<td>Director, Finance</td>
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<tr>
<td>William Ferreira</td>
<td>Board of Governors Liaison</td>
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Council

<table>
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<tr>
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<tbody>
<tr>
<td>Heidi A. Barcus</td>
<td>(2015)</td>
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<tr>
<td>Sheila M. Blackford</td>
<td>(2016)</td>
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<td>Micah U. Buchdahl</td>
<td>(2015)</td>
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<tr>
<td>Chad E. Burton</td>
<td>(2016)</td>
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<td>Rodney Scott Dowell</td>
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<td>Amy L. Drushal</td>
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<td>Jennifer Ellis</td>
<td>(2016)</td>
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<td>Nicholas Gaffney</td>
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<td>Andrea S. Hartley</td>
<td>(2015)</td>
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<td>Michael Joseph Schewe</td>
<td>(2016)</td>
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<td>Allison C. Shields</td>
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<td>Paul J. Unger</td>
<td>(2015)</td>
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<td>Mary E. Vandenack</td>
<td>(2016)</td>
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<td>Susan Letterman White</td>
<td>(2015)</td>
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<tr>
<td>Kenneth E. Young</td>
<td>(2015)</td>
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Associate Members

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<tr>
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<tbody>
<tr>
<td>Catherine Sanders Reach</td>
<td>(2015)</td>
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<tr>
<td>John Simek</td>
<td>(2015)</td>
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Ex Officio to Council

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>John D. Bowers</td>
<td>Editor-in-Chief, Law Practice Magazine</td>
</tr>
<tr>
<td>Richard G. Ferguson</td>
<td>Canadian Bar Association Liaison</td>
</tr>
<tr>
<td>Thomas C. Grella</td>
<td>Governance Liaison</td>
</tr>
<tr>
<td>Walter W. Karnstein</td>
<td>Director, Finance</td>
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</tbody>
</table>
ABA Techshow Board

Brett Burney - Chair (2015)
Steven Joseph Best - Vice-Chair (2016)
Joseph A. Bahgat (2017)
Diane Ebersole (2015)
Ivan Hemmans (2017)
Shawn L. Holahan (2017)
Randall Alan Juip (2015)
Catherine Sanders Reach (2017)
Mark Rosch (2015)

ABA Women Rainmakers Board

Andrea S. Hartley - Chair
Heidi A. Barcus - Vice-Chair
Lillian Leona Frank - Vice-Chair
Jordan A. Arnot
Hussainatu Blake
Paul B. Bonner
Sherrie Boutwell
Katherine E. Britton
Debra L. Bruce
Joan Rose Marie Bullock
Rachelle J. Canter
Anne Elizabeth Collier
Amy L. Drushal
Kathleen B. Havener
Afi S. Johnson-Parris
Elizabeth C. Jolliffe
Vedia Jones-Richardson
Rachel Elise Kelly
Linda A. Klein
Kristin C. LaMont
Niki Lanter
Jeanne R. Lee
Sofia S. Lingos
Beverly A. Lode
Kellye C. Moore
Elizabeth Palmer
Traci Ray
Abby Risner
Sabrina Presnell Rockoff
Antonia L. Roybal Mack
Dee A. Schiavelli
Eleanor Southers
Mary Christine Sungaila
Gabriela Amada Vega
Maggie T. Watkins
Susan Letterman White
Pauline C. Will
Jennifer R. Willner
Diversity & Inclusion Committee

Joan Rose Marie Bullock - Chair
Jennifer Ellis - Vice-Chair
Afi S. Johnson-Parris - Vice-Chair
Jennifer J. Ator
Carlos Baradat
John E. Brennock
David Wesley Cornish
William Ferreira
Ebony Foster
Lillian Leona Frank
Robert R. Furnier
Kathleen B. Havener
William Drew Henderson
G. Wayne Hillis, Jr.

Rachel Elise Kelly
Carol Ann Martinelli
Horatio P. Moreno-Campos, II
Victoria Nedospasova
Aracely Munoz Petrich
Carol F. Phillips
Sabrina Presnell Rockoff
Freddy Saavedra
Cynthia Thomas
Gabriela Amada Vega
Susan Letterman White
Randi Brent Whitehead
Stephen C. Zollman

Education Board

David G. Ries - Chair
Sharon D. Nelson - Vice-Chair
John E. Mitchell - Vice-Chair
Janis K. Alexander
David R. Ambrose
Carlos Baradat
Michael Barrett
Sheila M. Blackford
John T. Bostelman
Joan Rose Marie Bullock
Chad E. Burton
Richard G. Ferguson
Michael D. Goler
Richard Granat
William E. Gschwind

JoAnn Hathaway
Alan Klevan
Garrett Patrick LaBorde
Sofia S. Lingos
Marc W. Matheny
Reba Nance
Sona Pancholy
Mark A. Robertson
Anne Scott
Daniel J. Siegel
John Simek
Eleanor Southers
Courtney E. Ward-Reichard
Randi Brent Whitehead
E-Lawyering Task Force

Chad E. Burton - Co-Chair
Marc Lauritsen - Co-Chair
Adriana Linares - Vice-Chair
Aman Bagga
Carlos Baradat
Sheila M. Blackford
Michael Chapnick
David Wesley Cornish
Brian John Donnelly
Michael P. Downey
Todd A. Etzler
Richard Granat
Stephen P. Groves, Sr.
Ashley Hallene
Mazyar Malek Hedayat

William Drew Henderson
Elizabeth Henslee
Michael T. Judy
Leila Kanani
Garrett Patrick LaBorde
Kristin C. LaMont
Daniel M. Lear
Andrew R. Lee
Sofia S. Lingos
William L. Montague, Jr.
Peter D. Roberts
Erdal Turnacioglu
Randi Brent Whitehead
Patrick Allen Wright
Stephen C. Zollman

Ethics & Professional Responsibility Committee

Michael P. Downey - Chair
David G. Ries - Vice-Chair
Carlos Baradat
Danielle Blevins
Richard G. A. Bone
John E. Brennock
David Wesley Cornish
Stephen P. Groves, Sr.
Kristin C. LaMont
Daniel M. Lear

Edward Poll
Allison Price
Natalie Anna Ratliff
Traci Ray
James L. Schwartz
Daniel J. Siegel
Eleanor Southers
Reid F. Trautz
Victoria V. Vuletich
Stephen C. Zollman

Finance Committee

Walter W. Karnstein - Director
Robert Arthur Young
Tom Bolt

John E. Mitchell
Aman Bagga
Andrea S. Hartley
Honorary Council (Past Chairs)

Joel P. Bennett  
L. Ray Bishop  
Susan G. Boswell  
James E. Brill  
Micah U. Buchdahl  
Joan Rose Marie Bullock  
Charles R. Coulter  
Michael P. Downey  
Leon Gary, Jr.  
K. William Gibson  
Arthur G. Greene  
Thomas C. Grella  
Andrea S. Hartley  
Vedia Jones-Richardson  
Walter W. Karnstein  
Donna M. Killoughey  
David T. Link  
Thomas L. Mighell  
Robert S. Mucklestone  
Dixie Laswell Peterson  
Roberta Cooper Ramo  
Carl G. Roberts  
Mark A. Robertson  
Charles F. Robinson  
Shelby R. Rogers, Jr.  
Lowell E. Rothschild  
Phil J. Shuey  
Richard A. Williams

Law Career Paths

Carol F. Phillips - Chair  
Wendy L. Werner - Vice-Chair  
Micah Ascano  
Aman Bagga  
Robert Christopher Baker  
Carlos Baradat  
Katherine E. Britton  
Debra L. Bruce  
David Wesley Cornish  
Ebony Foster  
William D. Henslee  
Elizabeth Henslee  
Rachel Elise Kelly  
Kristin C. LaMont  
Daniel M. Lear  
Jeanne R. Lee  
Eun Sung Lim  
Carol Ann Martinelli  
Natalie Anna Ratliff  
Cynthia Thomas  
Victoria V. Vuletich  
Courtney E. Ward-Reichard  
Pauline C. Will  
Eric Young  
Stephen C. Zollman
### Law Practice Magazine Board

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>John D. Bowers</td>
</tr>
<tr>
<td>Vice-Chair</td>
<td>Robert Ambrogi</td>
</tr>
<tr>
<td>Features Editor</td>
<td>Heidi A. Barcus</td>
</tr>
<tr>
<td>Features Editor</td>
<td>Mary E. Vandenack</td>
</tr>
<tr>
<td>Business Manager</td>
<td>James Andrew Calloway</td>
</tr>
<tr>
<td>Columns Editor</td>
<td>Thomas C. Grella</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Paul B. Bonner</td>
</tr>
<tr>
<td>Features Editor</td>
<td>Debra L. Bruce</td>
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<td>Gary B. Fiebert</td>
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<td>Richard W. Goldstein</td>
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<td>Features Editor</td>
<td>Katayoun M. Goshtasbi</td>
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<td>Features Editor</td>
<td>Lance Gordon Johnson</td>
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<td>Vedia Jones-Richardson</td>
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<tr>
<td>Chair</td>
<td>Linda A. Klein</td>
</tr>
<tr>
<td>Vice-Chair</td>
<td>George E. Leloudis</td>
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<td>Vice-Chair</td>
<td>Reba Nance</td>
</tr>
<tr>
<td>Features Editor</td>
<td>Emilie Rajaratnam Ninan</td>
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<tr>
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<td>Dee A. Schiavelli</td>
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<td>James L. Schwartz</td>
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<td>Allison C. Shields</td>
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<td>Roberta L. Tepper</td>
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<td>Cynthia Thomas</td>
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<td>Gabriela Amada Vega</td>
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<td>Courtney E. Ward-Reichard</td>
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<td>Marcia Watson Wasserman</td>
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<td>Patrick Allen Wright</td>
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<td>Features Editor</td>
<td>Eric Young</td>
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### Law Practice Today Board

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Micah U. Buchdahl</td>
</tr>
<tr>
<td>Vice-Chair</td>
<td>Andrea Malone</td>
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<tr>
<td>Fellow</td>
<td>Traci Ray</td>
</tr>
<tr>
<td>Alexander</td>
<td>Janis K.</td>
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<tr>
<td>Ambrose</td>
<td>David R.</td>
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<td>Bowers</td>
<td>John D.</td>
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<tr>
<td>Drushal</td>
<td>Amy L.</td>
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<td>Gaffney</td>
<td>Nicholas</td>
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<td>Gimbol</td>
<td>Nancy L.</td>
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<tr>
<td>Chair</td>
<td>Megan Semple Greenberg</td>
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<td>William D. Henslee</td>
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<tr>
<td>Chair</td>
<td>Elizabeth Henslee</td>
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<tr>
<td>Chair</td>
<td>Daniel M. Lear</td>
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<td>Gabriela Amada Vega</td>
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### LP Evolving Business Model

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<td>Chair</td>
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<td>Sabrina Presnell Rockoff</td>
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### Legal Technology Resource Center (LTRC)

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<td>Chair</td>
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<td>Chair</td>
<td>Allison C. Shields</td>
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</table>
Membership Development Committee

Michael Joseph Schewe - Chair
Amy L. Drushal - Vice-Chair
Erdal Turnacioglu - Vice-Chair
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David R. Ambrose
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Michael Spekter
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Nominating Committee

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Aman Bagga (2016)
Rodney Scott Dowell (2015)
Amy L. Drushal (2016)
Leona Frank (2015) (non-voting)

Katayoun M. Goshtasbi (2015)
Afi S. Johnson-Parris (2016)
Pamela McDevitt (2015) (non-voting)
Thomas L. Mighell (2015)
John E. Mitchell (2015) (non-voting)

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JoAnn Hathaway
Dennis M. Kennedy
Carole A. Levitt
Sofia S. Lingos
Marc W. Matheny
Erik Mazzone
David G. Ries
Daniel J. Siegel
John Simek
Wendy L. Werner
Susan Letterman White
### Sponsorship Committee

<table>
<thead>
<tr>
<th>Chair</th>
<th>Vice-Chair</th>
<th>Member</th>
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<tr>
<td>George E. Leloudis</td>
<td>Karen D. Griggs</td>
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<td>David Wesley Cornish</td>
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<td>David R. Ambrose</td>
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<td>Paul B. Bonner</td>
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<td>Eun Sung Lim</td>
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<td></td>
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<td>Jason Marsh</td>
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### State & Local Bar Outreach Committee

<table>
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<tr>
<th>Chair</th>
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<th>Member</th>
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<tbody>
<tr>
<td>Reba Nance</td>
<td>JoAnn Hathaway</td>
<td>Carole A. Levitt</td>
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<td>Micah Ascano</td>
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<td>Marc W. Matheny</td>
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<td>Matthew Besmer</td>
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<td>Horatio P. Moreno-Campos, II</td>
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<td>Courtney E. Ward-Reichard</td>
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<td>Stephen C. Zollman</td>
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### Strategy and Planning Committee

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<tr>
<td>Lillian Leona Frank</td>
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<td>Walter W. Karnstein (2016)</td>
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<td>William Ferreira (2016)</td>
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</table>
The Fellows Program of the ABA Law Practice Division represents the Division’s commitment to increase the participation of new and diverse lawyers in Division activities and membership. Its goals are to:

1. Provide active new and diverse lawyers who are members of the ABA Young Lawyers Division (YLD) or national, state, territorial and local or special interest bar associations an opportunity to become involved in the substantive work of the Division;

2. Develop effective and efficient ABA Law Practice volunteer leaders;

3. Expand membership the Division; and

4. Enhance knowledge about the work of the ABA Law Practice Division and its superior practice programs and content among members of the YLD and other new and diverse lawyers.

ABA Law Practice anticipates that, as a result of their contributions as truly active Division members during the one year term Fellowship, Fellows will develop into future leaders of ABA Law Practice. Each annual Division Fellowship Class shall consist of not less than four Fellows. The ABA Law Practice Division Class of 2014-2015 includes:

**Micah Ascano**  
13110 Inwood Dr  
Woburn, MA 01801  
Phone: (701) 640-2469  
mjascano@artifexlegal.com

**Matthew Besmer**  
473 E. Balboa Dr  
Fresno, CA 93730  
Phone: (559) 403-6367  
mbesmer@gmail.com

**Elizabeth Palmer**  
Rosen Rosen & Hagood LLC  
151 Meeting St.  
Ste. 400  
Phone (843) 577-6726  
epalmer@rrlawfirm.com

**Traci Ray**  
Barran Liebman LLP  
601 SW 2nd Ave  
Ste. 2300  
Phone: (503) 228-0500  
tray@barran.com
LP STAFF LIAISONS

Executive Committee ......................................................... Pamela McDevitt
Council ................................................................. Pamela McDevitt
ABA Legal Technology Resource Center (LTRC) Board ......................... Joshua Poje
ABA TECHSHOW Board .................................................. Cindy Galvan
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Nominating Committee .................................................... Pamela McDevitt
Publishing Board ............................................................ Denise Constantine
Sponsorship Committee ..................................................... Cindy Galvan
State & Local Bar Outreach Committee ..................................... Gwen Monahan
Strategy & Planning Committee ............................................ Pamela McDevitt
Janis K. Alexander  
Ambrose Law Group LLC  
312 NW 10th Avenue, Suite 200  
Portland, OR 97209-3121  
Office: (503) 467-7237  
Fax: (503) 467-7238  
jkalexander@ambroselaw.com  
Education Board, Member  
Sponsorship Committee, Member  
Membership Development Committee, Member

Robert Ambrogi  
Law Office of Robert Ambrogi  
6 Pioneer Circle  
Rockport, MA 01966-1851  
Office: (978) 546-7898  
ambrogi@legaline.com  
Law Practice Magazine Board, Vice-Chair

David R. Ambrose  
Ambrose Law Group LLC  
312 NW 10th Avenue, Suite 200  
Portland, OR 97209-3121  
Office: (503) 467-7217  
Fax: (503) 467-7218  
drambrose@ambroselaw.com  
Education Board, Member  
Law Practice Today Board, Member  
Sponsorship Committee, Member  
Membership Development Committee, Member

Jordan A. Arnot  
Partridge IP Law PC  
321 North Clark Street, Suite 720  
Chicago, IL 60654  
Office: (312) 634-9502  
Fax: (312) 275-7503  
jarnot@partridgeiplaw.com  
ABA Women Rainmakers Board, Member

Micah Ascano  
2460 Peachtree Road N.W., Apartment #1203  
Atlanta, GA 30305  
Office: (701) 640-2469  
mjascano@artifexlegal.com  
State & Local Bar Outreach Committee  
Membership Development Committee  
Law Career Paths

Jennifer J. Ator  
Jennifer J. Ator PA  
36 Palmetto Dr  
Miami Springs, FL 33166-5808  
Office: (305) 863-8525  
Fax: (305) 863-8535  
jenniferjator@gmail.com  
Council, Member  
Publishing Board, Member  
Diversity & Inclusion Committee, Member
Aman Bagga  
Bagga Law, P.C.  
115 N Broadway, Suite 205  
Hicksville, NY 11801-2926  
Office: (516) 806-4567  
Fax: (516) 874-4515  
pro@bagga.net  
Nominating Committee, Member  
E-Lawyering Task Force  
Finance Committee, Member  
Law Career Paths, Member

Joseph A. Bahgat  
Hubcity Law Group  
104 Bayard Street, Floor 5  
New Brunswick, NJ 08901-2102  
Office: (877) 721-9027 Ext: 110  
Fax: (732) 733-2386  
joe@hubcitylawgroup.com  
ABA Techshow Board, Member

Robert Christopher Baker  
ClaytonRamirez PLC  
8920 Business Park Drive, Suite 175  
Austin, TX 78759-7618  
Office: (512) 687-0747  
Fax: (512) 687-0728  
cbaker@claytonramirezlaw.com  
Membership Development Committee  
Law Career Paths

Carlos Baradat  
Cheffy Passidomo  
821 5th Avenue S, Suite 201  
Naples, FL 34102-6621  
Office: (239) 261-9300  
cabaradat@naPlaceslaw.com  
Education Board, Member  
Ethics & Professional Responsibility Committee, Member  
Diversity & Inclusion Committee, Member  
State & Local Bar Outreach Committee, Member  
E-Lawyering Task Force  
Law Career Paths, Member

Heidi A. Barcus  
London & Amburn PC  
607 Market Street, Suite 900  
Knoxville, TN 37902-2226  
Office: (865) 246-7926  
Fax: (865) 637-4850  
hbarcus@latlaw.com  
Council, Member  
Law Practice Magazine Board, Features Editor  
Membership Development Committee, Member  
ABA Women Rainmakers Board, Vice-Chair

Michael Barrett  
CNA  
333 S Wabash Avenue, 36th Floor  
Chicago, IL 60604-4107  
Office: (312) 822-4194  
michael.barrett@cna.com  
Education Board, Member

Cassie Baudean  
Baudean Law, PLLC  
9962 Brook Road, #654  
Glen Allen, VA 23059  
Office: (804) 447-0146  
clbauadean@baudeanlaw.com  
Membership Development Committee

Joel P. Bennett  
Law Office of Joel P. Bennett  
207 Bristol Downs Drive  
Gaithersburg, MD 20877-4303  
Office: (202) 625-1970  
Fax: (202) 625-1973  
joelpbennett1946@gmail.com  
Council, Honorary Member

Matthew Besmer  
473 E Balboa Drive  
Fresno, CA 93730-0792  
Office: (559) 403-6367  
mbesmer@gmail.com  
State & Local Bar Outreach Committee  
Membership Development Committee
Steven Joseph Best  
Affinity Consulting  
12460 Crabapple Road, Suite 202-348  
Alpharetta, GA 30004-6602  
Office: (770) 998-3800  
Fax: (866) 478-6510  
sbest@affinityconsulting.com  
ABA Techshow Board, Vice-Chair

L. Ray Bishop  
L. Ray Bishop & Assoc PC  
495 Hillspur Road  
Ann Arbor, MI 48105-1048  
Office: (734) 663-9201  
Fax: (734) 668-4141  
ray.bishop@cvsnet.com  
Council, Honorary Member

Sheila M. Blackford  
OSB Professional Liability Fund  
16037 SW Upper Boones Ferry Road, Suite 300  
Tigard, OR 97224-7784  
Office: (503) 684-7421  
Fax: (503) 684-7250  
sheilab@osbplf.org  
Council, Member  
Education Board, Member  
E-Lawyering Task Force

Hussainatu Blake  
950 Forest Overlook Drive, SW  
Atlanta, GA 30331-8352  
Office: (443) 529-4140  
htblake@johnmarshall.edu  
ABA Women Rainmakers Board, Member

Danielle Blevins  
MACStrategies  
1500 Massachusetts Avenue. NW, Suite 836  
Washington, D.C. 20005  
Office: (443) 440-7629  
dblevins@macstrategies.com  
Ethics & Professional Responsibility Committee, Member  
Membership Development Committee, Member

Tom Bolt  
BoltNagi PC  
5600 Royal Dane Mall, Suite 21  
St Thomas, VI 00802-6410  
Office: (340) 774-2944  
Fax: (340) 776-1639  
tbolt@vilaw.com  
Executive Committee, Chair-Elect  
Nominating Committee, Chair  
Membership Development Committee, List Serve Only  
Finance Committee, Chair-Elect  
Strategy and Planning Committee, Member

Richard G.A. Bone  
VLP Law Group LLP  
2225 E Bayshore Road, Suite 200  
Palo Alto, CA 94303-3220  
Office: (650) 419-2010  
Fax: (650) 353-5715  
rbone@vlplaceawgroup.com  
Ethics & Professional Responsibility Committee, Member

Paul B. Bonner  
Law Offices of Paul B. Bonner  
4727 Berkeley Terrace NW  
Washington, D.C. 20007-1508  
Office: (202) 255-7272  
p.bonner@yahoo.com  
Law Practice Magazine Board, Member  
Sponsorship Committee, Member  
ABA Women Rainmakers Board, Member

John T. Bostelman  
KMJD Consulting LLC  
3527 Mt Diablo Boulevard, Suite 386  
Lafayette, CA 94549-3815  
Office: (415) 738-8230  
Fax: (415) 962-2491  
jack.bostelman@kmjdconsulting.com  
Education Board, Member  
Membership Development Committee, Member
Susan G. Boswell
Quarles & Brady LLP
1 S Church Avenue, Suite 1700
Tucson, AZ 85701-1630
Office: (520) 770-8713
Fax: (520) 623-2418
sboswell@quarles.com
Council, Honorary Member

Sherrie Boutwell
Boutwell Fay LLP
1 Park Place, Suite 600
Irvine, CA 92614-5987
Office: (949) 660-0484
Fax: (949) 660-0485
sherrieboutwell@boutwellfay.com
ABA Women Rainmakers Board, Member

John D. Bowers
Fox Rothschild LLP
997 Lenox Drive, Building 3
Lawrence Township, NJ 08648-2317
Office: (609) 896-7657
Fax: (609) 896-1469
jbowers@foxrothschild.com
Ex Officio to Council,
Editor-in-Chief, Law Practice Magazine
Law Practice Magazine Board, Chair
Law Practice Today Board, Member

John E. Brennock
Law Offices of John E. Brennock
166 W Washington Street, Suite 680
Chicago, IL 60602-3592
Office: (312) 641-0363
Fax: (312) 641-1315
jebrennock@gmail.com
Ethics & Professional Responsibility
Committee, Member
Diversity & Inclusion Committee, Member
State & Local Bar Outreach
Committee, Member
Sponsorship Committee, Member
Membership Development
Committee, Member

James E. Brill
James E. Brill PC
PO Box 22870
Houston, TX 77227-2870
Office: (713) 626-7272
Fax: (713) 626-3606
jebrill@aol.com
Council, Honorary Member

Katherine E. Britton
800 Ross Avenue, Apartment 3131
Dallas, TX 75202
Office: (704) 287-7140
kebritton1@gmail.com
Law Career Paths, Member
ABA Women Rainmakers Board, Member

Debra L. Bruce
Lawyer-Coach LLC
848 Little John Lane
Houston, TX 77024-3609
Office: (713) 682-4353
Fax: (832) 201-8718
debra@lawyer-coach.com
Law Practice Magazine Board, Member
Law Career Paths, Member
ABA Women Rainmakers Board, Member

Micah U. Buchdahl
HTMLawyers–The Law Marketing Consultancy
7 Murray Road
Moorestown, NJ 08057-3845
Office: (856) 234-4334
micah@htmlawyers.com
Council, Member
Law Practice Today Board, Chair
Council, Honorary Member
Joan Rose Marie Bullock
Floororida A&M University College of Law
201 Beggs Avenue
Orlando, FL 32801-1733
Office: (407) 687-9693
Fax: (407) 254-3213
joan.bullock@famu.edu
Education Board, Member
Diversity & Inclusion Committee, Chair
Council, Honorary Member
ABA Women Rainmakers Board, Member

Brett Burney
Burney Consultants LLC
8440 E Washington Street, Suite 303
Chagrin Falls, OH 44023
Office: (216) 245-1414
burney@burneyconsultants.com
ABA Techshow Board, Chair

Chad E. Burton
Burton Law LLC
714 E Monument Avenue
Dayton, OH 45402-1382
Office: (937) 610-0444
Fax: (937) 660-9383
cburton@burton-law.com
Council, Member
Education Board, Member
E-Lawyering Task Force, Co-Chair
LP Evolving Business Model, Member
LTRC, Member

James Andrew Calloway
Oklahoma Bar Association
PO Box 53036
Oklahoma City, OK 73152-3036
Office: (405) 416-7051
Fax: (405) 416-7001
jime@okbar.org
Law Practice Magazine Board, Business Manager
State & Local Bar Outreach Committee, Member

Laura A. Calloway
Alabama State Bar
415 Dexter Avenue
Montgomery, AL 36104-3742
Office: (334) 517-2240
Fax: (334) 517-2241
laura.calloway@alabar.org
Publishing Board, Member

Rachelle J. Canter
RJC Associates
2051 Hyde St
San Francisco, CA 94109-1754
Office: (415) 956-8438
Fax: (415) 921-1417
rjc@rjassociates.net
ABA Women Rainmakers Board, Member

Michael Chapnick
Chapnick Community Assoc. Law PA
5301 North Federal Highway, Suite 250
Boca Raton, FL 33487
Office: (561) 330-3096
Fax: (954) 486-7782
mchapnick@ccalpa.com
E-Lawyering Task Force

Anne Elizabeth Collier
8004 Glendale Road
Chevy Chase, MD 20815-5903
Office: (202) 449-9751
Fax: (301) 664-9448
anne@arudia.com
ABA Women Rainmakers Board, Member
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Contact Information</th>
<th>Committee/Task Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Wesley Cornish</td>
<td>1510 Cecil B. Moore Avenue, Suite 301 Philadelphia, PA 19121</td>
<td>Office: (888) 313-1385 Fax: (215) 752-6762 d <a href="mailto:wesley24@gmail.com">wesley24@gmail.com</a></td>
<td>Ethics &amp; Professional Responsibility Committee, Member Diversity &amp; Inclusion Committee, Member State &amp; Local Bar Outreach Committee, Member Sponsorship Committee, Member E-Lawyering Task Force Membership Development Committee, Member Law Career Paths, Member</td>
</tr>
<tr>
<td>Charles R. Coulter</td>
<td>Stanley Lande &amp; Hunter 1101 5th Street, Suite 204 Coralville, IA 52241-2926</td>
<td>Office: (563) 264-5000 Fax: (319) 248-9001 <a href="mailto:chuckcoulter@slhlaw.com">chuckcoulter@slhlaw.com</a></td>
<td>Council, Honorary Member</td>
</tr>
<tr>
<td>Paul Eric Davis</td>
<td>Conner Gwyn Schenck PLC 3141 John Humphries Wynd, Suite 100 Raleigh, NC 27612-5382</td>
<td>Office: (919) 789-9242 Fax: (919) 789-9210 <a href="mailto:pdavis@cgsplc.com">pdavis@cgsplc.com</a></td>
<td>Membership Development Committee, Member</td>
</tr>
<tr>
<td>Brian John Donnelly</td>
<td>456 Riverside Drive, Apartment Phn New York, NY 10027-6808</td>
<td>Office: (212) 854-3198 <a href="mailto:donnelly@law.columbia.edu">donnelly@law.columbia.edu</a></td>
<td>E-Lawyering Task Force</td>
</tr>
<tr>
<td>Rodney Scott Dowell</td>
<td>Lawyers Concerned for Lawyers 31 Milk Street, Suite 810 Boston, MA 02109-5123</td>
<td>Office: (617) 482-9600 <a href="mailto:rodney@lclma.org">rodney@lclma.org</a></td>
<td>Council, Member Nominating Committee, Member State &amp; Local Bar Outreach Committee, Member LP Evolving Business Model, Member LTRC, Chair</td>
</tr>
<tr>
<td>Michael P. Downey</td>
<td>Armstrong Teasdale LLP 7700 Forsyth Boulevard, Suite 1800 Saint Louis, MO 63105-1847</td>
<td>Office: (314) 621-5070 Fax: (314) 621-5065 <a href="mailto:mdowney@armstrongteasdale.com">mdowney@armstrongteasdale.com</a></td>
<td>Executive Committee, Immediate Past Chair Ethics &amp; Professional Responsibility Committee, Chair E-Lawyering Task Force Council, Honorary Member</td>
</tr>
<tr>
<td>Amy L. Drushal</td>
<td>Trenam Kemker et al 101 E Kennedy Boulevard, Suite 2700 Tampa, FL 33602-5170</td>
<td>Office: (813) 227-7463 Fax: (813) 229-6553 <a href="mailto:aldrushal@trenam.com">aldrushal@trenam.com</a></td>
<td>Council, Member Nominating Committee, Member Law Practice Today Board, Member Membership Development Committee, Vice-Chair ABA Women Rainmakers Board, Member</td>
</tr>
</tbody>
</table>
Diane Ebersole  
State Bar of Michigan  
306 Townsend St  
Lansing, MI 48933-2083  
Office: (517) 346-6411  
Fax: (517) 367-6433  
debersole@mail.michbar.org  
ABA Techshow Board, Member

Jennifer Ellis  
Lowenthal & Abrams  
555 City Avenue, Suite 500  
Bala Cynwyd, PA 19004  
Office: (717) 256-1638  
jennifer@jlellis.net  
Council, Member  
Publishing Board, Member  
Diversity & Inclusion Committee, Vice-Chair

Andrew N. Elowitt  
New Actions LLC  
1021 N Kenter Avenue  
Los Angeles, CA 90049-1313  
Office: (310) 471-0230  
Fax: (310) 476-0676  
elowitt@newactions.com  
Publishing Board, Member

Todd A. Etzler  
Family Express Corp  
213 S State Road 49  
Valparaiso, IN 46383-7976  
Office: (219) 462-0144 Ext 207  
Fax: (219) 477-5499  
tetzler@taec.pro  
E-Lawyering Task Force

Richard G. Ferguson  
Lynass Ferguson & Shoctor  
17731 103 Avenue NW  
Edmonton, AB T5S 1N8  
Office: (780) 483-3175  
Fax: (780) 483-3024  
rferguson@altabusinesslaw.com  
Ex Officio to Council, Liaison  
Education Board, Member  
Publishing Board, Member  
State & Local Bar Outreach Committee, Member  
Membership Development Committee, Member  
LTRC, Member

William Ferreira  
Ferreira Law LLC  
84 Washington Street  
Morristown, NJ 07960-8624  
Office: (201) 477-2800  
Fax: (201) 477-2801  
bill@maincounsel.com  
Executive Committee  
ABA Board of Governors, Liaison  
Diversity & Inclusion Committee, Member  
LP Evolving Business Model, Member  
Strategy and Planning Committee, Member

Gary B. Fiebert  
Smock Law Firm Consultants  
87 Cricket Club Drive  
Roslyn, NY 11576-2908  
Office: (847) 457-6122  
gfiebert@smocklawfirmconsultants.com  
Law Practice Magazine Board, Member

Jeffrey M. Flax  
Jeff Flax & Associates LLC  
657 Golden Eagle Circle  
Golden, CO 80401-0909  
Office: (303) 464-7377  
jeff.Flax.lists@gmail.com  
Publishing Board, Member
Debbie Foster
Affinity Consulting Group
11370 66th Street, Suite 132
Largo, FL 33773-5528
Office: (727) 544-5400
Fax: (727) 544-2600
Publishing Board, Member

Ebony Foster
907-3 Renate Drive
Hillsborough, NJ 08844
Office: (908) 500-7018
efoster06@gmail.com
Diversity & Inclusion Committee
Law Career Paths

Lillian Leona Frank
Hollingsworth & Zivitz PC
11555 N Meridian Street, Suite 530
Carmel, IN 46032
Office: (317) 569-2200
lfrank@hzlegal.com
Executive Committee, Secretary
Diversity & Inclusion Committee, Member
Strategy and Planning Committee, Member
ABA Women Rainmakers Board, Vice-Chair

Robert R. Furnier
The Furnier Muzzo Group LLC
6725 Miami Avenue, Suite 100
Cincinnati, OH 45243-3158
Office: (513) 604-5449 Ext 114
rfurnier@furnierlaw.com
Diversity & Inclusion Committee, Member

Nicholas Gaffney
Infinite
907 Bolinas Road
Fairfax, CA 94930
Office: (415) 732-7801
Fax: (415) 276-9019
ngaffney@infinitepr.com
Council, Member
Law Practice Magazine Board, Member
Law Practice Today Board, Member

Leon Gary Jr.
3520 Redmont Road
Birmingham, AL 35213-2836
Office: (225) 907-3615
leongary@bellsouth.net
Council, Honorary Member

K. William Gibson
Attorney at Law
10365 SE Sunnyside Road, Suite 240
Clackamas, OR 97015-5752
Office: (503) 454-0155
Fax: (503) 946-3080
kwg@gibsonmediation.com
Council, Member
Publishing Board, Member

Nancy L. Gimbol
Eastburn & Gray PC
PO Box 1389
Doylestown, PA 18901-0137
Office: (215) 345-7000
ngimbol@eastburngray.com
Law Practice Today Board, Member

Richard W. Goldstein
Goldstein Patent Law
300 E 42nd St
New York, NY 10017
Office: (718) 701-0700
Fax: (866) 243-8109
goldstein@goldSuiteinpc.com
Law Practice Magazine Board, Member

Michael D. Goler
Miller Goler Faeges Lapine LLP
1301 E 9th Street, Suite 2700
Cleveland, OH 44114-1835
Office: (216) 696-3366 Ext 6370
Fax: (216) 274-9622
goler@mgflaw.com
Education Board, Member
Katayoun M. Goshtasbi  
Puris Personal Brand Solutions  
10085 Carroll Canyon Road, Suite 200  
San Diego, CA 92131-1100  
Office: (949) 274-6423  
katy@purispersonalbranding.com  
Nominating Committee, Member  
Law Practice Magazine Board, Member  
LP Evolving Business Model, Member  
Strategy and Planning Committee, Member

Richard Granat  
DirectLaw Inc  
6231 Pga Boulevard, Suite 104-170  
Palm Beach Gardens, FL 33418-4033  
Office: (561) 779-2863  
Fax: (888) 592-9967  
rich@granat.com  
Education Board, Member  
E-Lawyering Task Force

Megan Semple Greenberg  
719 Greenwood Road  
Wilmington, DE 19807-2935  
Office: (302) 658-6541  
megsgreenberg@gmail.com  
Law Practice Today Board, Member

Arthur G. Greene  
Boyer Greene LLC  
3 Executive Park Drive, Suite 9  
Bedford, NH 03110-6954  
Office: (603) 471-0606  
Fax: (603) 471-9188  
agg@boyergreene.com  
Council, Honorary Member

Carol Schiro Greenwald  
MarketingPartners  
688 Forest Avenue  
Larchmont, NY 10538-1535  
Office: (914) 834-9320  
Fax: (914) 834-1101  
greenwaldcarol@hotmail.com  
Publishing Board, Member  
Membership Development Committee, Member

Thomas C. Grella  
McGuire Wood & Bissette PA  
PO Box 3180  
Asheville, NC 28802-3180  
Office: (828) 254-8800  
Fax: (828) 252-2438  
tgrella@mbwavl.com  
Executive Committee, Section Delegate  
Ex Officio to Council  
Law Practice Magazine Board  
LP Evolving Business Model, Chair Council, Honorary Member  
Strategy and Planning Committee, Advisory Member

Karen D. Griggs  
Baker Suiterchi Cowden & Rice LLC  
2400 Pershing Road, Suite 500  
Kansas City, MO 64108-2533  
Office: (816) 471-2121  
Fax: (816) 472-0288  
griggs@bscr-law.com  
Sponsorship Committee, Vice-Chair

Stephen P. Groves, Sr.  
Nexsen Pruet LLC  
05 King Street, Suite 400  
Charleston, SC 29401-3159  
Office: (843) 720-1725  
Fax: (843) 414-8206  
sgroves@nexsenpruet.com  
Ethics & Professional Responsibility Committee, Member  
E-Lawyering Task Force

William E. Gschwind  
Minnesota Construction Law Services PLC  
582 Arrowhead Drive, Suite 100  
Lino Lakes, MN 55014  
Office: (651) 484-4412  
bill@mncls.com  
Education Board, Member  
State & Local Bar Outreach Committee, Member
Rebecca Haack
Fullenweider Wilhite
4265 San Felipe Suite 1400
Houston, TX 77027
Office: (713) 624-4122
rhaack@fullenweider.com
Membership Development Committee, Member

Ashley Hallene
Alta Mesa Holdings LP
25139 Clover Ranch Drive
Katy, TX 77494
Office: (281) 944-0674
ahallene@altamesa.net
E-Lawyering Task Force

Andrea S. Hartley
Akerman LLP
1 SE 3Road Avenue, Floor 25
Miami, FL 33131-1715
Office: (305) 982-5682
Fax: (305) 374-5095
andrea.hartley@akerman.com
Council, Member
Finance Committee, Member
ABA Women Rainmakers Board, Chair

Kathleen B. Havener
The Havener Law Firm LLC
15511 Russell Road
Cleveland, OH 44022-2669
Office: (440) 893-0188
Fax: (440) 893-9326
kbhavener@havenerlaw.com
Diversity & Inclusion Committee, Member
State & Local Bar Outreach Committee, Member
Sponsorship Committee, Member
ABA Women Rainmakers Board, Member

Mazyar Malek Hedayat
M. Hedayat & Associates PC
1211 W Lakeview Court
Romeoville, IL 60446-6501
Office: (630) 378-2200
Fax: (630) 578-2878
mhedayat@mha-law.com
E-Lawyering Task Force

Ivan Hemmans
O’Melveny & Myers LLP
400 S Hope St
Los Angeles, CA 90071
Office: (562) 305-5325
ivan@hemmans.com
ABA Techshow Board, Member

JoAnn Hathaway
State Bar of Michigan
306 Townsend Street, Floor 3
Lansing, MI 48933-2012
Office: (517) 346-6381
Fax: (517) 482-6248
jthathaway@mail.michbar.org
Education Board, Member
Publishing Board, Member
State & Local Bar Outreach Committee, Vice-Chair
Membership Development Committee, Member

William Drew Henderson
Indiana University Maurer School of Law
211 S Indiana Avenue
Bloomington, IN 47405-7001
Office: (812) 331-2737
Fax: (812) 855-0555
wihender@indiana.edu
Diversity & Inclusion Committee, Member
E-Lawyering Task Force
Elizabeth Henslee
Henslee Law Group, LLC
PO Box 1723
Orlando, FL 32802-1723
elizabeth.henslee@gmail.com
Law Practice Today Board, Member
E-Lawyering Task Force
Law Career Paths, Member

William D. Henslee
Florida A&M University College of Law
201 Beggs Avenue
Orlando, FL 32801-1733
Office: (407) 254-3220
Fax: (407) 254-2456
william.henslee@famu.edu
Law Practice Today Board, Member
E-Lawyering Task Force
Law Career Paths, Member

G. Wayne Hillis, Jr.
Parker Hudson Rainer & Dobbs LLP
285 Peachtree Center Avenue NE, Suite 1500
Atlanta, GA 30303-1285
Office: (404) 523-5300
Fax: (404) 523-5300
whillis@phrd.com
Diversity & Inclusion Committee, Member

Shawn L. Holahan
Louisiana State Bar Association
601 Saint Charles Avenue, Suite 200
New Orleans, LA 70130
Office: (504) 619-0153
shawn.holahan@lsba.org
ABA Techshow Board, Member

Thomas H. Howlett
The Googasian Firm PC
6895 Telegraph Road
Bloomfield Hills, MI 48301-3185
Office: (248) 540-3333
Fax: (248) 540-7213
thowlett@googasian.com
State & Local Bar Outreach Committee, Member

Lance Johnson
Johnson Legal PLC
12545 White Drive
Fairfax, VA 22030
Office: (202) 445-2000
Fax: (888) 492-1303
lance@lgilegal.com
Law Practice Magazine Board, Member

Afi S. Johnson-Parris
WaRoad Black Law
208 W Wendover Avenue
Greensboro, NC 27401-1307
Office: (336) 510-2150
Fax: (336) 510-2151
ajp@waRoadblacklaw.com
Nominating Committee, Member
Diversity & Inclusion Committee, Vice-Chair
ABA Women Rainmakers Board, Member

Elizabeth C. Jolliffe
543 5th Street
Ann Arbor, MI 48103-4838
Office: (734) 663-7905
Fax: (734) 527-6351
elizabeth@yourbenchmarkcoach.com
ABA Women Rainmakers Board, Member

Vedia Jones-Richardson
Olive & Olive PA - NCCU Law School
PO Box 2049
Durham, NC 27702-2049
Office: (919) 683-5514
Fax: (919) 688-3781
vediajRichardson@gmail.com
Law Practice Magazine Board, Member
Council, Honorary Member
ABA Women Rainmakers Board, Member

Michael T. Judy
Michael T. Judy Co, LPA
8228 Mayfield Road, Suite 6B-1
Chesterland, OH 44026-2576
Office: (440) 729-7279
mike@mikejudylaw.com
E-Lawyering Task Force
Randall Alan Juip  
Foley Baron Metzger & Juip PLC  
38777 6 Mile Road, Suite 300  
Livonia, MI 48152-2660  
Office: (734) 742-1800  
rajuip@fbmjlaw.com  
ABA Techshow Board, Member

Leila Kanani  
4156 Bristol Drive, Suite 1  
Danville, IL 61834-6265  
Office (312) 612-9180  
leila@intermixlegal.com  
E-Lawyering Task Force

Walter W. Karnstein  
14403 NW Lennox Ln  
Portland, OR 97231-2663  
Office: (503) 740-9464  
walt.karnstein@hp.com  
Executive Committee, Director, Finance  
Ex Officio to Council, Director, Finance  
Council, Honorary Member  
Finance Committee, Director  
Strategy and Planning Committee, Member

Rachel Elise Kelly  
Cabaniss Johnston et al  
2001 Park Place, Suite 700  
Birmingham, AL 35214  
Office: (205) 716-5273  
rek@cabaniss.com  
Diversity & Inclusion Committee  
Law Career Paths  
ABA Women Rainmakers Board

Natalie R. Kelly  
State Bar of Georgia  
104 Marietta Street NW, Suite 100  
Atlanta, GA 30303-2743  
Office: (404) 527-8770  
Fax: (404) 287-5217  
nataliek@gabar.org  
State & Local Bar Outreach Committee, Member

Dennis M. Kennedy  
MasterCard Worldwide  
2200 MasterCard Boulevard  
O’Fallon, MO 63368-7263  
Office: (636) 722-7894  
Fax: (636) 722-3790  
dennis_kennedy@MasterCard.com  
Publishing Board, Member  
LTRC, Vice-Chair

Donna M. Killoughhey  
12849 S 71st Street  
Tempe, AZ 85284-3103  
Office: (480) 831-5430  
Fax: (480) 345-6088  
Council, Honorary Member

Linda A. Klein  
Baker Donelson et al  
3414 Peachtree Road NE, Suite 1600  
Atlanta, GA 30326-1164  
Office: (604) 221-1530  
Fax: (604) 238-9630  
lklein@bakerdonelson.com  
Law Practice Magazine Board, Member  
LP Evolving Business Model, Member  
Strategy and Planning Committee, Member  
ABA Women Rainmakers Board, Member

Alan Klevan  
Law Offices of Alan J. Klevan  
99 Needham Street, Apartment 1424  
Newton Highlands, MA 02461-1645  
Office: (617) 564-3299  
Fax: (617) 399-6666  
alan@klevanlawfirm.com  
Education Board, Member
Garrett Patrick LaBorde
PO Box 15374
Pensacola, FL 32514-0374
Office: (866) 263-2376
Fax: (866) 263-2376
garrett.laborde@gmail.com
Education Board, Member
E-Lawyering Task Force
Membership Development Committee, Member

Kristin C. LaMont
Kristin LaMont Attorney at Law
388 State Street, Floor 11
Salem, OR 97301-3866
Office: (503) 371-9500
Fax: (866) 604-7417
kristinlamont@gmail.com
Ethics & Professional Responsibility Committee, Member
State & Local Bar Outreach Committee, Member
E-Lawyering Task Force
Law Career Paths, Member
ABA Women Rainmakers Board, Member

Niki Lanter
Niki Lanter
2927 Ashford Trail Drive
Houston, TX 77082
nlanter@g.harvard.edu
ABA Women Rainmakers Board, Member

Marc Lauritsen
Capstone Practice Systems
193 Bolton Road
Harvard, MA 01451-1804
Office: (978) 456-3424
marc@capstonepractice.com
E-Lawyering Task Force, Co-Chair

Daniel M. Lear
1118 16th Avenue E
Seattle, WA 98112-3311
Office: (206) 972-0652
leardan@hotmail.com
Law Practice Today Board, Member
Ethics & Professional Responsibility Committee, Member
E-Lawyering Task Force
Law Career Paths, Member

Andrew R. Lee
Jones Walker et al
201 Saint Charles Avenue, 49th Floor
New Orleans, LA 70170-4900
Office: (504) 582-8664
Fax: (504) 589-8664
alee@joneswalker.com
E-Lawyering Task Force

Jeanne R. Lee
Clarity Quest Today
1367 Eudora Street
Denver, CO 80220-2520
Office: (303) 333-2417
Fax: (303) 388-5500
JeanneRLee@aol.com
Law Career Paths, Member
ABA Women Rainmakers Board, Member

George E. Leloudis
Woods Rogers PLC
PO Box 14125
Roanoke, VA 24038-4125
Office: (540) 983-7779
gleloudis@woodsgrogers.com
Law Practice Magazine Board, Member
Sponsorship Committee, Chair
Carole A. Levitt  
Internet for Lawyers  
7820 Enchanted Hills Boulevard NE, Suite A-215  
Rio Rancho, NM 87144-8638  
Office: (310) 559-2247  
clevitt@netforlawyers.com  
Publishing Board, Member  
State & Local Bar Outreach Committee, Member

Eun Sung Lim  
18319 Hart Street, #7  
Reseda, CA 91335  
eslim@umich.edu  
Sponsorship Committee, Member  
Membership Development Committee, Member  
Law Career Paths, Member

Adriana Linares  
LawTech Partners Inc  
PO Box 1316  
Winter Park, FL 32790-1316  
Office: (407) 965-5565  
training@lawtechpartners.com  
State & Local Bar Outreach Committee, Member  
E-Lawyering Task Force, Vice-Chair  
LTRC, Member

Sofia S. Lingos  
Lingos Law LLC  
2 Hawthorne Place, Unit 12P  
Boston, MA 02114  
Office: (617) 695-0009  
Fax: (617) 849-5695  
sofia.lingos@lingoslaw.com  
Education Board, Member  
Law Practice Today Board, Member  
Publishing Board, Member  
E-Lawyering Task Force Membership Development Committee, Member  
LTRC, Member  
ABA Women Rainmakers Board, Member

David T. Link  
Rev David T. Link  
51734 Lilac Road  
South Bend, IN 46628-9208  
Office: (269) 353-0592  
Fax: (574) 575-7550  
davelink@comcast.net  
Council, Honorary Member

Peggy Liu  
575 W Madison Street, Apartment 4707  
Chicago, IL 60661  
Office: (224) 520-1216  
peggyliu2010@u.northwestern.edu  
Membership Development Committee

Beverly A. Loder  
Fitch Even Tabin & Flannery  
120 S La Salle Street, Suite 1600  
Chicago, IL 60603-3590  
Office: (312) 629-7983  
Fax: (312) 577-7007  
bloder@fitcheven.com  
ABA Women Rainmakers Board, Member

Britt Lorish  
Affinity Consulting Group LLC  
821 Franklin Road SW  
Roanoke, VA 24016-4017  
Office: (540) 767-7624  
Fax: (540) 767-7602  
blorish@affinityconsulting.com  
LTRC, Member

Andrea Malone  
White and Williams LLP  
1650 Market Street, Suite 1800  
Philadelphia, PA 19103-7304  
Office: (215) 864-7019  
malonea@whiteandwilliams.com  
Law Practice Today Board, Vice-Chair  
Membership Development Committee, Member
Jason Marsh
Marsh8
2221 Lee Road, Suite 22
Winter Park, FL 32789-7418
Office: (407) 255-2063
jason@marsh8.com
Sponsorship Committee, Member
Membership Development Committee, Member

Carol Ann Martinelli
Fidelity National-Commonwealth Land Title Insurance Cos
PO Box 24950
Detroit, MI 48224-0950
Office: (248) 816-3834
Fax: (248) 649-1626
carolann.martinelli@fnf.com
Diversity & Inclusion Committee, Member
Law Career Paths, Member

Marc W. Matheny
244 N College Avenue
Indianapolis, IN 46202-3702
Office: (317) 639-3315
Fax: (317) 639-3318
mmatheny@ameritech.net
Education Board, Member
Publishing Board, Member
State & Local Bar Outreach Committee, Member

Erik Mazzone
North Carolina Bar Association
8000 Weston Parkway
Cary, NC 27513-2123
Office: (919) 657-1580
Fax: (919) 657-1585
emazzone@ncbar.org
Publishing Board, Member
LTRC, Member

Thomas L. Mighell
Contoural Inc
4429 Goodfellow Drive
Dallas, TX 75229-2906
Office: (214) 534-3445
tmighell@gmail.com
Nominating Committee, Member
Publishing Board, Chair
LP Evolving Business Model, Member
LTRC, Member
Council, Honorary Member
Strategy and Planning Committee, Advisory Member

John E. Mitchell
KM Advisors LLC
1341 W Fullerton Avenue, Suite 222
Chicago, IL 60614-2362
Office: (773) 486-4620
purplecoach@kmadvisors.com
Executive Committee, Vice-Chair
Education Board
Finance Committee, Vice-Chair
Strategy and Planning Committee, Chair

William L. Montague, Jr.
Montague Law PLC
163 E Main Street, Suite 300
Lexington, KY 40507-1739
Office: (859) 280-3229
Fax: (888) 398-4958
will.montague@wmlex.com
E-Lawyering Task Force

Kellye C. Moore
Walker Hulbert Gray & Moore LLP
PO Box 1770
Perry, GA 31069-1770
Office: (478) 987-1415
Fax: (478) 987-1077
kmoore@whgmlaw.com
ABA Women Rainmakers Board, Member
Horatio P. Moreno-Campos, II
Horatio Moreno-Campos Attorney At Law LLC
1601 Randolph Road. SE, Suite 110
S. Albuquerque, NM 87106
Office: (505) 652-2856
horatiomorenocampos@gmail.com
Diversity & Inclusion Committee
State & Local Bar Outreach Committee

Robert S. Mucklestone
Perkins Coie LLP
1201 3rd Avenue, Suite 4800
Seattle, WA 98101-3266
Office: (206) 359-8464
Fax: (206) 359-9464
rmucklestone@perkinscoie.com
Council, Honorary Member

Reba Nance
7945 S Niagara Court
Centennial, CO 80112
Office: (303) 824-5372
Fax: (303) 894-0821
reban@cobar.org
Education Board, Member
Law Practice Magazine Board, Member
State & Local Bar Outreach Committee, Chair

Victoria Nedospasova
1537 Lesley Drive
Tuscaloosa, AL 35406
Office: (415) 248-6954
legalbeagle7@yahoo.com
Diversity & Inclusion Committee, Member
Membership Development Committee, Member

Sharon D. Nelson
Sensei Enterprises Inc.
3975 University Drive, Suite 225
Fairfax, VA 22030-2500
Office: (703) 359-0700
Fax: (703) 359-8434
snelson@senseient.com
Education Board, Vice-Chair

Michael S. Neuren
Admin Office of the Courts of Georgia
244 Washington Street SW, Suite 300
Atlanta, GA 30334-9015
Office: (404) 657-4218
Fax: (770) 342-4749
mneuren@msn.com
LTRC, Member

Emilie Rajaratnam Ninan
Ballard Spahr LLP
919 N Market Street, Suite 1100
Wilmington, DE 19801-3062
Office: (302) 252-4426
Fax: (302) 355-0798
ninane@ballardspahr.com
Law Practice Magazine Board, Member

Stephen Gregory Novosel
7 Shadybrook Road
Mullica Hill, NJ 08062-4633
Office: (215) 665-8500
Stephennovosel@comcast.net
Membership Development Committee, Member

Theodore P. Orenstein
29 Ricker Road
Newton, MA 02458
Office: (617) 964-1173
Fax: (617) 202-9027
tporenstein@gmail.com
Membership Development Committee, Member

Elizabeth Palmer
Rosen Rosen & Hagood LLC
151 Meeting Street, Suite 400
Charleston, SC 29401-2239
Office: (843) 577-6726
Fax: (843) 724-8036
epalmer@rrhlawfirm.com
State & Local Bar Outreach Committee
ABA Women Rainmakers Board
Sona Pancholy  
5500 Friendship Boulevard,  
Apartment 1704N  
Chevy Chase, MD 20815-7210  
Office: (202) 344-4029  
smpancholy@venable.com  
Education Board, Member

Dixie Laswell Peterson  
Illinois DCFS  
160 N La Salle Street, Suite 600  
Chicago, IL 60601-3116  
Office: (312) 814-2401  
Fax: (312) 315-9988  
Council, Honorary Member

Aracely Munoz Petrich  
Minority Corporate Counsel Association  
1111 Pennsylvania Avenue NW  
Washington, D.C. 20004  
Office: (202) 739-5841  
amunozpetrich@gmail.com  
Diversity & Inclusion Committee, Member

Nerino Joseph Petro, Jr.  
Holmstrom & Kennedy, P.C.  
PO Box 589  
800 N. Church Street  
Rockford, IL 61105  
Office: (815) 962-7071  
Fax: (608) 257-5502  
erinopetro@njpetro.com  
State & Local Bar Outreach  
Committee, Member

Carol E. Phillips  
5006 Rainbows End  
Culver City, CA 90230-4471  
Office: (310) 500-7202  
carolfoxfphillips@gmail.com  
Diversity & Inclusion Committee, Member  
Law Career Paths, Chair

Daniel E. Pinnington  
Lawyers’ Professional Indemnity Company  
250 Yonge Street, Suite 3101  
Toronto, ON M5B 2L7  
Office: (416) 598-5863  
Fax: (416) 599-8341  
dan.pinnington@lawpro.ca  
LTRC, Member

David E. Poisson  
SCG Legal  
1717 Pennsylvania Avenue NW, Suite 1200  
Washington, D.C. 20006  
Office: (202) 659-6601  
Fax: (202) 659-6641  
dpoisson@sglegal.com  
State & Local Bar Outreach  
Committee, Member

Edward Poll  
Law Biz Management Co.  
421 Howland Canal  
Venice, CA 90291-4619  
Office: (310) 827-5415  
Fax: (310) 578-1769  
edpoll@lawbiz.com  
Ethics & Professional Responsibility  
Committee, Member

Allison Price  
Thompson Coburn LLP  
505 N 7th Street, # 1  
Saint Louis, MO 63101-1612  
Office: (314) 552-6097  
Fax: (314) 552-7097  
aprice@thompsoncoburn.com  
Ethics & Professional Responsibility  
Committee, Member
William T. Quick
Quick Law Firm LLC
7751 Carondelet Avenue, Suite 403
Clayton, MO 63105-3316
Office: (314) 862-5941
Fax: (314) 863-7779
aba@williamquick.com
State & Local Bar Outreach Committee, Member

Roberta Cooper Ramo
Modrall Sperling
500 4th Street NW, Suite 1000
Albuquerque, NM 87102-2186
Office: (505) 848-1800
Fax: (505) 848-9767
rramo@modrall.com
Council, Honorary Member

Natalie Anna Ratliff
CGH Medical Center
100 E Lefevre
Sterling, IL 61081
Office: (815) 590-9519
natalie.cruse@cghmc.com
Ethics & Professional Responsibility Committee, Member
Law Career Paths, Member

Traci Ray
Barran Liebman LLP
601 SW 2nd Avenue, Suite 2300
Portland, OR 97204-3159
Office: (503) 228-0500
tray@barran.com
Law Practice Today Board, Fellow
Ethics & Professional Responsibility Committee, Fellow
ABA Women Rainmakers Board, Member

Catherine Sanders Reach
Chicago Bar Association
321 S Plymouth Court, Floor 6
Chicago, IL 60604-3997
Office: (312) 554-2070
csandersreach@chicagobar.org
Council, Associate Member
ABA Techshow Board, Member

David G. Ries
Clark Hill PLC
301 Grant Street, 14th Floor
Pittsburgh, PA 15219
Office: (412) 394-7787
Fax: (412) 394-2555
dries@clarkhill.com
Education Board, Chair
Publishing Board, Member
Ethics & Professional Responsibility Committee, Vice-Chair

Abby Risner
Greensfelder Hemker & Gale
10 S Broadway, Suite 2000
Saint Louis, MO 63102-1747
Office: (314) 345-4785
Fax: (314) 345-5465
alr@greensfelder.com
ABA Women Rainmakers Board, Member

Carl G. Roberts
Ballard Spahr LLP
1735 Market Street, Floor 51
Philadelphia, PA 19103-7599
Office: (215) 864-8120
Fax: (215) 864-9780
cgroberts@ballardspahr.com
Council, Honorary Member

Peter D. Roberts
Practice of Law Advisor
7427 178 Place SW
Edmonds, WA 98026
Office: (425) 418-9771
Fax: (425) 675-1847
roberts1971@comcast.net
E-Lawyering Task Force
Mark A. Robertson
Robertson & Williams
9658 N May Avenue, Suite 200
Oklahoma City, OK 73120-2718
Office: (405) 848-1944
Fax: (405) 843-6707
mark@robertsonwilliams.com
Executive Committee, Section Delegate
Education Board, Member
Council, Honorary Member

Charles F. Robinson
Law Office of Charles F. Robinson PA
410 S Lincoln Avenue
Clearwater, FL 33756-5826
Office: (727) 441-4516
Fax: (727) 447-7578
charlier@charlie-robinson.com
Council, Honorary Member

Sabrina Presnell Rockoff
McGuire Wood & Bissette PA
PO Box 3180
Asheville, NC 28802
Office: (828) 254-8800
Fax: (828) 252-2438
srockoff@mwbavl.com
Diversity & Inclusion Committee, Member
LP Evolving Business Model, Member
ABA Women Rainmakers Board, Member

Shelby R. Rogers, Jr.
5600 Sutton Place
New Orleans, LA 70131-5417
Office: (512) 858-0064
rogerssr@aol.com
Council, Honorary Member

Walter A. Romney, Jr.
Clyde Snow & Sessions
201 S Main Street, Suite 1300
Salt Lake Cty, UT 84111-2216
Office: (801) 322-2516
Fax: (801) 521-6280
war@clydesnow.com
State & Local Bar Outreach Committee, Member

Mark Rosch
Internet for Lawyers
7820 Enchanted Hills Boulevard NE,
Suite A-215
Rio Rancho, NM 87144-8638
Office: (310) 559-1632
mrosch@netforlawyers.com
ABA Techshow Board, Member

Lowell E. Rothschild
Mesch Clark & Rothschild PC
259 N Meyer Avenue
Tucson, AZ 85701-1090
Office: (520) 624-8886
Fax: (520) 798-1037
lrothschild@mcrazlaw.com
Council, Honorary Member

Antonia L. Roybal Mack
Roybal-Mack Law PC
1324 6th Street NW
Albuquerque, NM 87102-1340
Office: (505) 288-3500
Fax: (505) 288-3501
antonia@roybalmacklaw.com
State & Local Bar Outreach Committee, Member
ABA Women Rainmakers Board, Member

Mary E. Ryan
Taylor Ryan LLC
1777 Reisterstown Road, Suite 265
Baltimore, MD 21208-1344
Office: (410) 486-5800
mryan@taylor-ryan.com
Membership Development Committee, Member

Freddy Saavedra
Law Offices of Stephanie Lake
3737 N 7th Street, Suite 100
Phoenix, AZ 85014
Office: (623) 680-3421
Fax: (623) 201-7352
freddy@saavedrateam.com
Diversity & Inclusion Committee, Member
Michael Joseph Schewe
Podvey Meanor
1037 Raymond Boulevard, Suite 800
Newark, NJ 07102-5427
Office: (518) 339-2105
Fax: (973) 718-3498
mschewe@podvey.com
Council, Member
Membership Development Committee, Chair

Dee A. Schiavelli
Results Marketing for Lawyers
41 E Stonewood Place, Suite 101
Tucson, AZ 85737-7948
Office: (520) 229-3241
deeschiaelli@yahoo.com
Law Practice Magazine Board, Member
Membership Development Committee, Member
ABA Women Rainmakers Board, Member

James L. Schwartz
James L. Schwartz & Associates
617 W Fulton Street, Floor 5
Chicago, IL 60661-1180
Office: (312) 463-0400
Fax: (312) 463-0401
attyjls@aol.com
Law Practice Magazine Board, Member
Ethics & Professional Responsibility Committee, Member

Anne Scott
23101 Inkberry Hill Drive
Clarksburg, MD 20871-3318
Office: (301) 515-2690
Fax: (202) 942-5999
anne.scott@aporter.com
Education Board, Member

Allison C. Shields
Legal Ease Consulting Inc
21 Avolet Ct
Mt Sinai, NY 11766-3402
Office: (631) 642-0221
Fax: (631) 642-0223
allison@legaleaseconsulting.com
Council, Member
Law Practice Magazine Board, Member
Publishing Board, Vice-Chair
LTRC, Member

Phil J. Shuey
Phil J. Shuey PC
5445 DTC Parkway, Ph 4
Englewood, CO 80111-3045
Office: (303) 680-2595
Fax: (866) 214-3078
Council, Honorary Member

Daniel. J Siegel
Law Offices of Daniel J. Siegel LLC
66 W Eagle Road, Suite 1
Havertown, PA 19083-1425
Office: (610) 446-3457
Fax: (484) 636-3993
dan@danieljsiegel.com
Education Board, Member
Publishing Board, Member
Ethics & Professional Responsibility Committee, Member

John Simek
Sensei Enterprises Inc
3975 University Drive, Suite 225
Fairfax, VA 22030-2500
Office: (703) 359-0700
Fax: (703) 359-8434
jsimek@senseient.com
Council, Associate Member
Education Board, Member
Publishing Board, Member
Eleanor Southers  
Professional Legal Coaching  
1362 Pacific Avenue, Suite 216  
Santa Cruz, CA 95060-3932  
Office: (831) 466-9132  
Fax: (831) 466-9456  
esouthers@aol.com  
Education Board, Member  
Ethics & Professional Responsibility Committee, Member  
ABA Women Rainmakers Board, Member

Michael Spekter  
Law Offices of Michael Spekter Esq  
1828 L Street NW, Suite 600  
Washington, D.C. 20036-5121  
Office: (202) 223-8112  
Fax: (240) 235-4441  
spekerlaw@aol.com  
Membership Development Committee, Member

Jay Roderik Stephens  
The Stephens Law Firm  
300 N Meridian  
Puyallup, WA 98371-8634  
Office: (253) 863-2525  
rod@stephenslawfirm.com  
Law Practice Today Board, Member

Aaron C. Street  
4246 Wentworth Avenue  
Minneapolis, MN 55409  
Office: (612) 567-3608  
aaron.street@gmail.com  
State & Local Bar Outreach Committee, Member

Mary Christine Sungaila  
Snell & Wilmer LLP  
600 Anton Boulevard, Floor 14  
Costa Mesa, CA 92626-7221  
Office: (714) 427-7000  
Fax: (714) 427-7799  
msungaila@swlaw.com  
ABA Women Rainmakers Board, Member

Roberta L. Tepper  
State Bar of Arizona  
4201 N 24th Street, Suite 100  
Phoenix, AZ 85016  
Office: (602) 340-7332  
Fax: (602) 416-7513  
roberta.tepper@staff.azbar.org  
Law Practice Magazine Board, Member

Cynthia Thomas  
PLMC & Associates  
70 Crestwood Drive  
San Rafael, CA 94901-1150  
Office: (415) 419-5863  
cynthiat@plmcaassocites.com  
Law Practice Magazine Board, Member  
Diversity & Inclusion Committee, Member  
Membership Development Committee, Member  
Law Career Paths, Member

Reid F. Trautz  
American Immigration Lawyers Association  
1331 G Street NW, Suite 300  
Washington, D.C. 20005-3142  
Office: (202) 507-7647  
Fax: (202) 783-7853  
rrtrautz@aila.org  
Ethics & Professional Responsibility Committee, Member  
State & Local Bar Outreach Committee, Member

Erdal Turnacioglu  
Arce Law Group, P.C.  
30 Broad Street, 35th Floor  
New York, NY 10004  
Office: (917) 574-5061  
eturnacioglu@gmail.com  
Law Practice Today Board, Member  
State & Local Bar Outreach Committee, Member  
E-Lawyering Task Force  
Membership Development Committee, Vice-Chair
Paul J. Unger
HMU Consulting Inc.
1550 Old Henderson Road, Suite S150
Columbus, OH 43220-3691
Office: (614) 340-3444
Fax: (614) 340-3443
punger@affinityconsulting.com
Council, Member

Mary E. Vandenack
Parsonage Vandenack Williams LLC
17007 Marcy Street, Suite 3
Omaha, NE 68118-3122
Office: (402) 504-1300
Fax: (402) 504-1935
mvandenack@pvwlaw.com
Council, Member
Law Practice Magazine Board, Features Editor
LP Evolving Business Model, Member

Gabriela Amada Vega
Vega Acosta Law Firm Chtd
630 Humboldt Street, Suite 110
Manhattan, KS 66502-6095
Office: (785) 539-5300
Fax: (785) 539-5382
gabriela@vegaacostalaw.com
Law Practice Magazine Board, Member
Law Practice Today Board, Member
Diversity & Inclusion Committee, Member
ABA Women Rainmakers Board, Member

Victoria V. Vuletich
The Vuletich Law Firm
141 Ionia Street, Suite 209
Grand Rapids, MI 49503-4105
Office: (616) 581-3776 Ext 6957
Fax: (616) 301-6842
vuletichlawfirm@gmail.com
Ethics & Professional Responsibility Committee, Member
Law Career Paths, Member

Courtney E. Ward-Reichard
Nilan Johnson Lewis PA
120 S 6th Street, Suite 400
Minneapolis, MN 55402-1808
Office: (612) 305-7539
Fax: (612) 305-7501
cward@nilanjohsonlewish.com
Education Board, Member
Law Practice Magazine Board, Member
State & Local Bar Outreach Committee, Member

Marcia Watson Wasserman
Comprehensive Management Solutions Inc.
19543 Mayall Street
Northridge, CA 91324-1015
Office: (818) 885-9080
Fax: (818) 718-2276
mwasserman@comprehensivemgmt.com
Law Practice Magazine Board, Member

Maggie T. Watkins
Bradley Arant Boult Cummings LLP
1819 Fifth Avenue N
Birmingham, AL 35203
Office: (205) 521-8821
mwatkins@babc.com
ABA Women Rainmakers Board, Member

Wendy L. Werner
Werner Associates LLC
2200A Yale Avenue
Saint Louis, MO 63143-1421
Office: (314) 644-2221
Fax: (314) 781-7230
wernerwl@yahoo.com
Publishing Board, Member
Law Career Paths, Vice-Chair
Susan Letterman White  
Letterman White Consulting  
550 Liberty Street, Apartment 3612  
Braintree, MA 02184-7393  
Office: (610) 331-2539  
susanlettermanwhite@gmail.com  
Council, Member  
Publishing Board, Member  
Diversity & Inclusion Committee, Member  
ABA Women Rainmakers Board, Member

Randi Brent Whitehead  
TPS Construction LLC  
5201 Tal Street  
Orlando, FL 32821  
Office: (941) 321-7071  
randibwhitehead@gmail.com  
Education Board, Member  
Diversity & Inclusion Committee, Member  
E-Lawyering Task Force

Pauline C. Will  
Bennett Schechter Arcuri & Will LLP  
701 Seneca Street, Suite 609  
Buffalo, NY 14210  
Office: (716) 242-8100  
pwill@bsawlaw.com  
Law Career Paths, Member  
ABA Women Rainmakers Board, Member

Richard A. Williams  
Mitchell Williams  
425 W Capitol Avenue, Suite 1800  
Little Rock, AR 72201-3527  
Office: (501) 688-8800  
Fax: (501) 688-8807  
rwilliams@mwlaw.com  
Council, Honorary Member

Jennifer R. Willner  
Halvorson Losie Willner PLC  
114 W Magnolia Street, Suite 405  
Bellingham, WA 98225-4394  
Office: (360) 392-3995  
Fax: (360) 392-6005  
jennifer@HLWworkPlaceattorneys.com  
ABA Women Rainmakers Board, Member

Patrick Allen Wright  
The Wright Firm LLP  
1422 W Main Street, Suite 201  
Lewisville, TX 75067-3391  
Office: (972) 353-4600  
Fax: (972) 353-4602  
patrick@thewrightlawyers.com  
Law Practice Magazine Board, Member  
E-Lawyering Task Force

Eric Young  
Nova Southern University  
Broad Law Center  
3305 College Avenue  
Davie, FL 33314-7721  
Office: (954) 262-6211  
Fax: (954) 262-3838  
young@nsu.law.nova.edu  
Law Practice Magazine Board, Member  
Law Career Paths, Member

Kenneth E. Young  
Young Mayden LLC  
2125 Southend Drive, Suite 250  
Charlotte, NC 28203-5081  
Office: (704) 364-8546  
Fax: (704) 364-1500  
kyoung@youngmayden.com  
Council, Member

Robert Arthur Young  
English Lucas Priest & Owsley LLP  
1101 College St  
Bowling Green, KY 42101-2618  
Office: (270) 782-7782  
Fax: (270) 782-7782  
byoung@elpolaw.com  
Executive Committee, Chair  
Finance Committee, Chair
Stephen C. Zollman
Law Offices of Stephen C. Zollman
16600 Center Way
Guerneville, CA 95446-9703
Office: (415) 218-9835
szollman@hotmail.com
Ethics & Professional Responsibility
  Committee, Member
Diversity & Inclusion Committee, Member
State & Local Bar Outreach
  Committee, Member
E-Lawyering Task Force
Membership Development
  Committee, Member
Law Career Paths, Member
# LP Geographical Listing

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- Laura A. Calloway
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- Rachel Elise Kelly
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## Arizona
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- Donna M. Killoughey
- Lowell E. Rothschild
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- Dee A. Schiavelli
- Roberta L. Tepper

## California
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- Sherrie Boutwell
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- Katayoun M. Goshtasbi
- Ivan Hemmans
- Eun Sung Lim
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- Edward Poll
- Eleanor Southers
- Mary Christine Sungaila
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- Marcia Watson Wasserman
- Stephen C. Zollman

## Colorado
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- Jeanne R. Lee
- Reba Nance
- Phil J. Shuey

## Delaware
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- Emilie Rajaratnam Ninan

## Florida
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- Joan Rose Marie Bullock
- Michael Chapnick
- Amy L. Drushal
- Debbie Foster
- Richard Granat
- Andrea S. Hartley
- Elizabeth Henslee
- William D. Henslee
- Garrett Patrick LaBorde
- Adriana Linares
- Jason Marsh
- Charles F. Robinson
- Randi Brent Whitehead
- Eric Young

## Georgia
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- Steven Joseph Best
- Hussainatu Blake
- G. Wayne Hillis
- Natalie R. Kelly
- Linda A. Klein
- Kellye C. Moore
- Michael S. Neuren
**ILLINOIS**
Jordan A. Arnot
Michael Barrett
John E. Brennock
Mazyar Malek Hedayat
Leila Kanani
Peggy Liu
Beverly A. Loder
John E. Mitchell
Dixie Laswell Peterson
Nerino Joseph Petro
Natalie Anna Ratliff
Catherine Sanders Reach
James L. Schwartz

**INDIANA**
Todd A. Etzler
Lillian Leona Frank
William Drew Henderson
David T. Link
Marc W Matheny

**IOWA**
Charles R. Coulter

**KANSAS**
Gabriela Amada Vega

**KENTUCKY**
William L. Montague
Robert Arthur Young

**LOUISIANA**
Shawn L. Holahan
Andrew R. Lee
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**MARYLAND**
Joel P. Bennett
Anne Elizabeth Collier
Sona Pancholy
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Rodney Scott Dowell
Alan Klevan
Marc Lauritsen
Sofia S. Lingos
Theodore P. Orenstein
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**MICHIGAN**
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JoAnn Hathaway
Thomas H. Howlett
Elizabeth C. Jolliffe
Randall Alan Juip
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**MINNESOTA**
William E. Gschwind
Aaron C. Street
Courtney E. Ward-Reichard

**MISSOURI**
Michael P. Downey
Karen D. Griggs
Dennis M. Kennedy
Allison Price
William T. Quick
Abby Risner
Wendy L. Werner

**NEBRASKA**
Mary E. Vandenack

**NEW HAMPSHIRE**
Arthur G. Greene
NEW JERSEY
Joseph A. Bahgat
John D. Bowers
Micah U. Buchdahl
William Ferreira
Ebony Foster
Stephen Gregory Novosel
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NEW MEXICO
Carole A. Levitt
Horatio P. Moreno-Campos
Roberta Cooper Ramo
Mark Rosch
Antonia L. Roybal Mack

NEW YORK
Aman Bagga
Brian John Donnelly
Gary B. Fiebert
Richard W. Goldstein
Carol Schiro Greenwald
Allison C. Shields
Erdal Turnacioglu
Pauline C. Will

NORTH CAROLINA
Paul Eric Davis
Thomas C. Grella
Afi S. Johnson-Parris
Vedia Jones-Richardson
Erik Mazzone
Sabrina Presnell Rockoff
Kenneth E. Young

OHIO
Brett Burney
Chad E. Burton
Robert R. Furnier
Michael D. Goler
Kathleen B. Havener
Michael T. Judy
Paul J. Unger

OKLAHOMA
James Andrew Calloway
Mark A. Robertson

OREGON
Janis K. Alexander
David R. Ambrose
Sheila M. Blackford
K. William Gibson
Walter W. Karnstein
Kristin C. LaMont
Traci Ray

PENNSYLVANIA
David Wesley Cornish
Jennifer Ellis
Nancy L. Gimbol
Andrea Malone
David G. Ries
Carl G. Roberts
Daniel J. Siegel

SOUTH CAROLINA
Stephen P. Groves
Elizabeth Palmer

TENNESSEE
Heidi A. Barcus

TEXAS
Robert Christopher Baker
James E. Brill
Katherine E. Britton
Debra L. Bruce
Rebecca Haack
Ashley Hallene
Niki Lanter
Thomas L. Mighell
Patrick Allen Wright

UTAH
Walter A. Romney
GEOGRAPHICAL LISTING

VIRGINIA
Cassie Baudean
Lance Johnson
George E. Leloudis
Britt Lorish
Sharon D. Nelson
John Simek

VIRGIN ISLANDS
Tom Bolt

WASHINGTON
Daniel M. Lear
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Peter D. Roberts
Jay Roderik Stephens
Jennifer R. Willner

WASHINGTON, DC
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David E. Poisson
Michael Spekter
Reid F. Trautz

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ALBERTA
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2014–2015

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17. 1983 – 1984 Roberta Cooper Ramo, Albuquerque, NM

* Deceased
Law Practice Management Section

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30. 1996 – 1997  Shelby R. Rogers, Jr., Driftwood, TX
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44. 2010 – 2011  Andrea S. Hartley, Miami, FL
45. 2011 – 2012  Thomas L. Mighell, Dallas, TX
46. 2012 – 2013  Joan Rose Marie Bullock, Orlando, FL
47. 2013 – 2014  Michael Downey, St. Louis, MO

* Deceased
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPANY</th>
<th>STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ramon A. Abadin</td>
<td>Sedgwick Detert Etal</td>
<td>FL</td>
</tr>
<tr>
<td>Elizabeth A. Alston</td>
<td>Alston Law Firm LLC</td>
<td>LA</td>
</tr>
<tr>
<td>Hilarie Bass</td>
<td>Greenberg Traurig LLP</td>
<td>FL</td>
</tr>
<tr>
<td>Joseph B. Bluemel</td>
<td>Bluemel Law Office</td>
<td>WY</td>
</tr>
<tr>
<td>Tom Bolt</td>
<td>BoltNagi PC</td>
<td>VI</td>
</tr>
<tr>
<td>Timothy W. Bouch</td>
<td>Leach Bouch &amp; Seekings LLP</td>
<td>SC</td>
</tr>
<tr>
<td>David L. Brown</td>
<td>Hansen McClintock &amp; Riley</td>
<td>IA</td>
</tr>
<tr>
<td>G Nicholas Casey Jr.</td>
<td>Lewis Glasser Casey and Rollins PLLC</td>
<td>WV</td>
</tr>
<tr>
<td>Robin Frazer Clark</td>
<td>Robin Frazer Clark PC</td>
<td>GA</td>
</tr>
<tr>
<td>Jonathan J. Cole</td>
<td>Baker Donelson et al</td>
<td>TN</td>
</tr>
<tr>
<td>Stephen J. Curley</td>
<td>Law Offc of Stephen J Curley LLC</td>
<td>CT</td>
</tr>
<tr>
<td>Herbert B. Dixon Jr.</td>
<td>Superior Court of DC</td>
<td>DC</td>
</tr>
<tr>
<td>Lara Marie B. Edmonds</td>
<td>University of Connecticut School of Law</td>
<td>CT</td>
</tr>
<tr>
<td>William Ferreira</td>
<td>Ferreira Law LLC</td>
<td>NJ</td>
</tr>
<tr>
<td>Paula J. Frederick</td>
<td>State Bar of Georgia</td>
<td>GA</td>
</tr>
<tr>
<td>Tracy A. Giles</td>
<td>Giles &amp; Lambert PC</td>
<td>VA</td>
</tr>
<tr>
<td>Karen A. Gould</td>
<td>Virginia State Bar</td>
<td>VA</td>
</tr>
<tr>
<td>William C. Hess</td>
<td>Hess Reinertson &amp; Brunner SC</td>
<td>WI</td>
</tr>
<tr>
<td>Robert Edward Hirshon</td>
<td>Univ of Michigan Law School</td>
<td>MI</td>
</tr>
<tr>
<td>Kay H. Hodge</td>
<td>Stoneman Chandler &amp; Miller LLP</td>
<td>MA</td>
</tr>
<tr>
<td>Daniel Warren Van Horn</td>
<td>Butler Snow, LLP</td>
<td>TN</td>
</tr>
<tr>
<td>M. Keith Kapp</td>
<td>Williams Mullen</td>
<td>NC</td>
</tr>
<tr>
<td>Beth L. Kaufman</td>
<td>Schoeman Updike Kaufman Stern &amp; Ascher LLP</td>
<td>NY</td>
</tr>
<tr>
<td>James A. Kawachika</td>
<td>O’Connor Playdon &amp; Guben LLP</td>
<td>HI</td>
</tr>
<tr>
<td>Linda A. Klein</td>
<td>Baker Donelson et al</td>
<td>GA</td>
</tr>
<tr>
<td>Frank H. Langrock</td>
<td>Langrock Spdy &amp; Wool LLP</td>
<td>VT</td>
</tr>
<tr>
<td>Glenn Lau-Kee</td>
<td>Kee &amp; Lau - Kee PLLC</td>
<td>NY</td>
</tr>
<tr>
<td>William David Lytle</td>
<td>Altman Keilbach et al</td>
<td>CO</td>
</tr>
<tr>
<td>Margaret K. Masunaga</td>
<td>County of Hawaii</td>
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<td>Young Mayden LLC</td>
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<td>Keith B. McLennan</td>
<td>Miller Turetsky Rule &amp; McLennan</td>
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G Michael Pace Jr  Roanoke College  VA
Lucian T. Pera  Adams and Reese LLP  TN
Kari Marie Petrasek  Carson Law Group PS  WA
Rachael K. Pirner  Triplett Woolf & Garretson LLC  KS
David Russell Poe  Bracewell & Giuliani LLP  DC
Laura Ann Possessky  Gura & Possessky PLLC  DC
Manuel A. Quilichini  Quilichini Law Offices  PR
Roberta Cooper Ramo  Modrall Sperling  NM
Pamela J. Roberts  Bowman and Brooke LLP  SC
Mark A. Robertson  Robertson & Williams  OK
William T. Robinson III  Frost Brown Todd LLC  KY
Thomas M. Ryan  Law Office of Thomas M Ryan  AZ
Kevin L. Shepherd  Venable LLP  MD
Neal R. Sonnett  Neal R Sonnett PA  FL
M. Anne Swanson  Cooley LLP  DC
Gregory L Ulrich  Ulrich Law PLC  MI
H. A. Walther  Walther Antel Stamper & Fischer PC  MO
Walter H. White Jr.  McGuireWoods LLP  DC
David B. Wolfe  Skoloff & Wolfe PC  NJ
Kenneth E. Young  Young Mayden LLC  NC
LP Social Media

LP has one of the largest social media followings in the ABA. By actively engaging our following on Twitter, Facebook, LinkedIn and YouTube, LP increases its overall visibility and enhances its reputation online. Follow LP on social media to get the latest law practice management news and resources.

Twitter
- ABA Law Practice Division @LawPracticeTips
- ABA Legal Technology Resource Center @LTRC
- ABA TECHSHOW @ABATECHSHOW
- ABA Women Rainmakers @WomenRainmakers

Facebook
- ABA Law Practice Division www.facebook.com/lawpracticetips
- ABA Legal Technology Resource Center www.facebook.com/lawtechnology
- ABA TECHSHOW www.facebook.com/ABATECHSHOW
- ABA Women Rainmakers www.facebook.com/ABAWomenRainmakers

Google+
- ABA Law Practice Division: http://gplus.to/lawpracticetips

LinkedIn
- ABA Law Practice Division http://linkd.in/LawPracticeManagement
- ABA Legal Technology Resource Center http://linkd.in/197VPH5
- ABA TECHSHOW http://linkd.in/ABATECHSHOW
- ABA Women Rainmakers http://linkd.in/WomenRainmakers

YouTube
- ABA Law Practice Division www.youtube.com/lawpracticetips
- ABA TECHSHOW www.youtube.com/abatechshow
LP Leadership on Twitter
Follow LP leadership on Twitter and fully embrace LP’s social network.

G. Burgess Allison | @Burgess_Allison
Jennifer J. Ator | @JenniferAtor
Heidi Barcus @habarcus
David J. Bilinsky | @David_Bilinsky
Sheila Blackford | @SheilaBlackford
Tom Bolt | @Vilaw
Micah U. Buchdahl | @MBuchdahl
Joan Rose Marie Bullock @ReformedLawProf
Brett Burney | @bburney
Laura A. Calloway | @LCalloway
Rodney S. Dowell | @RodneyDowell
Michael P. Downey | @MichaelDowney
Blair Janis | @blair_janis
Randall Juip | @rajuip
Natalie Kelly | @NatalieRKelly
Stephanie L. Kimbro | @StephKimbro
Lincoln Mead | @lincolnmead
Thomas L. Mighell | @TomMighell
Sharon Nelson | @sharonnelsonesq
Nerino J. Petro, Jr. | @NerinoPetro
Catherine Sanders Reach | @catherinereach
Mark A. Robertson | @Mark_Robertson
Mark Rosch | @MarkRosch
Allison Shields | @allisonshields
Steven Silverberg | @SMSilverbergEsq
Reid F. Trautz | @RTrautz
Paul Unger | @PaulJUnger
Susan Letterman White | @susanletterman
All committees have been assigned to a listserv. You may send a message to your entire committee by sending an e-mail to listname@mail.americanbar.org. (Please see below for the List Name associated with your committee.) Please note that any replies to a list message will go out to the entire list.

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Automatic Subscriptions
LP-WOMENRAINMAKERS ABA Women Rainmakers Committee Announcements / Discussion

ABA Law Practice Division Website
www.lawpractice.org
To view all the resources of LP and get the latest information on Division events, visit the LP homepage. Members can stay up-to-date on resources and benefits by checking out the page.

ABA Law Practice Today
www.lawpracticetoday.org
The Division’s official monthly digital periodical offers news, advice, and analysis on the business of practicing law.

ABA Legal Technology Resource Center Website
www.lawtechnology.org
The LTRC Website serves as a repository for a variety of legal technology resources and guides, including basic technology overviews, comparison charts for popular software categories, a library of free training videos, and more.

ABA TECHSHOW Website
www.techshow.com
All information regarding ABA TECHSHOW can be found at www.techshow.com including the schedule, faculty, social events, awards, pricing and more. Visit the Website to view legal technology resources including the faculty blog and #ABATECHSHOW twitter feed.

eLawyering Task Force Website
www.elawyering.org
The eLawyering Task Force page provides a description of its mission, eLawyering basics and best practices, and resources on the subject.
**Law Practice Division News**

www.lawpracticetoday.org/news

Find the latest news and announcements about the Law Practice division and its members.

**Law Technology Today Blog**

www.lawtechnologytoday.org

*Law Technology Today* is a legal technology blog managed by the ABA Legal Technology Resource Center. It provides daily updates on a wide range of legal technology issues, including data security, online marketing, and office technology.
The American Bar Association Law Practice Division traces its history back to the creation of the ABA Special Committee on Economics of Law Practice by the ABA Board of Governors on July 30, 1957. In August 1957, when Charles S. Rhyne became President of the ABA, he made one of his major objectives the institution of a “comprehensive program to aid members of the ABA in the field of economics of law practice”. He appointed the first Committee which consisted of five members and was increased in May of the following year to seven by action of the Board. The first Chair of the Special Committee was John C. Satterfield of Yazoo City, Mississippi. This was the first formal recognition by the legal profession of the interdependence of improved legal services and the economic health of practitioners.

The Committee was charged with the duty of laying the groundwork for the development of practical suggestions to lawyers, designed to improve their economic status. Combined with this, there was to be an increase in coordination of assistance to lawyers in the business phase of the practice of law, achieved by ABA through its staff, committees and sections and by the state and local bar associations. Starting with its historic first pamphlet, The 1958 Lawyer and His 1938 Dollar, the Committee prepared and districted pamphlets covering every phase of law practice.

By action of the House of Delegates at the ABA Annual Meeting in August 7, 1961 at the Hotel Chase in St. Louis, Missouri, the Special Committee was made a standing committee of the Association. Lewis F. Powell, Jr. of Richmond, Virginia, presented the amendment to the Bylaws of the Association. In doing so, Mr. Powell explained that there was little reason to believe that the economic problems of the legal profession would become less acute in the immediate future and making the Committee into a Standing Committee would enable it to deal with the problems in its jurisdiction on a long-term basis.

Mr. Powell was appointed as the first Chair of the ABA Standing Committee on Economics of Law Practice in 1961. That same year Satterfield was elected President of the American Bar Association in 1961 and the Committee first published The Lawyers Handbook, which was distributed to all attorneys who joined the ABA that year.
In its preface, Lewis F. Powell, Jr., Chairman of the ABA Standing Committee on Economics of Law Practice wrote:

“The basic concept of freedom under law, which underlies our entire structure of government, can only be sustained by a strong and independent bar. It is plainly in the public interest that the economic health of the legal profession be safeguarded. One of the means toward this end is to improve the efficiency and productivity of lawyers.”

The ABA Committee on Economics of Law Practice also published a bimonthly newsletter, Legal Economics News, and more than 30 books and pamphlets, three educational films, and an audio cassette program. The Committee continued to publish The Lawyer’s Handbook. The Committee’s staff answered over one hundred inquiries a month from attorneys regarding the application of sound management principles to the law office operation. In addition, a small group of attorneys led by J. Harris Morgan of Greenville, Texas, Kline Strong of Salt Lake City, Utah, Lee Turner of Great Bend, Kansas and James E. Brill of Houston, Texas, traveled throughout the United States, presenting programs on law firm management. Their efforts created the need for a new Section of the American Bar Association.

Commencing in 1965 when John D. Conner served as Chair, the Committee presented the first of six National Conferences of Law Office Economics and Management March 26-27 at the Palmer House in Chicago, which attracted approximately 500 lawyers throughout the country and several foreign countries. The conference focused upon four general areas of law office economics and management – efficiency in performing legal services; fees and billing practices; office records and management; and developing a practice and client relations.

As activities expanded and lawyer interest in law office management increased, it became apparent that the committee structure could not meet the demonstrated need of American lawyers for assistance in law practice issues and limited the participation and contribution of interested and informed lawyers in the vital economics and efficiency programs of the Association. Accordingly, two members of the Committee, Robert S. Mucklestone of Seattle, Washington, the former Chair of the Young Lawyers Section, and Richard A. Williams of Little Rock, Arkansas were joined by William J. Fuchs of Haverford, Pennsylvania; Robert P. Wilkins of Columbia, South Carolina; and John “Buddy” Thomason of Memphis, Tennessee commenced efforts to form a new ABA Section to address the subject of law office economics and management.

Proponents for the new Section originally proposed that the Board of Governors recommend to the ABA House of Delegates the creation of a Section of Law Office Practice and Efficiency, but after deliberation it was determined that the new Section
should be called by the Committee name. At the ABA Midyear Meeting in Houston, Texas in February 5, 1974, the House of Delegates approved establishing the ABA Section of Economics of Law Practice. This action culminated a two year effort to expand the Committee’s work to a much wider lawyer population.

The organizational meeting of the Section was held April 27, 1974 at the Fairmont Hotel in San Francisco at the close of the Sixth National Conference of Law Office Economics and Management. Robert S. Mucklestone of Seattle Washington, who had served as the Chair of the ABA Junior Bar Conference, the predecessor to the Young Lawyers Division, and the ABA Committee on Economics of Law Practice was elected the new Section Chair with 1,074 charter members. Those chosen to serve on the initial Section Council were selected from the members of the ABA Committee on Economics of Law Practice and the Committee on Legal Assistants, other ABA contacts, speakers from the National Conferences and attorneys active at the state and local level.

The Division Journal

Legal Economic News had developed into a four page newsletter, but with an expanding audience, the Section Council determined upon a magazine format and the name Legal Economics was adopted in November, 1974. Robert P. Wilkins was instrumental in creating the Section magazine and served as its first Editor. Although an attorney by profession, Wilkins published a regional magazine, The Sandlapper, which was the state magazine for South Carolina. Arnold Fisher was Articles Editor and Delmar L. Roberts served as Managing Editor. The first issue of Legal Economics appeared in the Spring of 1975 with a press run of 15,000 even though the membership was significantly less. The additional copies were utilized to promote membership in the Section. By August, 1977, advertisements in Legal Economics surpassed those in the Law Student Division’s Student Lawyer, but trailed those in the Young Lawyers Division’s Barrister and the ABA Journal. By August, 1981, however, advertisements in Legal Economics exceeded all but the ABA Journal. The Division magazine is now Law Practice and has been considered one of the leading Division benefits by membership and has contributed to the immense growth of the Division.

Educational Programs

National and international programs have always been part of the work of the Law Practice Division. At the ABA Annual Meeting in Atlanta in 1976, the Section presented its first symposia where participants were divided by group size and were able to ask questions on any subject to the moderator and other “experts”.

At the February 1977, Section Council meeting and again at the 1977 ABA Annual Meeting, Jay Foonberg’s “How to Start and Build a Law Practice” videotape was shown. From January, 1976 through November, 1978 the Section, in cooperation with the General Practice Section, presented fourteen Regional Roundups. These were entry level
programs presented in as many different cities to audiences of up to 500, and featured James Brill (“The Thrifty Fifty”), Jay Foonberg (“How to Start and Build a Law Practice”), J. Harris Morgan (“Six Basic Systems”), Al Moses (“Time Management”), Roberta Cooper Ramo (“How to Create a System”), (Sam Smith (“Having a Fool for a Client”) and Bernard Sternin (Word Processing).

At the ABA Annual Meeting in 1981, Section on Economics of Law Practice symposia and a program on “Working with Legal Assistants” were designated as the first of the Section’s Presidential Showcase Programs. In 1983, the Section and the University of Texas Law School jointly sponsored the first known hands-on program for lawyers using computers.

The Digital Edge became the Section’s first podcast program in 2005 and was hosted by Sharon Nelson and Jim Calloway.

Membership
The Section began in 1974 with 1,074 charter members under the leadership of Robert Mucklestone. It reached 5,000 members within its second year when Richard Williams chaired the Section. In the fourth year during Francis Musselman’s term, the Section grew to an unprecedented 10,000 member to become the 10th largest section in the ABA. During James Brill’s term Section membership reached 15,000 and the 7th largest section in the ABA and in its 12th year under Richard Reed, the Section had over 20,000 members.

In 1981, the ABA approved associate membership for law office administrators and the Section gained another 1,200 members in the first year. The Division continues to have one of the largest associate memberships of any entity in the American Bar Association.

First Name Change
With the further expansion of the scope of the Section it was determined that the existing name implied that the Section’s activities were limited to the economics or financial aspects of law practice which potentially deterred other ABA members from realizing the benefits of the Section’s value, services and products. The Section Council determined that the name Law Practice Management would better describe its many activities, including law office planning, marketing, delivery skills, personnel, practice management, use of technology and systems and lawyer image and competency.

In February 1989, the House of Delegates approved the name change of the Section of Economics of Law Practice to the Law Practice Management Section on a voice vote without debate.
Section Outreach
On August 4, 1990 at the ABA Annual Meeting in Chicago, the Section hosted with the ABA General Practice Section: The Last Frontiers: Women Lawyers as Rainmakers and Litigators and the Section launched the ABA Women Rainmakers dedicated to providing marketing education and networking opportunities. Past LPM Chair and future ABA President Roberta Cooper Ramo and future ABA President Martha Barnett were instrumental in this historic enterprise.

In the fall of 1998, American Bar Association President-Elect Bill Paul, called upon the Law Practice Management Section to create a task force to develop a program to assist the legal profession in serving the needs of moderate individuals and families through the use of technology. The E-Lawyering Task Force was established with James I. Keane as its first chair.

Awards
The Division presents various awards. The highest honor bestowed by the ABA Law Practice Division is the Samuel S. Smith Award of Excellence in Law Practice which was established in 1999. The Award is named for Samuel S. Smith who was one of the Division’s founding members, serving as its Chair in 1979 – 1980 and as Secretary of the American Bar Association in 1993-1996. The Award recognizes an individual who has demonstrated outstanding lifetime achievement in law practice.

The James I. Keane Memorial Award for Excellence in eLawyering is presented by the Division’s E-Lawyering Task Force. It recognizes law offices or legal organizations that have developed legal service innovations delivered over the Internet or through other electronic resources. The focus of the award is the innovative delivery of personal legal services, with special attention given to firms and entities that serve both moderate income individuals and the broad middle class.

The Golden Hammer Award was originally presented by the Division’s ABA Women Rainmakers under the leadership of Martha Fay “Marty” Africa to recognize the work of individuals that promoted women and diverse attorneys in the Division. It was reinstituted by the Division in October 11, 2013 at its meeting at the Biltmore Hotel in Phoenix to honor those individuals or entities that have demonstrated a commitment to promoting full and equal participation in the practice of law through the encouragement and inclusion of women, minorities, persons with disabilities or persons of differing sexual orientations and gender identities.

Other awards that the Division has presented over the years include the Foonberg Award which was an annual award presented upon recommendation of the Division Publications Board to authors of Section publications that achieved notoriety.
Section to Division
In 2011, the Section’s Member Development Committee under the leadership of Tom Bolt undertook an investigation as to the appropriateness of name of Section in view of its programs and activities. The Committee recommended to the Section Council that the Section amend its name to the Law Practice Division and to formally seek Division status within the ABA. By dropping the name “management” it was believed that there would be more appeal to those attorneys that were not actively involved in the management of their firm and that by becoming a Division within the American Bar Association, it could work more cooperatively with ABA sections, divisions and forums in serving attorneys without being viewed as the competition, and it could greatly expand the Association’s membership by seeking crossover partnerships with the various substantive law Sections. This action sent a clear message to attorneys, both within and outside the ABA, that the Association appeals to all practitioners and has created a Division to assist in meeting its needs. With the approval of the LPM membership at the Annual Meeting in August, 2012 in Chicago and with the approval of the ABA House of Delegates in San Francisco at the ABA Midyear Meeting on August 12, 2013, the Section became the American Bar Association Law Practice Division.
Samuel S. Smith Award of Excellence in Law Practice

The highest honor bestowed by the American Bar Association Law Practice Division, was established by the ABA Board of Governors in 1999 on the occasion of the 25th Anniversary of establishing the ABA Economics of Law Practice Section. The award is named for Samuel S. Smith, a Secretary of the ABA, a founder of the Division and instrumental in its growth and the advancement of law practice skills.

The recipient must be a member or associate of the American Bar Association and the Division for a minimum of ten (10) years and is selected by the Executive Committee of the Division in any given year that a candidate has exhibited exceptional service in this area. The award will not be necessarily awarded annually.

Criteria for the award will include, but not be limited to: 1) how to build and maintain a law practice of any size; 2) successful service to the ever-changing needs of clients; 3) marketing their firms and managing their businesses 4) how to grow and maintain a healthy law practice; 5) how to use the internet and other technological advances within a law firm; 6) compensation packages to motivate lawyers and other support staff; 7) traditional and alternative billing methods; 8) promotion of full and equal participation in the profession by minorities and women; recognition of and support to lawyers with special needs (physical and mental disabilities); or 9) survival skills for solo and small firm practitioners.

SAMUEL S. SMITH AWARD RECIPIENTS

1999 Samuel S. Smith, Miami, FL†
2001 J. Harris Morgan, Greenville, TX
2002 Warren Tomlinson, Vail, CO
2003 Richard C. Reed, Bellevue, WA
2004 James E. Brill, Houston, TX
2005 Francis H. Musselman, Hammond, NY
2006 Robert P. Wilkins, Lexington, SC
2007 Jay G Foonberg, Los Angeles, California

†Awarded Postumously
2009  Roberta Cooper Ramo, Albuquerque, NM
2010  Edward H. Flitton, Colorado Springs, CO†
2011  Gary A. Munneke, White Plains, NY
2012  Thomas C. Grella, Asheville, NC
2013  K. William Gibson, Clackamas, OR
2014  Charles F. Robinson, Clearwater, FL

†Awarded Posthumously

James I. Keane Memorial Award for Excellence in E-Lawyering

The American Bar Association Board of Governors approved the “James I. Keane Memorial Award for Excellence in E-Lawyering” in June 2006 to recognize outstanding achievement in delivering legal services through the Internet or other electronic resources.

The Award is named for James I. Keane, founding chair of the ABA eLawyering Task Force which was established in 2000 and is now within the Law Practice Division. The Task Force was originally formed to provide the legal profession with guidance on Internet-based law practice.

The Keane Award honors law offices or legal organizations that have developed legal service innovations delivered over the Internet or through other electronic resources. Thus, the focus of the award is the innovative delivery of personal legal services, with special attention given to firms and entities that deliver legal services to people of moderate means more effectively and efficiently.

JAMES I. KEANE AWARD RECIPIENTS

2008  Cowell Taradash, PC, Chicago IL
      www.IllinoisDivorce.com
2009  Stephanie Kimbro, Wilmington, NC
      www.kimbrolaw.com
2010  Lee S. Rosen – Raleigh, NC
      www.rosen.com (North Carolina Divorce)
2011  Legal Aid Society of Orange County
      www.legalgenie.com
2012  Hargrove Madden LLP, Louisville, KY
      www.hargrovemadden.com
2013  Richard S. Granat, Palm Beach Gardens, FL
      www.mdfamilylawyer.com
2014  Immigration Advocates Network,
      http://www.immigrationadvocates.org/
Golden Hammer Award

The Golden Hammer Award was originally presented by the Division’s ABA Women Rainmakers under the leadership of Martha Fay “Marty” Africa to recognize the work of individuals that promoted women and diverse attorneys in the Division.

It was reinstituted by the Division in October 11, 2013 at its meeting at the Biltmore Hotel in Phoenix and approved by the ABA Board of Governors in November 2013 to honor those individuals or entities that have demonstrated a commitment to promoting full and equal participation in the practice of law through the encouragement and inclusion of women, minorities, persons with disabilities or persons of differing sexual orientations and gender identities.
ARTICLE 1. NAME AND MISSION

SECTION 1.01. NAME. The name of the Division shall be the American Bar Association Law Practice Division (the “Division”). (Amended 8/6/88 and 8/3/12).

SECTION 1.02. MISSION. Helping lawyers practice law effectively and successfully while maintaining the highest standards of the profession. (Amended 8/3/12)

ARTICLE 2. MEMBERSHIP

SECTION 2.01. ENROLLMENT. Any member in good standing of the American Bar Association (the “Association”) may be enrolled as a member of the Division on payment of Division dues for the current fiscal year. Any member of the Law Student Division of the Association may become a law student member of the Division on written application and payment of annual dues, if any such dues shall be established by the Division. Any associate of the Association may become an associate of the Division on written application and payment of annual dues. As used in these Bylaws, “member” includes all types of membership with rights and privileges as provided in the Constitution and Bylaws of the Association. (Amended 8/7/93, 8/6/94, 8/6/06 and 8/3/12)

SECTION 2.02. DUES. Each member and associate of the Division shall at the time of enrollment pay the annual dues for the fiscal year during which enrollment is made. Thereafter annual dues shall be paid in advance each year beginning on the September first next succeeding enrollment. The annual dues shall be in an amount set by the Council, but not to exceed $75. (Amended 8/8/87, 8/6/06 and 8/3/12)
Former law student members of the Division will receive one (1) year free membership in the Division upon their being admitted to the Bar if their application for membership is received within twelve (12) months of the time of their graduation from law school (Amended 8/3/12)

**SECTION 2.03. MEMBERSHIP.** Members of this Association in good standing who are enrolled in the Division shall constitute the membership of the Division. A person whose dues are delinquent by a period set by the Board of Governors shall cease to be a member of the Division. By action of the Council, the right of a member to receive Division benefits may be terminated if that member’s Division dues are not currently paid in full. (Amended 8/7/93, 8/3/12 and 8/1/14)

**ARTICLE 3. MEETINGS OF THE DIVISION**

**SECTION 3.01. ANNUAL MEETING.** The Annual Meeting of the Division shall be held in conjunction with the Annual Meeting of the Association. (Amended 8/3/12)

**SECTION 3.02. QUORUM.** After at least fifteen (15) days written notice of any meeting of the members of the Division, the members of the Division present at the meeting shall constitute a quorum for the transaction of business, provided that at least a majority of the members of the Council must be present to constitute a quorum at any special meeting of members. (Amended 8/8/87, 8/7/93, 8/6/94 and 8/3/12)

**SECTION 3.03. CONTROLLING VOTE.** Action of the Division shall be taken by majority vote of the members present at a meeting of the Division, provided a quorum is present at the time of the vote. (Amended 8/7/93 and 8/3/12)

**SECTION 3.04. ELIGIBILITY TO VOTE.** Any member of the Association and the Division (except a law student member) whose good standing can be certified by official Association records for thirty (30) days prior to the time of voting shall be eligible to vote at meetings of the Division. (Amended 8/7/93 and 8/3/12)

**SECTION 3.05. SPECIAL MEETINGS.** Special meetings of the Division may be called by the Chair with the prior approval of a majority of the Council. (Amended 8/3/12)
ARTICLE 4. COUNCIL; EXECUTIVE COMMITTEE

SECTION 4.01. POWERS. The Council shall be vested with the powers and duties necessary for the administration of the affairs of the Division between meetings of the Division, provided the Council shall not rescind any action taken at a meeting of the Division. (Amended 8/3/12)

Without limitation, the Council:

(a) Shall adopt a budget annually. Subject to the provisions of the Division’s Financial Policy, expenditure of any funds not authorized in such budget shall require express Council approval. The Council shall not authorize commitments, contracts, or expenditures which exceed the funds available from the Division’s revenue projected for such fiscal year, except that it may authorize expenditure of any accumulated reserve funds as it deems advisable. (Amended 8/3/12)

(b) Is authorized to establish and organize into appropriate organizational structures such functional groups as it deems necessary to carry out the Division’s Mission. The Council shall establish an appropriate chain of responsibility for any organizational structures and functional groups it creates. Any proposed revisions, sun-setting, restructuring or replacement of Division functional groups, entities and organizational structures must be approved by Council prior to implementation. (Amended 8/3/12)

(c) Has authority, between meetings of the membership, to perform any functions that the membership of the Division might perform. (Amended 8/7/93 and 8/3/12)

SECTION 4.02. COMPOSITION. The Council shall be composed of the following persons:

(a) the officers;

(b) the last retiring Chair;

(c) the Division Delegates to the House of Delegates; and

(d) Eighteen (18) Council members. To assure that the Council represents a broad spectrum of the legal profession, the Division in its process of nomination and election should strive to include among these members: (1) solo practitioners, members from small legal organizations, members from medium-size legal organizations, and members from large legal organizations; and (2) members from small communities, medium-size communities, and large communities. (Amended 8/8/87, 8/7/93, 8/6/06 and 8/3/12)
(e) Non-U.S. Lawyer Representative. One (1) additional voting member of the Council, who shall be elected in the same manner and for the same term as the eighteen (18) regular members of Council (but shall not be eligible for elections for more than one (1) successive two (2) year term, and no more than a total of three (3) two (2) year terms), shall be an associate of the Association and the Division, but who is also an attorney who is not licensed to practice law in the United States, but is licensed, and in good standing, to practice law in a nation or country other than the United States (the “non-U.S. Lawyer Representative”). (Adopted 8/6/2006; amended 8/11/2007 and 8/3/12)

(f) The following shall serve as ex-officio members of the Council and shall not be entitled to vote:

1. A representative selected by the Law Student Division of the Association to serve a one (1) year term;

2. A representative selected by the Young Lawyers Division of the Association to serve a two (2) year term, provided that the representative will continue to be eligible for membership in the Young Lawyers Division for the entire term;

3. The editor of the Division’s periodical publication;

4. A representative selected by the Canadian Bar Association from among the past chairs of the Law Office Economics and Management Section of the Canadian Bar Association;

5. The Director of Finance (Adopted 8/5/89);

6. The Governance Liaison (Adopted 8/5/89); and

7. Two (2) additional non-voting, honorary ex-officio members of the Council who are appointed by the Chair-Elect to serve during their Association year as Chair, each of which shall be an associate of the Division. (Adopted 8/6/06; Amended 8/3/12)

Section 4.03. Term of Council Members. Each of the eighteen (18) Council members shall serve for a term beginning with the adjournment of the Annual Meeting of the Division at which elected and ending with the adjournment of the Annual Meeting two (2) years thereafter. The eighteen (18) Council positions shall be numbered one (1) through eighteen (18). In each odd-numbered year, a Council member shall be elected for each of the odd-numbered Council positions; and in each even-numbered year, a Council member shall be elected for each of the even-numbered Council positions. The eligibility of a Council member to continue to hold a Council position shall not be affected by a change in the member’s legal
organization or community during the term of office. No Member may serve more than three (3) consecutive full terms as a Council member, excluding ex-officio service. (Amended 8/8/87, 8/7/93, 8/5/01 and 8/3/12)

**SECTION 4.04. CONTROLLING VOTE.** Action of the Council shall be by majority vote of the entire Council.

**SECTION 4.05. MEETINGS.** The Council shall hold four (4) regular meetings each year, the first (the Fall Council Meeting) to be held in September, October or November; the second (the Midyear Council Meeting) to be held near the time or in connection with the Midyear Meeting of the Association; the third (the Spring Council Meeting) to be held in March, April or May; and the fourth (the Annual Council Meeting) to be held in connection with the Annual Meeting of the Association. Special meetings of the Council may be called upon reasonable notice by the Chair and shall be called upon written request by a majority of the Council. (Amended 8/8/87)

**SECTION 4.06. EXECUTIVE COMMITTEE.** An Executive Committee, which shall consist of the officers, the immediate past Chair, the Governance Liaison, the Division Delegates, the Division Board of Governors Representative (if any) and the Director of Finance, shall have full authority to act for the Division at all times between meetings of the Council. (Amended 8/5/89, 8/6/06 and 8/3/12)

**SECTION 4.07. HONORARY MEMBERS OF COUNCIL.** All former chairs of the Division and all former chairs of the Association’s Special and Standing Committees on Economics of Law Practice shall be honorary members of the Council. No honorary member serving solely in such capacity shall be entitled to vote at meetings of the Council. (Amended 8/3/12)

**SECTION 4.08. BOARD OF GOVERNORS AND NOMINATING COMMITTEE REPRESENTATIVES.** At appropriate times, as determined by the Conference of Section Chairs and the Association’s nominating procedures, the Council is authorized to submit a nomination for a Section Member-at-Large of the Board of Governors and the Association Nominating Committee. The selection of the nominee shall be made by the Council with due regard for the eligibility requirements for election to the Board of Governors and at a time which conforms to the time schedules of the Section Officers Conference and the Association Nominating Committee. (Amended 8/3/12)
(a) The Division’s Nominating Committee, as constituted under Subsection 7.02.01 of these Bylaws, shall nominate one (1) or more candidates to serve on the Board of Governors or the Association Nominating Committee. Notice of the nomination or nominations shall be given to Council members at least sixty (60) days prior to the Council meeting at which the selection is to be made.

(b) Additional nominations may be made by petition signed by at least five (5) Council members and delivered to the Chair of the Division and to a senior staff person of the Division not later than thirty (30) days prior to the Council meeting at which the selection is to be made. The nominations shall be closed twenty nine (29) days prior to the Council meeting at which the selection is to be made, and no further nominations shall be made. If any nomination by petition is timely made, notice of it shall be given to all Council members no later than ten (10) days prior to the Council meeting at which the selection is to be made. (Amended 8/7/93 and 8/3/12)

Section 4.09. Other Positions.

(a) The Director of Finance shall be appointed by the Chair.

(b) The Governance Liaison shall be appointed by the Chair, with the concurrence of the Executive Committee. The Governance Liaison shall be a person knowledgeable of the organization and operations of the American Bar Association and shall assist the officers, Council, and Division members in their relationships with the governance of the American Bar Association. (Adopted 8/5/89; Amended 8/3/12)

Section 4.10. Attendance Requirement. If a Council member fails to attend two (2) successive meetings of the Council, the member shall be deemed to have resigned from the position at the adjournment of the second meeting unless the Council finds that good cause existed for one or both absences. Notwithstanding the above, if in the opinion of the Chair of the Division the personal circumstances of any Council member are such that attendance would create an undue hardship on such Council member, the Chair may excuse physical presence by such Council member at the meeting and allow attendance telephonically, and in such event the Council member attending telephonically shall be deemed to have attended such Council meeting. (Adopted 8/7/93; Amended 8/6/06 and 8/3/12)
**SECTION 4.11. CONDUCT OF BUSINESS WITHOUT A MEETING.** The Chair may, and shall, at the request of five (5) members of the Council, submit in writing to each member of the Council any proposition on which the Council may be authorized to act. The motion to be voted on shall be distributed to all Council members by means of regular mail, facsimile or electronic mail by the Division Director, who shall also post the motion on the Division website. The motion shall contain, at a minimum, the name of the parties proposing and seconding the motion. Deliberations and voting on the motion may be by one (1) or more of videoconference, teleconference or electronic mail. (Amended 8/3/12)

(a) Approval of a motion through videoconference, teleconference or electronic mail requires the same minimum ratio of yes to no votes as at physical meeting of the Council. When the deliberations and voting are completed, the final tally of votes shall be recorded and announced by the Division Director. Results of all such business conducted between physical meetings shall be recorded in the meeting minutes for the next meeting. (Amended 8/3/12)

(b) Special Rules for Electronic Mail Voting. When a motion has been proposed and seconded and is to be considered by electronic mail, starting and ending dates for deliberations and voting shall be provided in the original communications to Council members and active members of the Division. The starting date shall be the date that the vote is called for by the Director and the ending date shall be no less than seven (7) calendar days after the starting date.

If a Council member does not have capacity to receive or send electronic mail, that Council member shall be required to give notice to the Division Director and Secretary of such incapacity immediately upon being made aware of such incapacity. In the event that the Division Director and Secretary shall have been given such notice by a Council member, the Division Director shall send written notice of any proposition to such Council member by means of regular mail or by telephone facsimile. In the notice of the proposition initially sent by the Division Director on a proposition, comment from all Council members and active members shall be encouraged. Electronic mail deliberations and voting properly called under this Section 4.11 shall be administered by the Division Director. Multiple electronic votes may be active concurrently, but an electronic vote may not be active during a physical meeting of the Division Council.

Council members shall submit votes to the Division Director and Division Secretary via electronic mail. An eligible voter may submit a vote to the current Secretary and Division Director by telephone, telephone facsimile or by regular mail if unable to vote via electronic mail. Both the Secretary and the Chair must verify such a vote in order for it to be counted. (Adopted 8/7/93; Amended 8/6/06 and 8/3/12)
ARTICLE 5. OFFICERS

SECTION 5.01. OFFICERS. The officers of the Division shall be a Chair, Chair-Elect, Vice Chair and Secretary.

SECTION 5.02. CHAIR. The Chair shall be responsible for carrying out the purposes of the Division.

The Chair shall:

(a) Preside at all meetings of the Council and of the Division. (Amended 8/3/12);

(b) Perform other duties usually pertaining to this office;

(c) Except as otherwise set forth in these Bylaws, appoint the chairs of all committees or other entities of the Division who are to act during the Chair’s term; provided that certain positions may, by Council action, be designated to have a term longer than one (1) year, but not to exceed three (3) years in order to provide continuity in those positions, in which case the Chair’s appointment shall be for the term designated for that position. (Amended 8/7/93, 8/6/06 and 8/3/12);

(d) Perform such duties assigned by the membership of the Division or by the Council. (Amended 8/3/12);

(e) Prepare a report of the activities of the Division for the period of the Chair’s term of office for submission to the Board of Governors and the House of Delegates of the Association and to the Annual Meeting of the Division. (Amended 8/3/12); and

(f) Ensure that each of the Division’s entities, as approved by Council annually in the event of any revisions, sun-setting, restructuring or replacement, are properly filled by Division members in sufficient numbers to properly perform its functions. (Adopted 8/3/12)

SECTION 5.03. CHAIR-ELECT. The Chair-Elect shall perform such duties as may be assigned by the Chair, the membership or the Council. During any period in which the Chair is unable or refuses to act, the Chair-Elect shall perform the duties of Chair. Notwithstanding the authority of appointment of the Chair as set forth in Section 5.02 herein, the Chair-Elect shall appoint a new chair of the ABA TECHSHOW Board immediately subsequent to the ABA TECHSHOW event being held during the term of the Chair-Elect. (Amended 8/6/06)
**Section 5.04. Vice Chair.** The Vice Chair shall assist the Chair and the Chair-Elect and shall perform such duties as may be assigned by the Chair, the membership or the Council.

**Section 5.05. Secretary.** The Secretary shall issue notices of all meetings of the Division and of the Council, keep a record of the proceedings thereof, and perform such duties and have such powers as usually pertain to the office of Secretary or as may be prescribed by the Council or the Chair. (Amended 8/7/93 and 8/3/12)

**Section 5.06. Term Succession of Chair-Elect to Chair.** The Chair-Elect, Vice Chair, and Secretary shall serve for a term of one (1) year beginning with the adjournment of the Annual Meeting of the Division at which they are elected and ending with the adjournment of the next Annual Meeting of the Division and thereafter until their successors shall have been duly elected and qualified. The member of the Division elected Chair-Elect at an Annual Meeting of the Division shall, upon the expiration of the term as Chair-Elect, succeed to the office of Chair for a term of one (1) year beginning with the adjournment of the Annual Meeting of the Division at which the office of Chair is assumed and ending with the adjournment of the next Annual Meeting of the Division and thereafter until a successor has assumed office. (Amended 8/3/12)

**Section 5.07. Attendance Requirement.** If an officer fails to attend two (2) consecutive meetings of the Council, the officer shall be deemed to have resigned from the office at the adjournment of the second meeting unless the Council finds that good cause existed for one (1) or both absences. (Adopted 8/7/93)

**Article 6. Section Delegates**

**Section 6.01. Position; Duties.** The Division is entitled to two (2) delegates to the House of Delegates of the Association (the “Division Delegates”) as authorized by the Constitution of the Association. At appropriate times, as determined by the Section Officers Conference, the Council shall designate which Delegate shall serve on the Nominating Committee of the House of Delegates. The Division Delegates shall perform such duties as are prescribed by the Association and, in addition, shall make such reports to the Executive Committee, Council and membership as from time to time are requested by the Chair. The Council shall have the right to determine the position of the Division on matters coming before the House of Delegates and to instruct the Division Delegates to vote in a manner consistent with that position. The Council shall have the right to designate one (1) or more alternate Division delegates from time to time. (Amended 8/7/93, 8/6/06 and 8/3/12)
Section 6.02. Term. In 1985 and each succeeding third year and in 1987 and each succeeding third year, a Division Delegate shall be elected to serve for a term of three (3) years. A Division Delegate may serve for more than one (1) three (3) year term. (Amended 8/7/93 and 8/3/12)

ARTICLE 7. ELECTIONS

Section 7.01. Election. Council Members, Division Delegates, and all officers, except the Chair, shall be elected at the Annual Meeting of the Division. (Amended 8/3/12)

Section 7.02. Nominations.

Subsection 7.02.01. Nominating Committee. The Nominating Committee shall consist of six (6) members and the Chair-Elect, who shall be chair of the Nominating Committee. Members of the Nominating Committee shall serve a single two (2) year term, and the terms shall be staggered such that three (3) of the six (6) members are appointed in each odd numbered year and three (3) of the six (6) members are appointed in each even numbered year. The Chair-Elect shall suggest five (5) Division members or associates to serve with the Chair-Elect on the Nominating Committee. At any time prior to the Fall Meeting, the Chair shall appoint three (3) of the five (5) Division members or associates suggested by the Chair-Elect to the Nominating Committee. The names of the members of the Nominating Committee shall be announced at the Fall Council Meeting. If a member of the Nominating Committee resigns, the Division Chair shall promptly appoint a replacement. Except for executive sessions, the Division Director shall also participate on the Nominating Committee, without a vote. At the discretion of the chair of the Nominating Committee, the Division Vice Chair and Secretary may also participate, without a vote. (Amended 8/7/93, 8/5/01, 8/6/06 and 8/3/12)

Subsection 7.02.02. Procedures. The Nominating Committee shall exert a diligent effort to obtain suggestions for nominations from officers of the Division, members of the Council, Division entity chairs and vice chairs, and other members of the Division. All meetings will be closed meetings, and all members of the Nominating Committee shall protect and preserve the confidentiality of all discussions and decisions of the Nominating Committee until after the chair of the Nominating Committee gives the report of the Nominating Committee to the Council at the Spring Council Meeting. (Amended 8/6/06 and 8/3/12)

Subsection 7.02.03. Nominees. The Nominating Committee shall select one (1) or more nominees for each officer, Council member, and Division Delegate to be elected at the Annual Meeting. Members of the Nominating Committee shall not be eligible for nomination; provided, however, that a member of the Nominating
Committee who resigns from the Committee shall be eligible for nomination. (Amended 8/3/12)

(a) When the Division is entitled to nominate a Section Member-at-Large of the Board of Governors or to the Association Nominating Committee, the Nominating Committee shall select one (1) or more qualified nominees to be elected by the Council in accordance with Section 4.08.

(b) In making nominations, the Nominating Committee shall consider persons who have been members of the Association and the Division in good standing for at least three (3) years, have attended Council meetings, have been active in and contributed to the work of the Division, and have demonstrated leadership skills that will advance the best interests of the Division consistent with the Mission Statement and Goals of the Division. (Amended 8/7/93 and 8/3/12)

Subsection 7.02.04. Actions of Council. At the Spring Council Meeting, the Council shall openly discuss the report of the Nominating Committee. Based upon such discussion, the Nominating Committee shall have the right, but not the obligation, to reconvene and revise its slate of nominees. In the event of any such revision, the officers and the Council shall promptly be advised of such revised slate of nominees. (Amended 8/6/06)

Subsection 7.02.05. Publication of Report. The Chair of the Division shall cause such report to be published in the Division journal or otherwise published to Division members not later than forty-five (45) days prior to the general membership meeting of the Division. (Amended 8/7/93 and 8/3/12)

Subsection 7.02.06. Nominees by Petition. Within thirty (30) days after the publication to Division members of the report of the Nominating Committee, additional nominations may be made by petition signed by at least twenty-five (25) members of the Division and delivered to the Chair of the Division and to a senior staff person of the Division. After such thirty (30) day period, the nominations shall be closed, and no nominations shall be made from the floor at the Annual Meeting of the Division. In the event any such additional nominees are selected by petition, notice thereof shall be given to all members of the Division not later than ten (10) days prior to the Annual Meeting of the Division. (Amended 8/8/87, 8/7/93 and 8/3/12)

Section 7.03. Eligibility. Only members of the Division may be nominated or hold office. No member may be elected to more than one (1) full term for the same office, except as otherwise specifically provided in these Bylaws. (Amended 8/7/93 and 8/3/12)
Section 7.04. Campaigning. In the event of a contested election:

(a) No candidates shall be endorsed by officers of the Division or members of the Nominating Committee;

(b) Division or Division entity publications may be used for informational purposes, but shall not be used for campaigning;

(c) No receptions or social events shall be held on behalf of a candidate;

(d) No gifts, favors, or paraphernalia shall be distributed on behalf of a candidate;

(e) The Division will provide each candidate, on request, with a set of mailing labels for Annual Meeting registrants;

(f) No campaign materials shall be distributed at the Annual Meeting; and

(g) Each candidate will be provided an opportunity to speak for five (5) minutes at the Council meeting immediately preceding the election. (Adopted 8/7/93; Amended 8/6/06 and 8/3/12)

Section 7.05. Voting. All voting for contested elective positions shall be by written ballot, unless otherwise ordered by resolution adopted by two-thirds of the Division members at the Annual Meeting at which the election is held. A nominee for any position must receive a majority of the votes cast to be elected. There shall be no voting by proxy. The voting place shall remain open for at least thirty (30) minutes, and the times shall be included in notices of the election prior to the Annual Meeting. A Division member must present their meeting registration badge to receive a ballot. The Chair shall appoint tellers for the election, including one (1) representative of each contested candidate. If three (3) or more candidates are nominated for the same position and none of the candidates receives a majority of the votes cast, a second vote shall be taken between the two (2) candidates receiving the greater number of votes. The Chair shall not vote in any election, except in the event of a tie vote. (Amended 8/7/93 and 8/3/12)

Section 7.06. Vacancies. If any office or position other than that of Chair shall become vacant during the period between meetings of the Division, the office or position shall be filled by the Council, with the advice of the Nominating Committee, for the portion of the term remaining until the next meeting of the Division. If the office of Chair shall become vacant, the Chair-Elect shall thereupon become Chair and shall continue to hold the office of Chair for a term ending at the same time the term as Chair would have ended had the Chair-Elect succeeded automatically upon the normal expiration of the preceding Chair’s term. (Amended 8/3/12)
ARTICLE 8. FUNCTIONAL GROUPS

SECTION 8.01. FUNCTIONAL GROUPS. With the approval of the Council, the Chair shall designate the functional groups necessary to conduct the work of the Division. The groups may be designated committees, task forces, interest groups, divisions or such other titles as the Chair and Council deem appropriate. Except as otherwise provided in these Bylaws, the Chair or the Chair’s designee shall determine the duties and size of such groups and shall appoint the leaders and members of such groups for terms coincident with that of the Chair or such longer term as the Council may have approved. The Council may designate additional groups for specific functions. (Amended 8/4/90, 8/7/93 and 8/3/12)

SUBSECTION 8.01.01. ENTITY PLAN AND PERIODIC REPORTING REQUIREMENTS. Each functional group, including the Strategy and Planning Committee, shall submit an entity business plan to the Division Chair-Elect each spring, with recommendations for revenue and expense funding of the group’s work and specific uses of such funding. Each functional group shall report periodically to the Division Council. (Adopted 8/11/07; Amended 8/3/12)

SUBSECTION 8.01.02. EXECUTIVE COMMITTEE OVERSIGHT. The Division Executive Committee shall conduct meetings twice each year at which approximately one-half of all Division functional groups shall report to the Executive Committee. The Division Chair shall set the date of these meetings and shall designate which groups are to report at each of the two (2) meetings. (Adopted 8/11/07; Amended 8/3/12)

SECTION 8.02. STRATEGY AND PLANNING.

SUBSECTION 8.02.01. STRATEGY AND PLANNING COMMITTEE. The Strategy and Planning Committee shall consist of six (6) members and the Committee Chair. Members of the Strategy and Planning Committee shall serve a single two (2) year term, beginning at the conclusion of the Division’s Midyear Meeting, and the terms shall be staggered such that three (3) of the six (6) members are appointed in each odd-numbered year and three (3) of the six (6) members are appointed in each even-numbered year. The Division Secretary shall serve as Committee Chair for a one-year term, during the last half of their term as Division Secretary and the first half of their term as Division Vice Chair. The Chair, with advice from the Division Secretary, shall each year appoint three (3) new members of the Committee to serve terms beginning at the conclusion of the Division Midyear Meeting. The names of the members of the Strategy and Planning Committee shall be announced at the Midyear Meeting of Council. If a member of the Committee resigns, the Division Chair shall promptly appoint a replacement to serve the remainder of the unexpired term of that member. At all times, at least three (3) of the six (6) appointed members of the Committee shall be either voting or ex-officio members of the Division Council. Except for
executive sessions, the Division Director shall also participate on the Strategy and Planning Committee, without a vote. The Division Chair-Elect and Vice Chair (after the expiration of their term as Committee Chair) shall also participate as ex-officio members of the Committee. (Amended 8/3/12)

Subsection 8.02.02. Committee Goals and Purpose. The Strategy and Planning Committee shall devote its efforts to both Division strategy and planning, and shall review the Division’s Vision Statement and present an updated Strategic Plan. The Strategy and Planning Committee, as a committee of volunteers, should be the driving force behind Division strategy, planning, and the periodic follow up, surveys and planning required thereby, and will employ Division staff for day to day operations, or outside support as needed. (Amended 8/3/12)

Subsection 8.02.03. Entity Plan and Publication of Annual Committee Report. The Strategy and Planning Committee shall submit a regular entity business plan to the Chair-Elect of the in the spring of each year with recommendations for budgeted funding of the Committee’s work and specific uses of such funding, and shall report periodically to the Council in the same manner required of all functional groups of the Division. The Strategy and Planning Committee shall also publish a report to the Division Council not later than forty five (45) days prior to the Division Midyear Meeting, which shall specifically make recommendations for updating the Division Vision Statement or Strategic Plan, as well as any other action recommended to further the Committee’s purpose. At the Midyear Meeting, the Council shall openly discuss the report of the Strategy and Planning Committee, and take any action it deems appropriate in furtherance thereof. (Amended 8/3/12)

ARTICLE 9. MISCELLANEOUS PROVISIONS

Section 9.01. Financial. The fiscal year of the Division shall be the same as that of the Association. All bills incurred by the Division, including reimbursement of members, before being forwarded to the Treasurer of the Association for payment, shall be approved in accordance with the Division Financial Policy adopted by the Council. The Division staff shall maintain the books and records of the Association under the direction of the Director of Finance and in accordance with the Division’s Financial Policy. All books and records of the Division are open for inspection by a member of the Division during normal working hours at the Division office at Association Headquarters in Chicago. (Amended 8/7/93 and 8/3/12)

Section 9.02. No Compensation. No salary or compensation shall be paid by the Division or the Association to the officers of the Division, Council members, or members of a committee except royalties under a Royalty Policy established by the Council with respect to publications. (Amended 8/7/93 and 8/3/12)
Section 9.03. Representation of Association Position. Any action of the Division shall be approved by the Association before the same becomes effective as the action of the Association. Any resolutions adopted or action taken by the Division or the Council may, on request of the Division or the Council, be reported by the Chair or Division Delegates (or in the event that the Division has a Representative on the Association Board of Governors, to the extent they are allowed under the rules of the Association, by the Division Representative to the Board of Governors) to the Board of Governors or the House of Delegates for action thereon according to the Constitution and Bylaws of the Association. (Amended 8/7/93, 8/6/06 and 8/3/12)

Section 9.04. Parliamentary Authority. The Council may adopt rules and regulations for the conduct of Division and Council meetings. Except as otherwise provided by Association rules, these Bylaws, or such rules and regulations, meetings of the Division and the Council shall be conducted in accordance with Robert’s Rules of Order, Newly Revised (as further revised from time to time). (Adopted 8/7/93 and 8/3/12)

ARTICLE 10. AMENDMENTS

Section 10.01. Amendments. These Bylaws may be amended at any Annual Meeting of the Division by a majority vote of the members of the Division present and voting, provided the substance of such proposed amendment shall first have been approved by a majority of the Council. Written notice of an intention to amend these Bylaws must be given to the members at least sixty (60) days prior to the Annual Meeting of the Division. No amendment adopted by the Division shall become effective until approved by the Board of Governors of the Association. (Amended 8/7/93 and 8/3/12)
MISSION:
Helping lawyers practice law effectively and successfully while maintaining the highest standards of the profession.

CORE VALUES
The Core Values of the American Bar Association Law Practice Division collectively define the heart of service in accomplishment of the Division’s mission. At least one Core Value is the primary focus of every Division activity, or member product, program, service or benefit.

Career Development and Satisfaction—The Division values enabling its members to seek greater career satisfaction and work-life balance, as well as helping firms and legal organizations in providing means of improving attorney retention through focus on work-life balance, work schedules, and mentoring and management skills.

Client Relationships—The Division values providing valuable training tools and resources focused on helping members: 1) maximize the value of existing client relationships, and 2) understand and carry out a client-centric approach to the practice of law.

Diversity—The Division values social, economic and geographic diversity within its own organization, and strives to promote diversity and provide diversity and inclusion education to its members, and their law firms and legal organizations as an opportunity for them to improve organizational decision-making, increase productivity, and achieve competitive advantage.

Firm Management and Leadership—The Division values adding value to its members and their law firms and legal organizations by helping them understand and implement law firm leadership and management principles, including strategic planning, governance structures and practice group principles.

Practice Development and Marketing—The Division values providing tools and resources to help its members develop new client business, and ethically operate their
practices and law firms as both a business and profession. The focus of this Division value is on: 1) client development, and 2) practice management, including those skills which are not focused on substantive areas of law, but rather the core practice management skills related to finance, management, marketing and technology.

STRATEGIC GOALS
The following Strategic Goals have been identified as critical to fulfilling the Division’s Mission and providing its members with programs, services, and benefits that reflect the above Core Values.

1. Developing a Full, Well-Qualified Law Practice Division Staff - The Law Practice Division executive office must have all positions filled, and staff’s roles must be defined to provide optimal support to Division volunteers.

First Year Accomplishments

- All staff positions filled, including staff members with specific expertise in:
  - Marketing
  - Social Media
  - Continuing Legal Education

- Staff structure is aligned to accomplishing the Division’s strategic goals
- Annual Staff Goals and Objectives are established by Executive Committee
- Effective staff evaluation system implemented

Success Indicators

- All Law Practice Division staff positions filled
- Written document setting forth goals and objectives for Law Practice Division staff
- Documented procedures and general timeline for conducting annual staff reviews
- Completing first set of regular staff reviews using new procedures

2. Expanding Membership of the Law Practice Division - the Division will increase its efforts to attract and cultivate new members from inside and outside the American Bar Association.

First Year Accomplishments

- Established quantifiable goals for new member recruitment and retention
- Strategy developed for keeping young lawyers as members beyond first year
- Increased partnerships with ABA sections and divisions
• Develop outreach program for solo and small firm lawyers, whether in conjunction with ABA or separately
• Establishing and promoting more meaningful resources for larger firm lawyers and law firms

Success Indicators

• Increased number of new members
• Increased number of solo and small firm members
• Reduced number of first-year lawyer Law Practice Division drops
• Increased participation by large law firm lawyers
• Begin long-term relationship with at least two ABA and/or non-ABA entities, through programs, events or projects
• Online library of Law Practice Division core content is available as resource for lawyers of all size firms

3. Increasing Sustainable Member and Non-Member Engagement – the Law Practice Division will improve its engagement with its members, both active and non-active, as well as those who are not presently members of the Division.

First Year Accomplishments

• Determine structure of Division, whether committee-based, core groups, or some other framework
• Enacted innovative programs and leveraged strategic alliances and expertise to improve engagement of members and non-members
• Increased leadership opportunities for Division members
• Greater interactivity among Division and non-Division members throughout the year, via expanded use of forums, listservs, or other innovative use of technology
• Increased outreach to past Law Practice Division actives
• Increased quantity and variety of CLE offerings at Law Practice Division meetings

Success Indicators

• Increased attendance at Law Practice Division meetings due to CLE being offered each time
• Increased participation by past Law Practice Division actives
• Increased participation by non-funded Law Practice Division members
• Increased interaction by and with members of area bars during Law Practice Division meetings
• Law Practice Division members engaging in online forum or mailing lists
4. Clarifying and Solidifying the Law Practice Division's Role Within the Greater ABA – The Law Practice Division must define its position as an entity within the ABA, so that it may continue to best serve its members and the legal public at large.

First Year Accomplishments

- Strong relationship developed with the ABA Board of Governors Division Liaison, as well as other ABA officers, Board of Governors members, and individuals identified who can assist Law Practice Division in achieving its goals
- Widespread distribution of Law Practice Division content to Board of Governors, House of Delegates and throughout the ABA
- Law Practice Division members appointed to key positions on committees and/or task forces
- Determination of Law Practice Division Publishing future, with ABA or as an independent entity
- Determination of delivery vehicle for Law Practice Division CLE content, through ABA or an independent source

Success Indicators

- Regular attendance at Law Practice Division Meetings of Board of Governors Liaison
- Law Practice Division articles/presentations by active ABA leaders
- Established process for obtaining feedback about Law Practice Division activities from ABA leaders
- Governance Liaison position expectations defined and documented
- Law Practice Division Publishing future determined, and operating successfully
- Law Practice Division CLE structure determined, and operating successfully

5. Maximizing the Law Practice Division Brand as Provider of Superior Practice Management Content – The Law Practice Division must clarify and establish its brand as the provider of superior practice management content, in order to remain at the forefront of practice management education and programming.

First Year Accomplishments

- Establishing a benchmark understanding of the Law Practice Division’s brand through surveys and other means
- New and innovative programs, projects or initiatives aimed at Division non-members
- Expanded engagement of the Law Practice Division community through forums, listservs, or other technologies
• Better communication of the Law Practice Division brand to Division members and non-members
• Development of metrics to determine success of marketing and branding efforts

Success Indicators

• The Division understands how it is perceived by its members, non-members, and others within the Law Practice Division community
• One successfully completed program, project or initiative aimed at non-members
• Enhanced marketing efforts implemented to enhance the Law Practice Division brand
• Sunsetting of marketing efforts that are not effective at establishing the Law Practice Division brand

6. Developing Effective, Efficient Law Practice Division Volunteer Leaders – in order to maintain consistency in the high quality of Law Practice Division leadership, standards must be established that will enable the Division to develop its volunteers to become effective leaders of entities and of the Division itself.

First Year Accomplishments

• Development of a Leadership Development Program for Law Practice Division actives
• Development of the Law Practice Division “Guide” to operations and functions of all Law Practice Division entities, which includes an explanation of volunteer vs. ABA staff responsibilities
• Expanding Law Practice Division awareness of ABA activities through development of communication plan to distribute Division and ABA information to leadership and general Division membership
• Develop method for ensuring accountability of Law Practice Division leaders in carrying out goals and objectives of the Strategic Plan, with recognition for accomplishments made

Success Indicators

• Law Practice Division “Guide to Operations” published and available to all Law Practice Division members
• Leadership Development Program is ready for leadership class of 2012-2013 participation
• Ability to consistently identify effective Division leaders
• Objectives and goals of Strategic Plan are being consistently met
7. Optimizing Use of Technology to Deliver Law Practice Division Services – with its vast technology expertise, Law Practice Division volunteers and staff are well-poised to continually improve delivery of Division content and services through new and emerging technologies, and to make better use of technologies the Division is already using.

First Year Accomplishments

- Expanded engagement of the Law Practice Division community through use of forums or listservs
- Evaluation of new technologies to improve or enhance member development, including lead generation software
- Broader distribution of the digital version of Law Practice magazine
- Creation of Law Practice Division-based library of core content, outside of ABA Publishing
- Expanded sharing of content via social media – Twitter, Facebook, LinkedIn, Martindale Connected, etc.
- Expanding distribution of Law Practice Division content to new forms of media – eBooks, smartphones, etc., and development of content to support new mobile technologies
- Expanded use of collaborative technologies to enhance the way the Law Practice Division volunteers work together on Division business
- Solve issues with spam filters, so Law Practice Division communications successfully reach their target audiences
- Increased delivery of Law Practice Division content through podcasts and webinars
- Give free webinar on “Joining the Law Practice Division and How to Get Involved.”

Success Indicators

- Law Practice Division members engaged in discussions using online media, whether through forums, listservs, Facebook or other source
- Increased distribution of the digital version of Law Practice magazine
- Library of Law Practice Division core content is live and online
- Claim ownership of social media Law Practice Division pages (LinkedIn, Facebook, etc.) and moderate content that exists there
AMERICAN BAR ASSOCIATION
LAW PRACTICE DIVISION
2014–2015

OTHER PRACTICE
MANAGEMENT ORGANIZATIONS

American Association of Law Libraries
105 West Adams Street, Suite 3300
Chicago, IL  60603-6225
Phone: 312.939.4764
Fax: 312.431.1097
www.aallnet.org
Holly M. Riccio, President

Association of Law Firm Diversity Professionals
1001 Pennsylvania Avenue NW
Washington, DC  20004-2595
Phone: 202.624.2987
Fax: 202.628.5116
www.alfdp.com
Monica Parham, President

Association of Legal Administrators
75 Tri-State International, Suite 222
Lincolnshire, IL 60069-4435
Phone: 847.267.1252
Fax: 847.267-1329
www.alanet.org
Paula Barnes, President

Canadian Bar Association
Law Practice Management & Technology Section
500-865 Carling Avenue
Ottawa, ON  K1S 5S8
Phone: 613.237.2925, Ext.141
Fax: 613.237.0185
www.cba.org
Ginevra Saylor, Chair

College of Law Practice Management
3135 S. State Street, Suite 103
Ann Arbor, MI 48108
Phone: 734. 929. 0361
Fax: www.colpm.org
Ronald W. Staudt, President

International Bar Association
Law Firm Management Committee
10 St Bride Street, 4th Floor
London EC4A 4AD
United Kingdom
Phone: +44 (0)20 7842 0090
Fax: +44 (0)20 7842 0091
www.ibanet.org
Maximo Luis Bomchil, Co-Chair
Hermann Knott, Co-Chair

International Legal Technology Association
9701 Brodie Lane, Suite 200
Austin, TX 78748
Phone:  512.795.4660
Fax:  512.233.5109
www.iltanet.org
Robert Dubois, President

International Paralegal Management Association
980 N. Michigan Avenue, Suite 1400
Chicago, IL 60611
Phone: 312. 214.4991
Fax:  888.662. 9155
www.paralegalmanagement.org
Brian J. Bernhard, President
Legal Marketing Association
330 North Wabash Avenue, Suite 2000
Chicago, IL 60611
Phone: 312.321.6898
Fax: 312.673.6894
www.legalmarketing.org
Timothy B. Corcoran, President

National Association for Law Placement
1220 19th Street NW, Suite 401
Washington, DC 20036-2405
Phone: 202.835.1001
Fax: 202.835.1112
www.nalp.org
Terrence J. Galligan, President

National Association of Legal Assistants
1516 South Boston, Suite 200
Tulsa, OK 74119
Phone: 918.587.6828
Fax: 918.582.6772
www.nala.org
Kelly A. LaGrave, ACP, President

National Association of Legal Search Consultants
1525 North Park Drive, Suite 102
Weston, FL 33326
Phone: 866.902.6587
Fax: 954.349.1979
www.nalsc.org
Warren Smith, President
AMERICAN BAR ASSOCIATION
LAW PRACTICE DIVISION
2014–2015

PRACTICE MANAGEMENT ADVISORS

Alabama
Laura A. Calloway, Director
Practice Management Assistance Program
Alabama State Bar
Post Office Box 671
Montgomery, AL 36101-0671
Telephone: (334) 517-2242
E-mail: laura.calloway@alabar.org
Web: www.alabar.org
Twitter: twitter.com/LCalloway

Arizona
Roberta Tepper, Director
Law Office Management Assistance Program
State Bar of Arizona
4201 N. 24th Street, Suite 200
Phoenix, AZ 85016-6288
Telephone: (602) 340-7313
Fax: (602) 716-9249
E-mail: roberta.tepper@staff.azbar.org
Web: www.azbar.org/professionaldevelopment/lomap

Alberta, Canada
Jocelyn A. Frazer, Equity Ombudsperson
The Law Society of Alberta
500, 919 - 11 Avenue SW
Calgary, AB T2R 1P3
Telephone: (403) 229-4769
E-mail: Jocelyn.Frazer@lawsociety.ab.ca

American Immigration Lawyers Association
Reid F. Trautz, Director
AILA Practice & Professionalism Center
1331 G Street, NW
Washington, DC 20005
Telephone: (202) 507-7647
E-mail: rtrautz@aila.org
Web: www.aila.org/
Twitter: twitter.com/rtrautz

British Columbia, Canada
David J. Bilinsky, Practice Management Advisor
Practice Advice Department
The Law Society of British Columbia
845 Cambie Street
Vancouver, BC
Canada V6B 4Z9
Telephone: (604) 605-5331
E-mail: daveb@sbc.org
Web: www.lawsociety.bc.ca
Twitter: twitter.com/david_bilinsky
Colorado
Reba J. Nance, Director
Law Practice Management and Risk Management
Colorado Bar Association
1900 Grant Street, Suite 950
Denver, CO 80203-4336
Telephone: (303) 824-5320
E-mail: reban@cobar.org
Web: www.cobar.org

District of Columbia
Daniel M. Mills
Assistant Director
Practice Management Advisory Service
District of Columbia Bar
1101 K Street NW, 2nd Floor
Washington, D.C. 20005
Telephone: (202) 626-1312
Fax: (202) 626-3471
E-mail: dmills@dcbar.org
Web: www.dcbar.org

Rochelle D. Washington
Senior Staff Attorney
Practice Management Advisory Service
District of Columbia Bar
1101 K Street NW, 2nd Floor
Washington, D.C. 20005
Telephone: (202) 737-4700; Ext. 3212
Fax: (202) 626-3471
E-mail: rwashington@dcbar.org
Web: www.dcbar.org

Florida
Judith Equels, Director
Law Office Management Assistance Service
The Florida Bar
651 East Jefferson Street
Tallahassee, FL 32399-2300
Telephone: (850) 561-5795 (Direct)
Telephone: (800) 342-8060 ext. 5795
E-mail: jdequels@flabar.org

Jerry Sullenberger, Practice Management Advisor
Law Office Management Assistance Service
The Florida Bar
651 East Jefferson Street
Tallahassee, FL 32399-2300
Telephone: (850) 561-5794 (Direct)
Telephone: (800) 342-8060 ext. 5794
E-mail: jsullenberger@flabar.org

Georgia
Natalie R. Kelly, Director
Law Practice Management Program
State Bar of Georgia
104 Marietta Street, NW, Suite #100
Atlanta, GA 30303
Telephone: (404) 527-8770
Telephone: (800) 334-6865; Ext. 770
E-mail: NatalieK@gabar.org
Web: www.gabar.org
Twitter: twitter.com/natalierkelly

Illinois
Joshua Poje, Manager
Legal Technology Resource Center
American Bar Association
321 North Clark Street
Chicago, Illinois 60654
Telephone: (312) 988-5930
E-mail: joshua.poje@americanbar.org
Web: www.lawtechnology.org
Twitter: twitter.com/ltrc

Catherine Sanders Reach
Director, Law Practice Management & Technology
Chicago Bar Association
321 South Plymouth Court #3B
Chicago, IL 60604-3997
Telephone: (312) 554-2070
E-mail: csandersreach@chicagobar.org
Web: www.chicagobar.org/AM/Template.cfm
Kansas
Danielle Hall, Director
Law Practice Services
Kansas Bar Association
1200 SW Harrison St.
Topeka, KS 66612
Telephone: (785) 861-8827
E-mail: dhall@ksbar.org
Web: www.ksbar.org

Louisiana
Shawn L. Holahan, Practice Management Counsel
Louisiana State Bar Association
601 St. Charles Ave.
New Orleans, LA 70130
E-mail: shawn.holahan@lsba.org
Telephone: (504) 619-0153 (Direct)
Telephone: (800) 421-5711 ext. 153
Telephone: (504) 566-1600 (Switchboard)

Manitoba, Canada
Bjorn Christianson
Christianson Christianson Jones Law Corporation
Post Office Box 940
316 Saskatchewan Avenue, E.
Portage la Prairie, MB R1N 3C4
Telephone: (204) 857-7851
E-mail: bchristianson@ccjlaw.ca
Twitter: twitter.com/bjornqc

Maryland
Patricia Yevics, Director
Law Office Management Assistance
Maryland State Bar Association
520 West Fayette Street
Baltimore, MD 21201
Telephone: (410) 685-7878
Telephone: (800) 492-1964 ext 3039
E-mail: pyevics@msba.org
Web: www.msba.org
Twitter: twitter.com/msbaloma

Massachusetts
Heidi Alexander, Law Practice Advisor
Law Office Management Assistance Program
31 Milk Street, Suite 810
Boston, MA 02109
Telephone: (857) 383-3253
Telephone: (888) 545-6627
E-mail: heidi@masslomap.org`
Web: www.masslomap.org
Twitter: twitter.com/heidialexander

Jared D. Correia, Senior Law Practice Advisor
Law Office Management Assistance Program
31 Milk Street, Suite 810
Boston, MA 02109
Telephone: (857) 383-3252
E-mail: jared@masslomap.org
Web: www.masslomap.org
Blog: masslomap.blogspot.com
Twitter: twitter.com/jaredcorreia

Rodney S. Dowell, Director
Law Office Management Assistance Program
31 Milk Street, Suite 810
Boston, MA 02109
Telephone: (857) 383-3250
Telephone: (888) 545-6627
E-mail: rodney@masslomap.org`
Web: www.masslomap.org
Twitter: twitter.com/rodneydowell

Michigan
Diane L. Ebersole, Practice Management Advisor
Practice Management Resource Center
State Bar of Michigan
306 Townsend Street
Lansing, MI 48933-2083
Telephone: (517) 346-6411 (Direct)
Telephone: (800) 968-1442
E-mail: debeersole@mail.michbar.org
Web: www.michbar.org/pmrc/content.cfm
JoAnn L. Hathaway, Practice Management Advisor
Practice Management Resource Center
State Bar of Michigan
306 Townsend Street
Lansing, MI 48933-2083
Telephone: (517) 346-6381 (Direct)
Telephone: (800) 968-1442
E-mail: jhathaway@mail.michbar.org
Web: michbar.org/pmrc/content.cfm

Missouri
Lucas Boling, Director
Membership Services
The Missouri Bar
Post Office Box 119
326 Monroe Street
Jefferson City, MO 65102-0119
Telephone: (573) 638-2276
E-mail: lboling@mobar.org
Web: www.mobar.org

New York
Katherine Suchocki, Director
Law Practice Management
New York State Bar Association
One Elk Street
Albany, New York 12207
Telephone: (518) 487-5590
Fax: (518) 463-8844
E-mail: ksuchocki@nysba.org
Web: www.nysba.org

North Carolina
Joyce Brafford, Assistant Director
Center for Practice Management
North Carolina Bar Association
Post Office Box 3688
Cary, NC 27519
Telephone: (919) 657-1580
E-mail: jbrafford@ncbar.org
Web: www.ncbar.org
Twitter: twitter.com/Joyce_Brafford

Erik Mazzone, Director
Center for Practice Management
North Carolina Bar Association
Post Office Box 3688
Cary, NC 27519
Telephone: (919) 657-1580
E-mail: emazzone@ncbar.org
Web: www.ncbar.org
Twitter: twitter.com/erikmazzone

Nova Scotia, Canada
Stacey Gerrard, LIANS Counsel
Risk and Practice Management Program
Lawyers’ Insurance Association of Nova Scotia
1102-1660 Hollis Street
Halifax, NS B3J 1V7
Telephone: (902) 423-1300 ext. 345
Fax: (902) 421-1822
E-mail: sgerrard@lians.ca
Web: www.lians.ca

Oklahoma
James Calloway, Director
Management Assistance Program
Oklahoma Bar Association
Post Office Box 53036
Oklahoma City, OK 73152
Telephone: (405) 416-7051
E-mail: jimc@okbar.org
Twitter: http://twitter.com/jimcallo

Ontario, Canada
Dan Pinnington, Director, practicePRO
Lawyers Professional Indemnity Corporation
250 Yonge Street, Suite 3101, Post Office Box 3
Toronto, Ontario M5B 2L7
Telephone: (416) 598-5863
E-mail: dan.pinnington@lawpro.ca
Twitter: twitter.com/danpinnington
LinkedIn: ca.linkedin.com/in/danpinnington
Facebook: www.facebook.com/dan.pinnington
Oregon
Sheila M. Blackford, Practice Management Advisor
Oregon Attorney Assistance Program
Oregon State Bar Professional Liability Fund
Post Office Box 231600
Tigard, OR 97281-1600
Telephone: (503) 684-7421
E-mail: sheilab@osbplf.org
Twitter: twitter.com/sheilablackford

Dee Crocker, Practice Management Advisor
Oregon Attorney Assistance Program
Oregon State Bar Professional Liability Fund
Post Office Box 231600
Tigard, OR 97281-1600
Telephone: 503.924.4167
E-mail: deec@osbplf.org
Twitter: twitter.com/deecrocker

Barbara S. Fishleder
PLF Director of Personal and Practice Management Assistance/Oregon Attorney Assistance Program, Executive Director
Oregon State Bar Professional Liability Fund
Post Office Box 231600
Tigard, OR 97281-1600
Telephone: (503) 684-7425
E-mail: barbaraaf@osbplf.org

Beverly A. Michaelis, Practice Management Advisor
Oregon Attorney Assistance Program
Oregon State Bar Professional Liability Fund
Post Office Box 231600
Tigard, OR 97281-1600
Telephone: (503) 639-6911
E-mail: beverlym@osbplf.org
Twitter: twitter.com/orelawpracmgmt

Pennsylvania
Ellen Freedman, CLM, Law Practice Management Coordinator
Pennsylvania Bar Association
313 Bridle Path Road
Lansdale, PA 19446-1565
Telephone: (215) 628-9422
Fax: (215) 701-5842
E-mail: lawpractice@pabar.org
Twitter: twitter.com/lawpractice

South Carolina
Courtney Kennaday, Director
Practice Management Advisory Program
South Carolina Bar
950 Taylor Street
Columbia, SC 29201
Telephone: (803) 576-3783
E-mail: courtney.kennaday@scbar.org
Web: www.scbar.org/pmap
Blog: www.scsmalfirm.com
Twitter: twitter.com/scbar_pmap

Washington
Charity Anastasio, Practice Management Advisor
Law Office Management Assistance Program
1325 Fourth Avenue, Suite 600
Seattle, WA 98101-2539
Telephone: (206) 733-5914
E-mail: charitya@wsba.org
Web: www.lomap.org

Aaron Burt, Assistant Practice Management Advisor
Law Office Management Assistance Program
1325 Fourth Avenue, Suite 600
Seattle, WA 98101-2539
Telephone: (206) 733-5949
E-mail: lomap@wsba.org
Web: www.lomap.org
Wisconsin
Tison Rhine, Manager
Law Office Management Assistance Program
State Bar of Wisconsin
5302 Eastpark Blvd.
Post Office Box 7158
Madison, WI 53707-7158
Telephone: (608) 250-6012
Telephone: (800) 444-9404 ext. 6012
Telephone - Google Voice (815) 669-0075
Fax: (608) 257-5502
E-mail: trhine@wisbar.org
Web: www.wisbar.org/practice411
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ABA Women Rainmakers Mid-Career Workshop
November 7-9, 2014
The US Grant
San Diego, CA

ABA/LP Midyear Meeting
February 5-7, 2015
Hilton Americas
Houston, TX

ABA TECHSHOW 2015
April 16-18, 2015
Hilton Chicago
Chicago, IL

LP Spring Meeting
June 3-6, 2015
Disney Boardwalk
Orlando, FL

ABA/LP Annual Meeting
July 30 - August 4, 2015
Intercontinental
Chicago, IL

ABA/LP Midyear Meeting
February 3-9, 2016
San Diego, CA

ABA TECHSHOW 2016
March 16-19, 2016
Hilton Chicago
Chicago, IL

LP Spring Meeting
May 11-14, 2016
Marriot Frenchman’s Reef
St. Thomas, VI

ABA/LP Annual Meeting
August 4-6, 2016
San Francisco, CA