

# Legal Practice Management Courses 2012

ABN 61 138 459 015

To register, send your form to:

PO Box 2, St Leonards NSW 1590 or DX 3316 St Leonards

or Email: [bpc@collaw.edu.au](mailto:bpc@collaw.edu.au)

Phone: (02) 9965 7000 Fax: (02) 9436 1265

Web: [www.collaw.edu.au](http://www.collaw.edu.au)

Register online at: [www.collaw.edu.au/lpmc](http://www.collaw.edu.au/lpmc)



The College of Law

## Order Form/Tax Invoice

### Legal Practice Management Courses - May to December 2012

If you want to become a sole principal, partner, solicitor-director, or in-house solicitor on the record, the NSW Law Society requires you to complete a Practice Management Course. The College's Legal Practice Management Course is designed to meet these requirements.

Additionally, it is an ideal fundamentals course for lawyers or senior managers to gain a good grounding in law practice management or as a refresher course for more experienced practitioners.

#### Who should do this course?

- ▶ Practitioners who have, or are entitled to, an unrestricted practising certificate and want to practise as:
  - ▶ a sole practitioner or as a partner

- ▶ a solicitor on the record of a corporation, government department/instrumentality, Legal Aid organisation or Community Legal Centre or
- ▶ a legal practitioner director of an incorporated legal practice
- ▶ practitioners who have been in sole practice or partnership for some time and who are looking for techniques to grow their practice, and wish to update their skills and knowledge of practice management techniques
- ▶ in-house lawyers who have management responsibilities or want a better understanding of how the legal function works in public or private sector organisations

**MCLE: Participants may claim a maximum of 6 (six) professional development points per day depending on their MCLE needs, including the Rule 42 requirements.**

Please register me for the following Practice Management Course:

#### Sole Practitioners Course

- NM12\_06 **Sole Practitioners:** Friday 1, Saturday 2 and Sunday 3 June - Venue: **College of Law** **\$1,695.00** (GST free)
- NM12\_12 **Sole Practitioners:** Friday 7, Saturday 8 and Friday 14 September - Venue: **College of Law** **\$1,695.00** (GST free)
- NM12\_14 **Sole Practitioners:** Friday 30 November, Saturday 1 and Friday 7 December - Venue: **College of Law** **\$1,695.00** (GST free)

#### Small-Medium Partner Firms Course

- NM12\_05 **Small-Medium Partner Firms:** Friday 18, Saturday 19 and Friday 25 May - Venue: **College of Law** **\$1,695.00** (GST free)
- NM12\_11 **Small-Medium Partner Firms:** Friday 12, Thursday 18 and Friday 19 October - Venue: **College of Law City** **\$1,695.00** (GST free)

#### Corporate/Government Course

- NM12\_07 **Corporate/Government:** Friday 15, Saturday 16 and Friday 22 June - Venue: **College of Law** **\$1,695.00** (GST free)
- NM12\_09 **Corporate/Government:** Friday 24, Saturday 25 and Friday 31 August - Venue: **College of Law** **\$1,695.00** (GST free)
- NM12\_13 **Corporate/Government:** Friday 9, Friday 16 and Monday 19 November - Venue: **College of Law City** **\$1,695.00** (GST free)

#### 35+ Partner Course

- NM12\_08 **35+ Partner Firms:** Friday 20, Saturday 21 and Friday 27 July - Venue: **College of Law City &/or College of Law** **\$1,695.00** (GST free)

#### Venues:

**College of Law**, 2 Chandos Street, St Leonards  
**College of Law City**, Level 7, St James Centre, 111 Elizabeth St, Sydney

Please send all correspondence to:

NAME:		FIRM/CHAMBERS:	
ADDRESS:			
DX NUMBER:	LOCATION:	LAW SOCIETY NUMBER:	
EMAIL:			
PHONE:	FAX:	TOTAL PAID: \$	
I enclose a cheque payable to The College of Law or please debit my: <input type="checkbox"/> Visa <input type="checkbox"/> M'card <input type="checkbox"/> Amex			
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NAME ON CARD:		EXPIRY DATE:	SIGNATURE OF CARDHOLDER:

We welcome phone bookings, but a credit card number must be given and payment authorised. Please note that refunds are not given unless the College is notified of your cancellation in writing four working days before the seminar. Please note that all registrations must be accompanied by payment, if you require any changes to your contact details or they appear incorrect in anyway, please contact our Centre for Best Practice on Ph. 02 9965 7006 or email [bpc@collaw.edu.au](mailto:bpc@collaw.edu.au).

**PLEASE NOTE:** A 10% fee will apply for cancellations received up to four (4) business days before the course. Late cancellations or non-attendance will attract a higher fee and a separate fee will apply for transfer to a later course. The College reserves the right to cancel or change the program without notice.