

# Mirror, Mirror . . .

## The Audit and You



Lantz Welch Education Center,  
KCMBA Headquarters,  
1125 Grand Blvd., Ste. 400,  
Kansas City, MO 64106

Co-sponsored by KCMBA & The Bar  
Plan Mutual Insurance Company

### **The Quiz**

Ten questions and ten answers will challenge you and help you cover some of the most significant new changes to Missouri's Rules of Professional Conduct.

### **The Firm—Structure, Staffing, and Practice Areas**

Understanding how your firm's business model dictates your risk for malpractice claims and ethics complaints.

### **New Client Procedures—Getting Clients into your Firm's Systems the Right Way**

We will discuss how to make the connection between getting the client into the firm and getting the client into your Risk Management System.

### **Billing and Records Systems**

How your fees control your case management procedures will be the focus of this discussion.

### **Personnel—Getting the Most, and the Best, Out of the People at Your Firm**

We will learn to understand the toll that mental impairment, alcohol and drug abuse, or simply life's tough times can take on you, your staff, and your clients' representations.

### **Docket and Calendar Control**

Learn why tracking dates is so hard, and how to make it easier.

### **Disaster Recovery/Business Resumption Plan**

Because into every law firm, some rain must fall – we will discuss steps you can take to be ready to recover from problems before they strike.

## **About the Presenter**

Christian A. Stiegemeyer is Executive Vice President of The Bar Plan Foundation, and Director of Risk Management of The Bar Plan Mutual Insurance Company. Chris received his B.A. in Communications from Southeast Missouri State University and his J.D. from The Saint Louis University School of Law. Prior to joining The Bar Plan, Chris was in private practice concentrating in the areas of domestic relations, criminal law, and appellate practice.



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3.0 CLE Hours including 3.0 Ethics Hours in Missouri and Kansas (pending)

No two law firms can, or should, have the same practice management procedures. By using the knowledge and experience gained from going inside the firms who thought they were doing it right, this seminar will show you how to be your own Risk Manager, and customize these critical processes to the unique characteristics of your firm.

**Christian A. Stiegemeier, *The Bar Plan Mutual Insurance Company***

April 4, 2008 - E#474  
1 to 3:50 pm\*

KCMBA Member \$99  
 Non-Member \$169

June 10, 2007 - E#475  
9 to 11:50 am\*

KCMBA Member \$99  
 Non-Member \$169

July 30, 2008 - E#476  
9 to 11:50 am\*

KCMBA Member \$99  
 Non-Member \$169

\* Registration opens 30 minutes prior to the seminar start time.

I can not attend. Please send me written materials @ \$29.78 per copy (includes taxes and shipping).

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#### Seminar Information

- **Payment** must accompany registration. KCMBA accepts cash, check or American Express, MasterCard or Visa. No admission ticket or confirmation will be sent.
- **Cancellations/No Shows:** Those who cancel at least 24 hours prior to the seminar will receive a credit voucher to use toward any KCMBA program for one year.
- **Special Needs:** If you need special accommodations, please contact KCMBA prior to the program date at (816) 474-4322.
- **Parking:** Parking is available at Standard Parking Garages at 12th & McGee and 1120 Oak or at Wall Street Towers Garage at 1112 Grand Blvd.; free for full and half-day seminars. Bring your pass to the registration table for validation.
- KCMBA members and potential members are faxed CLE notices as a service. To discontinue this service please call (816) 474-4322 ext. 313

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- Phone registration with credit card to KCMBA at (816) 474-4322.
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