



Join

*Your connection
to knowledge, resources and networking*

Join ALA Today!

Your connection

TO KNOWLEDGE, RESOURCES AND NETWORKING

Every day, the Association of Legal Administrators (ALA) is the source that successful legal management professionals turn to first. ALA provides relevant information, ideas and insight that you can use every day, along with the knowledge that helps you grow in your career. Many of these resources are available 24/7, so you can meet your employer's needs and still save valuable time for your personal or family interests.

Looking for graduate-level education outside the walls of a university? Check out ALA's educational offerings. Can't get away? Our monthly Webinars deliver education right to your office. Need help with a pressing legal management challenge? ALA will conduct time-saving research to help meet your needs. You'll also have access to mentoring programs, job banks and career development opportunities. Want to make a difference? Participate in community betterment projects with other successful leaders in the profession.

Memberships are available in two categories: Regular and Associate. Refer to the membership application or ALA's Web site for details. Once you're a member of ALA, you're eligible to apply for membership in one or more local chapters for additional benefits and services close to home.

ALA has been serving the unique needs of legal management professionals since 1971. A recent survey revealed individuals who belong to associations are more successful, they earn more, they're happier people and they like their jobs better. ALA is where the winners of the legal management profession meet. We invite you to become a member and encourage you to put all of our resources to work for you.



"At a time of specialization when most are focusing more and more on less and less, legal administrators need to learn more and more about...more and more. From changes in ethics, HR regulations, drugs in the workplace, greening of the office, mobile lawyers and e-billing, ALA provides the structure and resources for me to learn, share and teach. Through its outreach philosophy and the Foundation, ALA provides me with an additional measure of pride in my membership. Because of ALA, I am a better professional; my workplace and my community are better places to work and live."

William F. Donehoo, CLM, CPA
Locke Lord Bissell & Liddell LLP

ALA Members

ALA serves those professionals who are involved in or have a demonstrated interest in the operational management of organizations such as:

- Law Firms
- Corporate Legal Departments
- Government Legal Agencies
- Public Interest/Nonprofit Organizations
- Bar Associations
- Colleges/Universities

Your connection for education:

CONFERENCES, PROGRAMS AND CERTIFICATION

A primary goal of ALA is to keep members up-to-date on current issues in their field. So, whether you're a seasoned professional or new to the industry, ALA offers many diverse opportunities to enhance your skills and expand your professional knowledge. You will learn powerful ideas and practical applications from the industry's foremost innovators and experts. Plus, many ALA educational programs allow you to earn CLE/CPE/PHR/SPHR credit. These events also provide you with important contacts and networking opportunities in your field.

ALA's Annual Conference & Exposition

Attend the industry's premier event for professionals involved in law office management. The Conference offers timely educational sessions focusing on industry trends and developments, presented by well-known consultants, academics and other recognized experts. An extensive exhibit hall features all of the key business partners and provides "one-stop shopping" for a time-saving way to assess the marketplace.

Regional Educational Conferences

ALA's regions host smaller and shorter conferences. These conferences, held each fall, provide informative educational sessions, exhibit halls and networking opportunities close to home.

Law Firm Financial Management Conference and Exposition

This biennial conference provides insight into the greater and higher-level of expertise that is being required of those responsible for the financial performance of their firm. Learn best practices and current developments from industry leaders and experts.

Certification Program

ALA's Certified Legal ManagerSM (CLM) Program allows you to demonstrate, through an examination process, a mastery of core areas of knowledge essential to a legal manager's effective performance. By becoming a Certified Legal Manager, you will demonstrate excellence in your profession and distinguish yourself as an accomplished legal management professional.

* CLM is a service mark of the Association of Legal Administrators.

Specialized Programs and Retreats

Law Firm Management: Essential Competencies for Legal Administrators

This educational offering is created for legal managers with less than seven years in the field and functional specialists looking to build expertise outside of their area of specialty.

Law Firm Profitability Enhancement Program

Learn how to control costs, target your firm's financial strengths and increase profitability with a quick and easy cost-accounting tool. This seminar is broadcast live as an interactive Webinar program where you listen by phone and view via the Internet.

Large Firm Principal Administrators Retreat

Through educational sessions and idea exchanges, this annual retreat gives principal administrators in a law firm having, in all locations combined, 100 or more lawyers, an opportunity to learn how to handle the challenges of running large organizations.

Intellectual Property (IP) Retreat

Intellectual property has many specialized and detailed administrative and support requirements. This retreat helps IP firm administrators share resources and learn from one another.

Webinars

Gain knowledge and insight into a variety of law office management and personal development topics without leaving your office. Webinars are live presentations led by subject-matter experts and cover topics such as finance, human resources, technology, marketing, legal industry issues and general management.

www.alanet.org/education

Your connection in Print

ALA Publications

Whether you are a legal administrator, support manager, managing partner, solo practitioner or other functional specialist in your legal organization, you will find that ALA's large family of publications offers a variety of unique articles, insights and information to meet your professional development needs.

Legal Management

www.alanet.org/legalmanagement



Legal Management, ALA's award-winning journal, features scholarly and "how-to" articles on issues of vital importance to law firm managers, legal administrators, managing partners and other legal professionals. The journal covers critical topics in all areas of law firm management, including legal technology, human resources trends, marketing, financial planning, leadership issues and general business practices. A special themed issue published at year's end features articles on "Making Your Law Firm a Great Place to Work." ALA members receive each issue of *Legal Management* via postal mail as well as a corresponding *Legal Management Digital Edition* containing links to PDFs of the articles on ALA's Web site.

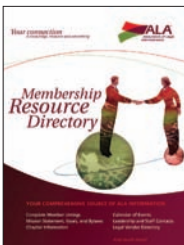
ALA News

www.alanet.org/alanews



ALA News, the Association's bimonthly member magazine, features vital information about the Association's programs, events, goals and objectives. Provided exclusively to ALA members, *ALA News* includes regular articles from ALA's President and Executive Director, ALA Chapter reports, ALA member profiles, and pre- and post-event coverage of the ALA Annual Conference & Exposition and other Association events.

ALA Membership Resource Directory



The *ALA Membership Resource Directory* is a printed compendium of ALA member information and other legal resources, released annually in late spring. This major benefit of membership facilitates networking with ALA members worldwide. Also included in the *ALA Membership Resource Directory* are vital organizational documents – such as ALA's Mission Statement and Goals and the Code of Professional Ethics – and a comprehensive Legal Vendor Directory.

ALA Currents

This electronic newsletter about law firm management trends and innovations is provided exclusively to ALA members via e-mail. *ALA Currents* is disseminated twice a month and is a "must-read" for principal administrators and other legal professionals around the world.

For more information about ALA Publications, e-mail publications@alanet.org.

Professional Legal Management Week Magazine

www.plmw.org



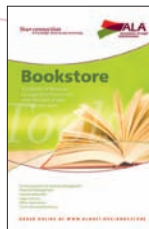
In conjunction with *International Professional Legal Management WeekSM* (PLMW), ALA and several other legal associations join forces to distribute this annual publication designed to promote awareness of the legal management profession. Its focus is on professional legal management and on all people on management teams who contribute to their organizations' successes – including managing partners, principal administrators, chief operating officers and management specialists in areas such as marketing, human resources, information systems and technology, legal recruiting, library administration and paralegal management. The magazine mails to ALA members shortly before *International Professional Legal Management WeekSM*, which is held each year in the first full week of October.

Expo Guide

ALA's *Expo Guide* is the comprehensive source of information about the products and services offered by exhibitors participating in the Association's Annual Conference & Exposition. The *Expo Guide* features an exhibitor directory, complete with company contact information, product and service descriptions, and booth numbers; a Conference Day-at-a-Glance; a list and descriptions of vendor showcase sessions; a company list indexed by product/service categories; the exhibit hall map; and much more. In addition to being distributed onsite to each Conference attendee, the *Expo Guide* is mailed to all ALA members so they may use it as a legal vendor reference guide throughout the year.

ALA Bookstore Catalog

www.alanet.org/bookstore



ALA members enjoy significant discounts on books about law firm management and related topics. In the annual *ALA Bookstore Catalog: A Collection of Resources for Legal Administrators and Other Members of Legal Management Teams*, members will find a variety of books selected specifically for their usefulness to legal administrators and law firm managers in areas such as financial management, communications, human resources, office operations, marketing and more.

ALA News International

ALA News International is published exclusively for ALA members who live and work outside of the United States and Canada. This electronic newsletter is published four times per year and distributed via e-mail to legal administrators worldwide. *ALA News International* reflects ALA's commitment to provide more networking, education, and support to legal management professionals worldwide, and the electronic medium allows ALA to disseminate information more quickly and frequently to international members. The publication includes articles on legal career development, updates on Association happenings, and news about international ALA chapters and members.

Compensation & Benefits Survey



ALA's annual *Compensation and Benefits Survey* provides salary and benefits information on more than 20 administrative positions. Survey participants who are ALA members are eligible to purchase the survey results at discounted rates.

Your connection Online

With ALA's online resources, you're always connected to industry updates, legal management news and articles, and more.

Legal Management Resource Center (LMRC)

The LMRC is a powerful online information-based tool designed to immediately provide the information you need or to quickly direct you to other resources.

This resource also offers Members Only content not available elsewhere on the Internet. As a member, you can join a community specific to your area of interest, view in-depth articles and quickly access ALA's team of expert researchers and peer consultants. You can even personalize the site to fit your specific interests.

<http://thesource.alanet.org>

ALA Management EncyclopediaSM

Available online, the ALA Management EncyclopediaSM provides a wealth of comprehensive and timely original articles on the topics you need most to efficiently and successfully manage your law firm, corporate legal department or governmental agency.

The Encyclopedia is filled with carefully indexed, highly searchable answers to your questions on financial management, marketing, strategic planning, human resources and more. The Encyclopedia is unparalleled in its ability to save you time and effort in locating the critical knowledge you need to solve your everyday legal management challenges.

www.alaencyclopedia.org

ALA Online

Alanet.org provides you with Association news, events and updates. Through ALA's Web site, you can easily register for events, purchase products, locate an array of ALA and legal management information, and contact staff and colleagues with questions.

www.alanet.org

Discussions and Forums

Three online discussion groups allow Regular Members to access members-only conversations about managing a legal organization. They include:

- Technology Professional Development Network (PDN)
- Human Resources PDN
- ALA Open Forum (for discussing general issues relevant to law office administration)

Listserve

Keep pace with current issues and practices by participating in a listserve.

E-mail peers with questions, answer queries and raise new discussion topics.

The listserves provide built-in networks of expertise. ALA currently hosts four special interest listserves for qualifying members: Large Firm Administrators Caucus, Corporate/Government, Chapter Presidents and Vendor Relations.

"As the administrator for a small highly-specialized firm, it is important for us to stay competitive with the 'big guys' and to manage our costs effectively. The forums on ALA's Web site, as well as ALA Currents, the Management Encyclopedia and Management Solutions, have been extremely valuable assets to our firm. My managing partner often comes in and says, 'Can you go online and ask your ALA friends ...' We can't imagine managing our firm without the benefits of ALA membership."

Veronica V. Tiedt, CLM
Louden Legal Group LLC



Your connection for Member Services

ALA Management SolutionsSM

This reference service provides members with the latest resources, articles, industry contacts and solutions to law firm management issues.

The ALA Reference Desk is staffed by professionals who have extensive research skills and experience in law office management. These industry experts can help you locate articles, statistics, surveys, Web links, forms and checklists and other information on a wide range of management issues. The reference desk staff will provide clear, detailed responses to your question, often within one business day of your request. Although fees do apply for Associate Members, they receive service time priority over nonmembers.

The Peer Consulting Database is a network of legal administrators who are ready to assist Regular Members with work-related issues. ALA members with self-designated expertise in specific areas of law office management volunteer to serve as resources on facilities, finance, human resources, marketing, technology and general management issues.

Career Services

If you are exploring career opportunities or have a legal management position to fill, the ALA Management ConnectionsSM program is for you. Save valuable time (and money too) when searching for a position or filling a management opening with the online résumé service and job bank. And stay current on career-related matters by accessing dozens of articles, podcasts and free resources.

ALA's Career Resources Kit contains a prehiring guide with advice for the hiring law firm and the prospective administrator, as well as a tailored job description, performance evaluation and employment agreement.

www.alanet.org/career

ALA Value In PartnershipSM (VIP) Program

Take advantage of the special services or discounts offered on quality products and services from nationally known companies through ALA's Value In PartnershipSM (VIP) Program. ALA members and their employers have the opportunity to enjoy the savings and benefits these partnerships provide.

Community Service

As a member, you can participate in the ALA-sponsored Community Challenge Weekend (CCW) program. ALA created CCW to encourage ALA chapters, its members, firms, business partners, relatives and friends to come together to contribute time, energy and resources toward improving local communities.

Professional Legal Management WeekSM (PLMW)

PLMW provides awareness, understanding and education about the legal management profession and increases knowledge of the diverse roles within the profession. Held the first full week of October, ALA is joined by several cosponsors in promoting this annual event.

www.plmw.org

Foundation of the Association of Legal Administrators (FALA)

FALA is dedicated to promoting education and credibility for legal administrators and to sponsoring research and program development in law office management.

"ALA's Management Solutions program is one of, if not the, strongest program the Association offers to its members. I have used the program many times and I am always impressed with the response time and the appropriateness of the information provided. It is a great way to share with your firm that ALA truly is your connection to knowledge, resources, and networking."

Carolyn M. Sutton
McGuireWoods LLP



Your connection

TO KNOWLEDGE, RESOURCES AND NETWORKING

Join ALA Today!

*Education:
Conferences, Programs and Certification*

Publications

Online

Members Services

and much more!

"The CLM designation has given me renewed confidence in both my personal and professional capabilities. While sitting for the exam was challenging, it was well worth the effort. Having the CLM designation shows extraordinary dedication and commitment to the profession – something that employers look for."

Fred Esposito, Jr., CLM
Meyer Suozzi English & Klein, PC



ALA's professional staff members are here to assist you and answer your questions.

E-mail correspondence:

ALA Management SolutionsSM: infocentral@alanet.org

Conferences and Events: registration@alanet.org

Member Services: memberservices@alanet.org

Membership: membership@alanet.org

Order Fulfillment (products): orders@alanet.org

Professional Development: education@alanet.org

Publications: publications@alanet.org

Web site: webmaster@alanet.org



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M.121122 (REV. 8/09)