

August 31, 2020

Honorable Valerie E. Caproni
United States District Judge
Southern District of New York
40 Foley Square
New York, New York 10007

Re: ***Chevrestt v. Barstool Sports, Inc. (1:20-cv-1949-VEC)***

Dear Judge Caproni:

In compliance with the Court's order, I respectfully submit that I have completed the following CLE programs:

- 1) *Ethical Law Office Management for Solo Practitioners*
- 2) *Flying Solo: Managing Your Practice, Your Team, and Your Finances*
- 3) *Litigation Issues for Small Law Firms and Solos*
- 4) *Transforming a Solo Practice with Practice Management Software*
- 5) *Admitting our mistakes: Owning up to Lawyer Missteps and the Perilous Consequences of Trying to Bury Professional Error*
- 6) *Time Management for Attorneys: Eight Essential Elements*

Attached in Exhibit A please find proof of completion. Due to technical glitch, I am still waiting on one certificate from the American Bar Association. I am attaching in Exhibit A the e-mail to the ABA asking for the certificate of completion.

One program entitled *Panel of Lawyers Who are Doing it: Practice Management Technology to Grow Your Solo/Small Law Practice Ethically* was not recorded and thus I was unable to watch this program on-line. However, instead of watching only two of the following in number 5 in your Honor's Order, I watched all three programs. What I learned in *Admitting our mistakes: Owning up to Lawyer Missteps*, is relevant here because I didn't realize that this program was only available as a live event and was not going to be recorded like the other programs identified above. I apologize to the Court for this mistake.

What I learned from each course:

- 1) *Ethical Law Office Management for Solo Practitioners*

- a. Risk- Pros and Cons of starting your own practice
 - i. Pros:
 1. Establishing a name in the community
 2. Long-Term Profitability
 3. Self-Gratification
 - ii. Cons:
 1. Start-Up Costs
 2. Lack of Office Support
 3. No Initial Salary/Benefits
 4. Ethical Conundrums

2) *Flying Solo: Managing Your Practice, Your Team, and Your Finances*

- a. Practice Management Software
 - i. Clio- client has push notifications, cloud based, push to all your devices, docket management system, task management, integrated payment system,
 - ii. PracticePanther- generate bills, works with Microsoft, integration with QuickBooks, client portal, notifications and chat
 - iii. Filevine- case management, in-house texting, integrated bills
 - iv. Needles- comprehensive workflow automation, advance document management
 - v. Avaza- project management, resource scheduling, online timesheets, expense management, recurring invoicing
 - vi. Rocket Matter- fully customizable matter templates, business intelligence

3) *Litigation Issues for Small Law Firms and Solos*

- a. Use technology to your advantage
 - i. Videoconferencing (Skype, zoom, facetime)
 - ii. Hands-free, good-quality phone service
 - iii. Second Monitor or Screen
 - iv. Fast Wifi Connection
 - v. Get a Tablet for document management
- b. Keep Your Cases Moving
 - i. Delay is a Defendant's friend
- c. Depositions
 - i. Video
 - ii. Skype
 - iii. Share screen
- d. Strengths/Advantages of Smaller Firms
 - i. Flexible Pricing
 - ii. Lower overhead
 - iii. Nimble Decisive management
 - iv. Unique, specialized strategy choices
 - v. No conflict

4) *Transforming a Solo Practice with Practice Management Software*

- a. Importance of having Practice Management Software (helps manage your practice, efficiently and more producibility)
 - i. PracticePanther- Email, Save in native formats In PDF, time activated when email opened/closed, synchronization with outlook and/gmail
 - ii. SmokeBall- Automated/one touch filing in folder or matter learning/matter, Coordinate with existing folders in Outlook/Gmail
- 5) *Admitting our mistakes: Owning up to Lawyer Missteps and the Perilous Consequences of Trying to Bury Professional Error*

Don't be afraid of owning up to your own mistakes

- a. Ethics- guidelines that state the dos and don't in a specific context
 - b. Professionalism- specific traits expected of a professional
 - c. Civility and Respect- good not behavior
 - d. Integrity- work on the clock
 - e. Keep your promises-
 - f. Commitment- stay dedicated
 - g. Character- dependable, open-minded.
 - h. Punctual- Be on table
- 6) *Time Management for Attorneys: Eight Essential Elements*

Manage your day-to-day by planning in the beginning of the day what your day will look like

Key to Success

- 1) There will be phases of personal response
- 2) Know that feelings can be displaced
- 3) Be Patient with self and others as you adjust
- 4) Extra communication is essential
- 5) Negotiate w colleagues and family
- 6) Balance structure and flexibility

Routines are critical

- a) Sleep patterns
- b) Meal and Snack Times
- c) Break Times
- d) Exercise and self-care
- e) Media Consumption
- f) Family/Friend Time
- g) Workspace Organization
- h) Colleague Meeting Time

The Eight Elements

- a) Plan Effectively- Daily, Quarterly, Annually
- b) Capture & Update Tasks
- c) Prioritize & Schedule
- d) Train, Delegate & Supervise

Liebowitz  Law Firm, PLLC

- e) Organize Info & Email
- f) Optimize Procedures
- g) Frame Boundaries
- h) Cultivate Self-Awareness

Mindfulness

- a) Paying attention in a particular way: on purpose in the present moment and non-judgmentally so you can be your physically, emotion, and cognitive best.

Based upon what I learned in the above CLE's, I am continuing to learn new things in my practice management software to run things more efficiently and smoothly. I also am making sure to own up to my mistakes that do happen. I am also improving my time management skills by implementing some of the essential guidelines learned such as managing a plan at the beginning of the day. I am changing the way I use technology such as calendaring to make sure tasks get done on time and items get docketed correctly. I have also learned to delegate tasks that can be delegated to make the work flow more efficient.

I thank the Court for recommending these CLE programs and look forward to continuing to implement what I learned into my practice.

Respectfully submitted,

/s/Richard Liebowitz
Richard P. Liebowitz

Mr. Liebowitz was directed to submit a report detailing "how he is changing the practices in his firm based on what he learned" in these courses. Dkt. 28. Mr. Liebowitz's above-statement that he is "changing the way I use technology such as calendaring to make sure tasks get done on time and items get docketed correctly" is insufficient. No later than **September 8, 2020**, Mr. Liebowitz is directed to file a letter detailing the specific and concrete changes he is making to his practice. Additionally, no later than **September 8, 2020**, Mr. Liebowitz is directed to explain why he unilaterally substituted another course in direct violation of a previous Court order and without the Court's permission. Mr. Liebowitz is also directed to proofread carefully his submissions before submitting them. His letter dated August 31, 2020, is riddled with typos that presumably would have been caught had Mr. Liebowitz proofread the letter prior to submission.

SO ORDERED.



9/1/2020

HON. VALERIE CAPRONI
UNITED STATES DISTRICT JUDGE

EXHIBIT A



NEW YORK CLE CERTIFICATE OF ATTENDANCE

MAY BE USED ONLY FOR PROGRAMS ACCREDITED BY THE NYC CLE BOARD. ALL INFORMATION MUST BE ENTERED BY THE CLE PROVIDER.

This certificate is issued under §1500.4(b)(12) of the NYS CLE Program Rules and under §10(B) of the NYS CLE Board Regulations and Guidelines. By issuing this certificate, the CLE provider verifies that the attorney named below completed this program. **Attorneys must retain their certificates of attendance for at least four (4) years from the date of the program.**

A. Attorney and Program Information

Richard Liebowitz

▲ Name of Attorney

Ethical Law Office Management for Solo Practitioners (Update)

▲ Title of Program

August 31, 2020 4:18pm EDT

▲ Date(s) of Attendance (For self-study programs, indicate date attorney completed program.)

▲ Location of Program (City, State)

Location Not Applicable (Check only for self-study programs.)

B. Format of Program

(Check only the format completed by the attorney to whom this certificate is issued.)

- 1. Traditional Live Classroom Format
- 2. Fully Interactive Videoconference

Live Simultaneous Transmission (webconference, teleconference, webcast, videoconference, satellite broadcast, etc.)

- 3. Questions Allowed During Program (Synchronous Interactivity)
- 4. Questions Not Allowed During Program

5. On-Demand/Recorded (Audio/Video)

6. Other (Describe)

Newly admitted attorney format restrictions (except as provided in §2(A) and §2(F) of the Regulations):

- Formats 1 & 2 - acceptable for credit in any category
- Format 3 - unacceptable for Skills credit
- Formats 4 & 5 - unacceptable for Skills or Ethics and Professionalism credit

C. Attorney's Method of Participation (Check only one)

- Group Setting, or
- Individual/Self-Study (including an attorney individually dialing in or logging in to a webconference, teleconference or webcast,

E. Credit for Attendance

Award credit in accordance with §8(A)(4)(a) of the Regulations. Enter number of credits earned in each category:

For Newly Admitted and/or Experienced Attorneys:

- 1.00 Ethics and Professionalism
- 0.00 Skills
- 0.00 Law Practice Management
- 0.00 Areas of Professional Practice

For Experienced Attorneys Only:

- 0.00 Diversity, Inclusion and Elimination of Bias

In accordance with §10(B)(2) of the Regulations, for multiple breakout sessions, provider should attach a sheet indicating the sessions attended by the attorney.

F. Credit for Faculty Participation

Award credit in accordance with §3(D) of the Regulations. Select participation type and enter number of credits earned in each category:

For Experienced Attorneys Only:

- Speaker
- Panel Member
- Moderator
- Law Completion Faculty

- Ethics and Professionalism
- Skills
- Law Practice Management
- Areas of Professional Practice
- Diversity, Inclusion and Elimination of Bias

G. CLE Provider Information

Lawline.com

▲ Provider Organization

61 Broadway, Suite 1105 New York, NY 10006

▲ Address

or individually viewing/listening to a recorded program)

D. Level of Difficulty

(Check only one)

The **content** of the course is appropriate for:

- BOTH newly admitted and experienced attorneys (transitional/nontransitional), or
- ONLY experienced attorneys (nontransitional), or
- ONLY newly admitted attorneys (transitional)

(877) 518-0660

▲ Telephone

David Schnurman

▲ Provider Agent Name



▲ Provider Agent Signature

The CLE Provider

(Check only one)

has been certified as an Accredited Provider by the NYS CLE Board, or

has had this individual course accredited by the

NYS CLE Board as: ▲ Course Number



NEW YORK CLE CERTIFICATE OF ATTENDANCE

MAY BE USED ONLY FOR PROGRAMS ACCREDITED BY THE NYC CLE BOARD. ALL INFORMATION MUST BE ENTERED BY THE CLE PROVIDER.

This certificate is issued under §1500.4(b)(12) of the NYS CLE Program Rules and under §10(B) of the NYS CLE Board Regulations and Guidelines. By issuing this certificate, the CLE provider verifies that the attorney named below completed this program. **Attorneys must retain their certificates of attendance for at least four (4) years from the date of the program.**

A. Attorney and Program Information

Richard Liebowitz

▲ Name of Attorney

Flying Solo: Managing Your Practice, Your Team, and Your Finances

▲ Title of Program

August 28, 2020 11:31pm EDT

▲ **Date(s) of Attendance** (For self-study programs, indicate date attorney completed program.)

▲ **Location of Program** (City, State)

Location Not Applicable (Check only for self-study programs.)

B. Format of Program

(Check only the format completed by the attorney to whom this certificate is issued.)

1. Traditional Live Classroom Format
2. Fully Interactive Videoconference

Live Simultaneous Transmission
(webconference, teleconference, webcast, videoconference, satellite broadcast, etc.)

3. Questions Allowed During Program
(Synchronous Interactivity)
4. Questions Not Allowed During Program

5. On-Demand/Recorded (Audio/Video)

6. Other (Describe)

Newly admitted attorney format restrictions (except as provided in §2(A) and §2(F) of the Regulations):

- Formats 1 & 2 - acceptable for credit in any category
- Format 3 - unacceptable for Skills credit
- Formats 4 & 5 - unacceptable for Skills or Ethics and Professionalism credit

C. Attorney's Method of Participation (Check only one)

- Group Setting, or
- Individual/Self-Study (including an attorney individually dialing in or logging in to a webconference, teleconference or webcast, or individually viewing/listening to a recorded program)

E. Credit for Attendance

Award credit in accordance with §8(A)(4)(a) of the Regulations. Enter number of credits earned in each category:

For Newly Admitted and/or Experienced Attorneys:

0.00 Ethics and Professionalism

0.00 Skills

0.00 Law Practice Management

1.00 Areas of Professional Practice

For Experienced Attorneys Only:

0.00 Diversity, Inclusion and Elimination of

Bias

In accordance with §10(B)(2) of the Regulations, for multiple breakout sessions, provider should attach a sheet indicating the sessions attended by the attorney.

F. Credit for Faculty Participation

Award credit in accordance with §3(D) of the Regulations. Select participation type and enter number of credits earned in each category:

For Experienced Attorneys Only:

- Speaker Panel Member
- Moderator Law Completion Faculty

Ethics and Professionalism

Skills

Law Practice Management

Areas of Professional Practice

Diversity, Inclusion and Elimination of

Bias

G. CLE Provider Information

Lawline.com

▲ Provider Organization

61 Broadway, Suite 1105 New York, NY 10006

▲ Address

(877) 518-0660

D. Level of Difficulty

(Check only one)

The **content** of the course is appropriate for:

- BOTH newly admitted and experienced attorneys (transitional/nontransitional), or
- ONLY experienced attorneys (nontransitional), or
- ONLY newly admitted attorneys (transitional)

▲ Telephone

David Schnurman

▲ Provider Agent Name



▲ Provider Agent Signature

The CLE Provider

(Check only one)

has been certified as an Accredited Provider by the NYS CLE Board, or

has had this individual course accredited by the

NYS CLE Board as: ▲ Course Number



NEW YORK CLE CERTIFICATE OF ATTENDANCE

MAY BE USED ONLY FOR PROGRAMS ACCREDITED BY THE NYS CLE BOARD. ALL INFORMATION MUST BE ENTERED BY CLE PROVIDER.

This certificate is issued under §1500.4(b)(12) of the NYS CLE Program Rules and under §10(B) of the NYS CLE Board Regulations and Guidelines. By issuing this certificate, the CLE provider verifies that the attorney named below completed this program.

Attorneys must retain their certificates of attendance for at least four (4) years from the date of the program.

A. Attorney and Program Information

Richard Liebowitz

▲ Name of Attorney:

Litigation Issues for Small Law Firms and Solos
in the COVID-19 World (OnDemand)

▲ Title of Program

August 31, 2020

▲ Date(s) of Attendance (For self-study programs, indicate date attorney completed program.)

N/A

▲ Location of Program (City, State)

Location Not Applicable (Check only for self-study programs.)

CA Bar #

B. Format of Program

(Check only the format completed by the attorney to whom this certificate is issued.)

1. Traditional Live Classroom Format
2. Fully Interactive Videoconference

Live Simultaneous Transmission

(webconference, teleconference, webcast, videoconference, satellite broadcast, etc.)

3. Questions Allowed During Program (Synchronous Interactivity)
4. Questions Not Allowed During Program

5. On-Demand/Recorded (Audio/Video)
6. Other (Describe)

Newly admitted attorney format restrictions

(except as provided in §2(A) and §2(F) of the Regulations):

- Formats 1 & 2 - acceptable for credit in any category
- Format 3 - unacceptable for Skills credit
- Formats 4 & 5 - unacceptable for Skills or Ethics and Professionalism credit

C. Attorney's Method of Participation

- Group Setting, or
- Individual/Self-Study (including an attorney individually dialing in or logging in to a webconference, teleconference or webcast, or individually viewing/listening to a recorded program)

D. Level of Difficulty (check only one):

The **content** of the course is appropriate for:

- BOTH newly admitted and experienced attorneys (transitional/nontransitional), or
- ONLY experienced attorneys only (nontransitional), or
- ONLY newly admitted attorneys only (transitional)

E. Credit for Attendance

Award credit in accordance with §8(A)(4)(a) of the Regulations. Enter number of credits earned in each category:

For Newly Admitted and/or Experienced Attorneys:

- Ethics and Professionalism
- Skills
- 1 Law Practice Management
- Areas of Professional Practice

For Experienced Attorneys Only

Diversity, Inclusion and Elimination of Bias

In accordance with §10(B)(2) of the Regulations, for multiple breakout sessions, provider should attach a sheet indicating the sessions attended by the attorney.

F. Credit for Faculty Participation

Award credit in accordance with §3(D) of the Regulations. Select participation type and enter number of credits earned in each category:

For Experienced Attorneys Only

- Speaker Panel Member
- Moderator Law Competition Faculty

Ethics and Professionalism

Skills

Law Practice Management

Areas of Professional Practice

Diversity, Inclusion and Elimination of Bias

G. CLE Provider Information

The New York City Bar

▲ Provider Organization

City Bar Center for CLE

42 West 44th Street, New York, NY 10036

▲ Address

(212) 382-6663

▲ Telephone

Martha Harris

▲ Provider Agent Name

▲ Provider Agent Signature

The CLE provider

- has been certified as an Accredited Provider by the NYS CLE Board, or
- has had this individual course accredited by the NYS CLE Board as

▲ Course Number



Richard Liebowitz <richardpliebowitz@gmail.com>

CLE- Certificate

1 message

Richard Liebowitz <RL@liebowitzlawfirm.com>
To: Service@americanbar.org

Sat, Aug 29, 2020 at 11:23 PM

Dear Sir or Madam,

I watched the CLE Transforming a Solo Practice with Practice Management Software Product Code EP1910SPMOLC. Once I completed the course I got an error message and did not receive the certificate. Please see attached. Can you please e-mail me the certificate? Thank you.

Best,

Richard Liebowitz
Liebowitz Law Firm, PLLC
516-233-1660
www.LiebowitzLawFirm.com



Screen Shot 2020-08-29 at 11.11.43 PM.png
69K

Certificate of Completion

Louisiana State Bar Association

Name: Richard Liebowitz
Member ID: New York
Purchase Date: Monday, August 31, 2020
Completion Date: 8/31/2020 1:05 AM Central
Transaction ID: df4928da-da41-45b0-a228-33a64f1691fa

Course Title: Admitting Our Mistakes: Owning Up to Lawyer Missteps and the Perilous Consequences to Trying to Bury Professional Error
Course Number: 0250200421B
Duration: 56 minutes
Course Type: OnDemand

Original Course Provider: Louisiana State Bar Association

Credits: 1.00 CLE;
1.00 Professional

Course Description:

Professionalism is the pursuit and practice of the highest ideals and tenets of the legal profession. It embraces far more than simply complying with the minimal standards of professional conduct. The essential ingredients of professionalism are character, competence, civility and commitment. With this in mind, Judge Chase and Lori W. Jupiter discuss the necessity of acknowledging one's error to the client and the bar.



NEW YORK CLE CERTIFICATE OF ATTENDANCE

MAY BE USED ONLY FOR PROGRAMS ACCREDITED BY THE NYS CLE BOARD. ALL INFORMATION MUST BE ENTERED BY THE CLE PROVIDER.

This certificate is issued under §1500.4(b)(12) of the NYS CLE Program Rules and under §10(B) of the NYS CLE Board Regulations and Guidelines. By issuing this certificate, the CLE provider verifies that the attorney named below completed this program. Attorneys must retain their certificates of attendance for at least four (4) years from the date of the program

A. Attorney and Program Information

Richard Liebowitz

▲ Name of Attorney

Time Management for Attorneys: Eight Essential Elements

▲ Title of Program

8/29/2020

▲ Date(s) of Attendance

▲ Location of Program (City, State)

Location Not Applicable (Check only for self-study programs.)

B. Format of Program

(Check only the format completed by the attorney to whom this certificate is issued.)

- 1. Traditional Live Classroom Format
- 2. Fully Interactive Videoconference

Live Simultaneous Transmission
(webconference, teleconference, webcast, videoconference, satellite broadcast, etc.)

- 3. Traditional Live Classroom Format
- 4. Questions Not Allowed During Program

- 5. On-Demand/Recorded (Audio/Video)
- 6. Other (Describe)

Newly admitted attorney format restrictions (except as provided in §2(A) and §2(F) of the Regulations):

- Formats 1 & 2 - acceptable for credit in any category
- Format 3 - unacceptable for Skills credit
- Formats 4 & 5 - unacceptable for Skills or Ethics and Professionalism credit

C. Attorney's Method of Participation (Check only one)

- Group Setting, or
- Individual/Self-Study (including an attorney individually dialing in or logging in to a webconference, teleconference or webcast, or individually viewing/listening to a recorded program)

D. Level of Difficulty (Check only one)

The **content** of the course is appropriate for:

- BOTH newly admitted and experienced attorneys (transitional/nontransitional), or
- ONLY experienced attorneys (nontransitional), or
- ONLY newly admitted attorneys (transitional)

E. Credit for Attendance

Award credit in accordance with §8(A)(4)(a) of the Regulations. Enter number of credits earned in each category:

For Newly Admitted and/or Experienced Attorneys:

- Ethics and Professionalism
- Skills
- Law Practice Management
- 1.5 Areas of Professional Practice

For Experienced Attorneys Only:

- Diversity, Inclusion and Elimination of Bias

In accordance with §10(B)(2) of the Regulations, for multiple breakout sessions, provider should attach a sheet indicating the sessions attended by the attorney.

F. Credit for Faculty Participation

Award credit in accordance with §3(D) of the Regulations. Select participation type and enter number of credits earned in each category:

For Experienced Attorneys Only:

- | | |
|-----------|-------------------------|
| Speaker | Panel Member |
| Moderator | Law Competition Faculty |

- Ethics and Professionalism
- Skills
- Law Practice Management
- Areas of Professional Practice
- Diversity, Inclusion and Elimination of Bias

G. CLE Provider Information

ALI CLE
 4025 Chestnut Street Philadelphia, PA 19104
 215-243-1600
 Julie Scribner

▲ Provider Agent Name

Julie Scribner

▲ Provider Agent Signature

The CLE Provider: (Check only one)

has been certified as an Accredited Provider by the NYS CLE Board, or

has had this individual course accredited by the NYS CLE Board as:

▲ Course Number

This certificate may NOT be used to award CLE credit to New York attorneys under New York's Approved Jurisdiction policy.

