



SmartTask,  
step-by-step  
practical  
guides

## SmartTask & SmartTask Pro

### Expert Practical Guides

**SmartTask**—Step-by-step practical legal guides with links to key treatise materials and primary sources in an easy-to-follow outline form.

Wolters Kluwer's Corporate Suite of SmartTasks is an excellent resource for Amending Bylaws, Forming a Corporation, Reviewing and Commenting on a Draft Form 10-Q or 10-K, Preparing a Schedule 13D or 13G, Selecting a Business Entity, and much more.

Plus, with **SmartTask Pro** you can leverage your firm's expertise by adding your firm's own practice notes or in-house documents, all protected by your firewall.

#### SECURITIES/CORPORATE LAW SMART TASK SUITE

- Amending Bylaws
- Amending the Articles of Incorporation (Charter)
- Board of Directors Meetings
- Compensation of Directors, Officers, and Managers
- Contested Elections
- Converting Business Entities
- Corporate Reincorporation
- Directors & Officers: Insurance, Indemnification
- Directors & Officers: Removal, Resignation, or Death
- Dissolving a Corporation
- Dissolving a Limited Partnership or LLP
- Dissolving an LLC—California
- Dissolving an LLC—Connecticut
- Dissolving an LLC—Maryland
- Dissolving an LLC—Massachusetts
- Dissolving an LLC—Michigan
- Dissolving an LLC—New York
- Drafting an LLC Operating Agreement
- Forming a Corporation
- Forming a Corporation—Maryland
- Forming a Corporation—Michigan
- Forming a Limited Partnership or LLP
- Forming an LLC
- Forming an LLC—California
- Forming an LLC—Connecticut
- Forming an LLC—Illinois
- Forming an LLC—Maryland
- Forming an LLC—Massachusetts
- Forming an LLC—Michigan
- Forming an LLC—New York
- Inspecting Books and Records
- Issuance of Shares; Dividends, Redemptions, Stock Purchases, and Transfers
- Liability of LLC Members and Managers
- Liability of LLP Partners
- LLC Dissolution
- LLCs and Bankruptcy
- Preparing a Form 3
- Preparing a Form 4
- Preparing a Form 5
- Preparing a Form 8-K
- Preparing a Schedule 13D
- Preparing a Schedule 13G
- Responding to Shareholder Derivative Actions
- Reviewing and Commenting on a Draft Form 10-Q
- Selecting a Business Entity
- Shareholder Appraisal Rights
- Shareholder Meetings

Contact your Wolters Kluwer account manager for a demonstration of **SmartTask** and **SmartTask Pro**, and for a complete title list.

## SECURITIES/CORPORATE LAW SMART TASK SUITE

### **Amending Bylaws**

Step-by-step guide to amending corporate bylaws by incorporators, the board of directors, or shareholders from review of the Certificate of Incorporation to filing the amended bylaws in the corporate minute book.

### **Amending the Articles of Incorporation (Charter)**

Step-by-step guide to amending articles of incorporation, from determining whether an amendment is required by state law, preparing and, if required, filing the restated articles of incorporation.

### **Board of Directors Meetings**

Step-by-step guidance of the law governing annual and special meetings and including notice and other requirements.

### **Compensation of Directors, Officers, and Managers**

Step-by-step guidance and review of the laws governing compensation of directors, officers, and managers, including case law history and analysis of the Business Judgment Rule.2.

### **Contested Elections**

Step-by-step guide examining the background of and procedures for conducting corporate elections in general, the mechanics of contested elections versus uncontested elections, Section 225 summary proceedings for contested elections, and the standards of review for director fiduciary duties that apply in the case of corporate elections under Delaware law.

### **Converting Business Entities**

Step-by-step guide for the process of conversions for several of the most widely used and most popular business entities in Delaware and New York.

### **Corporate Reincorporation**

Step-by-step guidance detailing how to effect a reincorporation. Includes a discussion of conversions, reverse mergers, asset transfers, and more.

### **Directors & Officers: Insurance, Indemnification**

Step-by-step guide to issues relating to indemnification of directors and officers, and D&O insurance. Also includes key takeaways including a recommendation as to what should be included in the employment agreements regarding indemnification.

### **Directors & Officers: Removal, Resignation, or Death**

Step-by-step guide to key issues and actions to take when a director is removed, resigns, or dies.

### **Dissolving a Corporation**

Step-by-step guide of tasks and issues relating to corporate dissolution from determining applicable state requirements to notice and filing obligations.

### **Dissolving a Limited Partnership or LLP**

Step-by-step guide examining the liability of LLP Partners under several state statutes, with a particular focus on New York and Delaware.

### **Dissolving an LLC—California**

Step-by-step guidance to dissolving a limited liability company in California.

### **Dissolving an LLC—Connecticut**

Step-by-step guidance to dissolving a limited liability company in Connecticut.

### **Dissolving an LLC—Maryland**

Step-by-step guidance to dissolving a limited liability company in Maryland.

### **Dissolving an LLC—Massachusetts**

Step-by-step guidance to dissolving a limited liability company in Massachusetts.

### **Dissolving an LLC—Michigan**

Step-by-step guidance to dissolving a limited liability company in Michigan.