

PRACTICE OF LAW C.L.E. PRESENTS
**3 Hr. OHIO NEW LAWYER TRAINING: Professionalism, Client
Fund Mgt and Fundamental Law Office Mgt.**
**3.0 NLT Credit Hours Total-*Includes Professionalism, Client Fund
Mgt. & Fundamental Law Office Mgt.***
LIVE WEBCAST

- 7:45-8:00a.m.** **Kristen Ayers-IMPORTANT – Overview & Requirements of Seminar
(Video replay)**
- 8:00-9:00a.m.** **Phillip Eckenrode, Esq.**
Professionalism for Ohio New Lawyer Training
An analysis of the behavior of new attorneys based on A Lawyer’s Creed and A Lawyer’s Aspirational Ideals as adopted by the Supreme Court of Ohio. Specific topics will be discussed as to various obligations and proper conduct of new attorneys towards their client and profession. Workshop format with scenarios will be completed by new lawyer attendees.
- 9:00-10:00a.m.** **Heidi Wagner Dorn, Esq.**
Client Fund Management for Ohio New Lawyer Training
Lecture will be given on how to correctly set up and manage IOLTA accounts. Necessary forms will be provided and interpreted.
- 10:00-11:00a.m.** **Ashley Rutherford Starling, Esq.**
Fundamental Law Office Management for Ohio New Lawyer Training
Law office management techniques and responsibilities will be discussed, such as effectively utilizing staff, maintaining healthy client relationships, cost-effective alternatives to office software, and how to avoid common pitfalls that new attorneys may encounter. In addition, this seminar will provide tips on how to use social media to further your business, the advantages of having a website, and the importance of technology as it relates to billing, organization, file retention, and e-discovery.