

GETAWAY C.L.E. PRESENTS
OHIO NEW LAWYER TRAINING SEMINAR
3.0 NLT Credit Hours Total-Includes 3.0 Specialty Credit Hours-
Professionalism, Client Fund Mgt. & Fundamental Law Office Mgt.

December 2, 2021
In Person Attendance
(Eastern Standard Time)

Thursday December 2, 2021

- 7:30 – 7:45 a.m.** **Kristen Ayers - Opening Remarks: Overview & Requirements of Seminar**
- 7:45 -- 8:45 a.m.** **Benjamin Zacks, 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.
- 8:45 – 9:45 a.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.
- 9:45 – 9:50 a.m.** **Break**
- 9:50 – 10:50 a.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.