

**GETAWAY C.L.E. PRESENTS**  
**OHIO NEW LAWYER TRAINING SEMINAR**  
**3.0 NLT Credit Hours Total**  
*Professionalism, Client Fund Mgt. & Fundamental Law Office Mgt.*  
**August 18, 2019**  
**Nationwide Conference Center and Hotel**  
**100 Green Meadows Drive, Lewis Center, Ohio 43035**  
**IN PERSON**

**Sunday August 18, 2019**

**7:45-8:00 a.m.**            **Sign-in**

**8:00 – 8:15 a.m.**        **Kristen Ayers - Opening Remarks: Overview & Requirements of Seminar**

**Video Replay Begins**

**8:15 – 9:15 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.

**9:15 – 10:15 a.m.**

**Avonte Campinha-Bacote, 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.

**10:15-11:15 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.