

Presented by



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The Louisiana State
Bar Association
**Solo and Small
Firms Section**

2018 LSBA SOLO & SMALL FIRM SECTION LUNCHTIME CLE

March 23, 2018

N'Tini's 2891 U S 190 Ste D, Mandeville, LA 70471 (Seating is limited, please register early)

11:30 a.m.	Registration
12:00 – 1:00 p.m. 1 Hour Ethics	<i>Basic Mistakes That Attorneys Make in Disciplinary Proceedings</i> Lisa A. Montgomery, New Orleans
1:00 – 2:00 p.m. 1 Hour Professional	<i>How to Make Friends, Influence Lawyers, and Strike Better Settlements</i> Kevin S. Vogeltanz, Mandeville

PROGRAM OUTLINE

Basic Mistakes That Attorneys Make in Disciplinary Proceedings

This presentation will outline a few of the common mistakes attorneys make that land them in trouble with the LADB and/or how the attorney mishandles the disciplinary process once a complaint has been filed. I will outline a few of the basic mistakes I see as a volunteer Hearing Committee chairman and how to avoid making them, along with suggestions for moving through the disciplinary process once a complaint has been filed.

If I had to rank the most easily avoidable mistakes, I would start with the handling of IOLTA accounts. The mistakes reveal themselves when the Board audits the attorney's IOLTA account. An LADB audit is typically triggered by an NSF notice from the attorney's bank. Typically, the results show either cash withdrawals from the attorney's IOLTA account, and/or the use of a debit card for the IOLTA account. These activities are strictly prohibited by the Rules of Professional Conduct, Rule 1.15(f).

I also see a lot of basic mistakes that attorneys make in defending a disciplinary complaint. I am amazed every time I see an attorney who ignores communications from the LADB advising that a complaint has been filed and requesting a response and none is filed. Often, if the attorney ignores the first letter, he or she will ignore most, if not all, communications from the Board.

Professional Emails: How to Make Friends, Influence Lawyers, and Strike Better Settlements

This CLE reviews real-world emails sent between opposing lawyers and litigants for the purpose of illustrating professional and persuasive email writing versus unprofessional and antagonistic emailing. The ultimate purpose of the CLE is to encourage attorneys to maintain professionalism when emailing to achieve the dual purposes of civility and best-outcomes in their cases. Professionalism leads to better attorney relationships which ultimately leads to better outcomes for clients. Also discussed are practical strategies for maintaining professionalism and persuasiveness in email writing.

Cost: Free for SSF Section Members
\$30.00 non-SSF Section Members

Lunch is included. This program has applied for 2 hours of CLE credit.

Name: _____ Bar Roll Number: _____

Phone: _____ Email: _____

Please make checks payable to the Louisiana State Bar Association and mail to the attention of:

Christine A. Richard, Program Coordinator, Sections and Marketing
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