

Maintaining Attorney Trust and Business Accounts: Sailing Through an Audit and Avoiding Common Pitfalls

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Office of Attorney Ethics of the Supreme Court of New Jersey

Tuesday, June 25, 2013 | 6:00 p.m. - 8:00 p.m.

Rutgers School of Law-Newark
Center for Law and Justice | 123 Washington Street | Newark, NJ 07102

This program will cover the key requirements of the New Jersey Court Rules and the Rules of Professional Conduct that give rise to audit issues with respect to handling client funds, maintaining attorney trust, business and fiduciary accounts and the required record-keeping. This will be done by providing a first-hand view of the audit process, red flags and how to avoid issues during an audit. This program is appropriate for both new attorneys and seasoned attorneys. Topics include:

- What are the responsibilities of the attorney under the Rule of Professional Conduct 1.15?
- What are the basic record keeping requirements for Attorney Trust Accounts (ATA), Attorney Business Accounts (ABA) and how do they differ?
- What are the mechanics of attorney trust accounting?
- What are the key concepts of attorney trust accounting?

Faculty: **Mimi Lakind, Esq.**, a 28-year veteran of the Office of Attorney Ethics Random Audit Program has been a senior random auditor for 18 years. She is responsible for conducting random compliance audits of attorney trust, business and fiduciary accounts. Ms. Lakind has lectured on trust and business accounting, how to avoid common real estate and trust account errors, and trust and business accounting practices for state and county bar programs.

Who should attend: This program is valuable to any attorney handling client funds. This course counts toward the newly admitted attorney requirement in New Jersey for law office management.

CLE Credit: 2.0 ethics credit hours NJ | NY | PA

Registration Fee: \$50

Register at www.rutgerscle.com