



Bridge the Gap: Law Practitioner Essentials

Wednesday, December 4, 2024 | 9:00 a.m. – 1:15 p.m. (Eastern time)

Rutgers Law School - Zoom

This program is an overview of law practitioner essentials. It is designed as a transitional program for new attorneys but is an excellent refresher for all attorneys. Participants will have the opportunity to engage in lively discussions of ethical hypotheticals to illustrate the relevant and practical application of the Rules of Professional Conduct. Topics include:

- **The Client/Attorney Relationship:** communication, expectations, confidentiality, conflict of interest, letter of engagement, court appearances
- **Practice Management & Technology:** managing staff, the role of technology, file and time management, billing practices, correspondence, escrow and retainer funds
- **Fiduciary Requirements:** managing client accounts, avoiding financial troubles, safekeeping property, IOLTA and operating accounts, disputed funds
- **Diversity & Inclusion:** importance in the profession, unconscious bias, future expectations, anti-discrimination
- **Substance Abuse Prevention:** Lawyers Concerned for Lawyers, self-care tips
- **The Pennsylvania Supreme Court Disciplinary System:** overview, violations, consequences, inactive status & suspensions, ethics guidance

Though the program follows the curriculum and utilizes an instructional video set forth by the Pennsylvania Supreme Court for the PA Bridge the Gap requirement, it also covers New Jersey practice and divergences between New Jersey, Pennsylvania, and New York rules.

Attorneys will receive full PA Bridge the Gap credit even though the program is presented via Zoom.

Speaker: Camille Andrews, Retired | Former Professor of Law and Associate Dean | Rutgers Law School

Register at: rutgerscle.com

CLE Credit: NJ: 4.8 | NY: 4.5 | PA: 4.0

See page 2 for detailed CLE information.

CLE Registration Fee: \$125

CLE INFORMATION

Rutgers Law School is an approved New Jersey (418) and Pennsylvania (824) continuing legal education provider. In addition, this program qualifies for New York CLE credit pursuant to the Approved Jurisdiction policy. If you are seeking CLE credit, you must attend, complete an attendance form and evaluation, and have paid the applicable CLE fee.

NJ CLE Information: This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 4.8 hours of total CLE credit including 2.0 ethics, 1.0 diversity, inclusion and elimination of bias, and 1.8 law practice management.

NY CLE Information: This program qualifies for New York CLE credit pursuant to the [Approved Jurisdiction Policy](#). This transitional and non-transitional continuing legal education program qualifies for a maximum of 4.5 credit hours (based on a 50-minute hour). Of these, up to 3.0 credit hours can be applied toward the Ethics and Professionalism requirement, or 1.0 of those 3.0 credit hours can be applied toward the Diversity, Inclusion and Elimination of Bias requirement, and 1.5 credit hours can be applied toward the Law Practice Management requirement. Duplicate credit for the same hour of instruction is not permitted; an election must be made by the attendee, and each hour may be counted as satisfying only one category of instruction.

PA CLE Information: This program has been approved by the Supreme Court of Pennsylvania Continuing Legal Education Board for 4.0 CLE credit hours including 4.0 ethics credits (based on a 60-minute hour).

Other Jurisdictions: Rutgers Law School does not seek direct accreditation of live programs or webinars in other states. However, some states allow attorneys to earn credit through reciprocity or self-submission. Attorneys must research CLE rules and request accreditation from their respective state/jurisdiction. Rutgers Law School will provide proof of attendance.

Attendance Reporting: If you are seeking CLE credit, you must 1. register at rutgerscle.com; 2. pay the applicable CLE fee; 3. in-person - upon arrival, sign in and receive an attendance form and evaluation, upon departure, certify your attendance for the entire program or segments, and hand in the completed attendance form and evaluation; 4. remote – make note of CLE codes announced intermittently, and link to digital CLE form and evaluation shared toward the end of the program and complete the form.

For in-person attendees, Rutgers Law School will distribute hard copies of the certificates of attendance for New Jersey and New York attorneys at the end of the program and submit attendance for Pennsylvania attorneys within 30 days of the program.

For remote attendees, Rutgers Law School will email certificates of attendance for New Jersey and New York attorneys and submit attendance for Pennsylvania attorneys within 30 days of the program.

CLE Materials: Thorough, high-quality, and carefully written materials shall be distributed to all attendees electronically before or at the program.

Format: Faculty in room with participants or Zoom webinar, alternative, verifiable, live simultaneous transmission with synchronous interactivity (questions allowed during program).

Cancellation Policy: Cancellation notices must be received by email to ipe@law.rutgers.edu at least 24 hours before the program to qualify for a refund, less a \$5 administrative fee. There are no refunds after this time except for extraordinary circumstances as determined by the director or program coordinators. You may opt to receive credit for the full amount paid and apply it toward another program within a year. Substitutions are accepted by email to ipe@law.rutgers.edu at least two hours before the program.

Financial Hardship Policy: We are strongly committed to professional development and seek to make our programs affordable to attorneys. If possible, we will provide reduced tuition, tuition waiver or scholarship to attorneys who demonstrate financial hardship. Requests should be made prior to the program date by email to ipe@law.rutgers.edu.