RUTGERS
Institute for Professional Education

CLE Program Announcement
Qualifies for PA Bridge the Gap Credit and
NJ Newly Admitted Lawyer Credit

BRIDGE THE GAP:
ETHICS AND LAW PRACTICE MANAGEMENT ESSENTIALS

Friday, August 14, 2015 | 9:00 a.m. - 1:15 p.m.

Rutgers School of Law–Camden
217 N. Fifth Street | Camden, NJ 08102

CLE credit hours:
4.8 NJ (includes 3.0 ethics) | 4.5 NY (includes 4.5 ethics) | 4.0 PA (includes 4.0 ethics)
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. Of these, 3.0 qualify as hours of credit for ethics/professionalism. This program also qualifies for 1.8 hours of credit for NJ law office management for NJ newly admitted lawyers.

Registration fee: $125 **Register** at **rutgerscle.com**

This program focuses on key issues of ethics, professionalism, trust and business accounting and law practice management that are essential for all new attorneys and, indeed, all attorneys admitted to practice law. Participants will have the opportunity to engage in a lively discussion of ethical hypotheticals to illustrate the relevant and practical application of the rules in the daily practice of law. Topics include:

- law practice management best practices
  - management of staff
  - utilizing technology
  - time management
  - effective timekeeping
  - file management
  - establishing an effective conflict management system
  - retainer agreements, declination letters
  - billing best practices
- ethical issues and best practice issues relating to
  - forming the attorney-client relationship
  - evaluating, limiting and addressing conflicts
  - communications with clients, opposing counsel, third parties, and the courts
  - responsibilities in handling client funds and confidential information
  - avoiding malpractice
  - handling ethical lapses when discovered

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 the New Jersey and Pennsylvania rules.

Faculty: Andrew L. Rossner, Esq., Associate Dean for Professional and Skills Education, Practice Professor of Law, and Director of the Institute for Professional Education at Rutgers School of Law. He was founding director of the New Jersey Attorney General's Advocacy Institute, served as Deputy Director of the NJ Division of Criminal Justice, Assistant U.S. Attorney for the District of New Jersey, and a Trial Attorney in the U.S. Department of Justice.