

# **BRIDGE THE GAP: ETHICS AND LAW PRACTICE MANAGEMENT ESSENTIALS**

**Friday, March 17, 2017 | 9:00 a.m. - 1:15 p.m.**

**Rutgers Law School**

Center for Law and Justice | 123 Washington Street | Newark, NJ 07102

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This program focuses on key issues of ethics, professionalism, and law practice management that are essential for 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 of Professional Conduct in the daily practice of law. Topics include:

**Law practice management best practices**

- o management of staff
- o utilizing technology
- o time management
- o effective timekeeping
- o file management
- o establishing an effective conflict management system
- o retainer agreements, declination letters
- o billing best practices

**Ethical issues and best practices**

- o forming the attorney-client relationship
- o evaluating, limiting and addressing conflicts
- o communications with clients, opposing counsel, third parties, and the courts
- o responsibilities in handling client funds and confidential information
- o avoiding malpractice
- o handling ethical lapses

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.

**Faculty: Andrew L. Rossner**, Associate Dean for Professional and Skills Education, Practice Professor of Law, and Director of Rutgers Institute for Professional Education at Rutgers Law School. 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 for the U.S. Department of Justice.

**CLE credit hours:**

**4.8 NJ (incl. 3.0 ethics) | 4.5 NY (incl. up to 4.5 ethics) | 4.0 PA (incl. 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 and 1.8 qualify as hours of credit for NJ newly admitted credit.

**Registration fee: \$125**

**Register at [rutgerscle.com](http://rutgerscle.com)**