

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

**Friday, December 8, 2017 | 9:30 a.m. - 1:45 p.m.**

**Rutgers Law School**

217 North Fifth Street | Camden, NJ 08102

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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. 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**

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

**Ethical issues and best practices**

- 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

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: Camille Andrews**, Professor of Professional Practice of Law and a former Associate Dean at Rutgers Law School

**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. 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](http://rutgerscle.com)**