

PROFESSIONAL LAW OFFICE MANAGEMENT

CLIENT FUNDS MANAGEMENT

Wednesday, August 29, 2012

3.0 New Lawyer Training General Credit Hours

An application for accreditation as an approved NLT CLE program has been submitted to the Supreme Court of Ohio

Seminar Agenda

8:30 a.m.- Registration

9;00 a.m. – **Law Office Management**

 **Benjamin M. Cooke**

 Cooke & Co. LPA

10:00 a.m. **Professionalism- Conflicts of Interest/Waivers**

 **Frank R, DeSantis**

 Partner, Thompson Hine LLP

10:30 a.m. – **Break**

10:40 a.m. **– Client Funds Management**

 **What to Do and Not to Do**

 **Maura L. Hughes**

 Partner, Calfee Halter & Griswold LLP

11:40 a.m. **– Professionalism –Establishing Professional**

 **Relationships/Networking**

 **Rick Santangelo**

Asso. Dir. Business Development

 Thompson Hine LLP

12:10 p.m. - Conclusion