



New Lawyer Training Seminar

Friday, May 13, 2016

1:00 p.m. to 4:45 p.m.

Carl B. Stokes U.S. Courthouse

Auditorium, 7th Floor

Cleveland, Ohio

1.0 Hours NLT Credit—Law Office Management

1.0 Hours NLT Credit - Client Fund Management

1.0 Hours NLT Credit—Professionalism

CLE program pending approval by the Supreme Court of Ohio.

SEMINAR AGENDA

Course Description:

This seminar will provide new attorneys with training on law office management, client fund management, and professional conduct and relationship. It fulfills the three hours of NTL instruction on professionalism, law office management, and client fund management required by the Ohio Supreme Court of all newly admitted Ohio attorneys.

Detailed Time of Program:

- 1:00 p.m. Registration
- 1:25 p.m. Welcoming Remarks, (FBA Board Member)
- 1:30 p.m. Law Office Management (Benjamin Cooke)
- 2:30 p.m. Break
- 2:45 p.m. Client Fund Management (Tyler Mathews)
- 3:45 p.m. Professional conduct and relationships (Sarah Flannery)
- 4:45 p.m. Program concludes

CV of faculty:

Benjamin Cooke, Esq. Wickens Law [Click here for Bio.](#)
Sarah Flannery, Esq. Thompson Hine [Click here for Bio.](#)
Tyler Mathews, Esq. McDonald Hopkins [Click here for Bio.](#)

DATE AND LOCATION

New Lawyer Training
Friday, May 13, 2016
1:00 p.m. to 4:45 p.m.

Carl B. Stokes U.S. Courthouse, 7th Floor Auditorium
801 West Superior Avenue, Cleveland OH 44113

Enclosed is a check payable to the Federal Bar Association.
Send by May 6, 2016: FBA, Northern District of Ohio Chapter,
PO Box 14760, Cleveland, OH 44114
[Or click here to register online via credit card.](#)

Cancellations received by 5:00 p.m. two business days prior to the seminar will receive a full refund; less than three business days prior to the seminar will be refunded less a \$25 administrative fee; no shows will not receive a refund.

For information on FBA-NDOC membership, events and programs, please visit our website at [www.fba-ndohio.org](#).
Phone: (877) 322-6364 E-mail: [admin@fba-ndohio.org](#)

REGISTRATION FEES

Registration for both the Introduction to Federal Practice (Includes continental breakfast) and New Lawyer Training on May 13, 2016, is available at a discounted rate including a Brown Bag Luncheon (Includes lunch) with U.S. Magistrate Thomas Parker for \$165 for members and \$190 for non-members. Please see website for information regarding the Introduction to Federal Practice Seminar & Brown Bag Luncheon

Attending (Choose One):

- 1.) New Lawyer Training Seminar
 - FBA Member: \$85 Non-member: \$100
- 2.) Brown Bag Luncheon with U.S. Magistrate Thomas Parker
 - FBA Member: \$15 Non-member: \$20
- 3.) Attending all three Intro to Federal Practice seminar, Brown Bag Luncheon and NLT
 - FBA Member: \$165 Non-member: \$190

Name _____ Supreme Court No. _____
Firm _____ Phone _____
Address _____ E-mail _____
City/State/Zip _____ Fax _____

COMMITTEE MEMBERS

New Lawyer Training Committee Chair: Jennifer Dowdell Armstrong, McDonald Hopkins, LLC