



New Lawyer Training Seminar

Thursday, December 03, 2015

8:55 a.m. to 12:00 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:

- 8:30 a.m. Registration
- 8:55 a.m. Welcoming Remarks, Jennifer D. Armstrong (Seminar Chairperson)
- 9:00 a.m. Law Office Management (Benjamin Cooke)
- 10:00 a.m. Client Fund Management (Maura Hughes)
- 11:00 a.m. Professional conduct and relationships (Richard Blake)
- 12:00 p.m. Program concludes

Names of CV of faculty:

- Benjamin Cooke, Esq., *Wickens Law* [Click here for Bio.](#)
- Maura Hughes, Esq., *Calfee* [Click here for Bio.](#)
- Richard H. Blake, Esq., *McDonald Hopkins*, [Click here for Bio.](#)

DATE AND LOCATION

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

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 New Lawyer Training and Introduction to Federal Practice is available at a discounted rate of \$150 for members and \$175 for non-members. Please see website for information regarding the Introduction to Federal Practice Seminar (December 3, 2015 at 1:15 p.m. to 4:40 p.m.)

- 1 Seminar FBA Member: \$85 Non-member: \$100
- New Lawyer Training Seminar
- Registration includes continental breakfast with NLT seminar.
- Introduction to Federal Practice Seminar
- 2 Seminars FBA Member: \$150 Non-member: \$175

Enclosed is a check payable to the Federal Bar Association.
Send by Nov. 26, 2015: FBA, Northern District of Ohio Chapter, PO Box 14760, Cleveland, OH 44114
[Or click here to register online via credit card.](#)

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