



Federal Bar Association

Northern District of Ohio Chapter

New Lawyer Training Seminar

Thursday, December 01, 2016

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 (Tyler Mathews)
- 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.](#)
Tyler Mathews, Esq., *McDonald Hopkins* [Click here for Bio.](#)
Richard H. Blake, Esq., *McDonald Hopkins*, [Click here for Bio.](#)

DATE AND LOCATION

New Lawyer Training Thursday, December 01, 2016

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

Carl B. Stokes U.S. Courthouse,
7th Floor Auditorium

801 West Superior Avenue, Cleveland OH 44113

Cancellations received by 5:00 p.m. three 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. All cancellations need to be in writing via email sent to admin@fba-ndohio.org

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

Register for both the New Lawyer Training and Introduction to Federal Practice (December 1, 2016 at 1:15 p.m. to 4:15 p.m.) seminars and receive a discounted rate. Please see website for information regarding the Introduction to Federal Practice Seminar. Attend either of these seminars and attend the Brown Bag Luncheon at noon with Judge Jonathan D. Greenberg for FREE.

☐ New Lawyer Training Seminar ONLY

Registration includes continental breakfast with NLT seminar.

- ☐ FBA Member: \$100 ☐ Non-member: \$115
- ☐ Free BBL with Judge Greenberg

☐ NLT & Intro to Federal Practice Seminars

- ☐ FBA Member: \$165 ☐ Non-member: \$190
- ☐ Free BBL with Judge Greenberg

☐ Enclosed is a check payable to the Federal Bar Association.

Send by Nov. 24, 2016: 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