

Trust Accounting 101

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Friday, March 19, 2021

9 a.m.–1 p.m.

Pacific

LIVE WEBCAST

CLE credits: 2.25 Oregon Practice and Procedure and 1.5 Ethics (Oregon Specific)

Register now at www.osbar.org/seminars
(search for TA21)

Explore the basics of trust accounting and learn how to reduce liability and avoid sanctions with speakers from the Oregon State Bar and the Professional Liability Fund. Build an understanding of the types of trust accounts, the ethics rules governing them and the role of the Oregon Law Foundation. Delve into replenishing the trust account, disbursements from the account, and managing trust funds from someone other than your client.



LIVE WEBCAST REGISTRATION

\$90 ONLD member

\$115 OSB member

\$125 Non-OSB member

Includes online access to recorded seminar for 60 days after the event. Electronic materials are included with your registration.

50-Year and Active Pro Bono OSB members and Oregon judges and their lawyer staff – please call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413 to register for the seminars.



Need help with registration, refunds, tuition assistance or accessibility accommodations?

Call or email the OSB CLE Service Center:
(503) 431-6413 or (800) 452-8260, ext. 413
or cle@osbar.org

Please contact us at least 24 hours before the seminar for refunds and 72 hours before the seminar for accessibility accommodations.

Moderators:

Judith Baker, *Oregon State Bar, Tigard*
Linn Davis, *Oregon State Bar, Tigard*
Courtney Dippel, *Oregon State Bar, Tigard*
Rachel Edwards, *Professional Liability Fund, Tigard*
Emily Schwartz, *Oregon State Bar, Tigard*

9:00 Overview of the Day

- Introduction and schedule
- Bank accounts for lawyers and law firms
- Oregon Rules of Professional Conduct-Rule 1.15-1

Rachel Edwards, *Professional Liability Fund, Tigard*

Emily Schwartz, *Oregon State Bar, Tigard*

9:10 What is a Trust Account?

- Types of trust accounts
- Equation for calculating interest
- Bank fees

Rachel Edwards, *Professional Liability Fund, Tigard*

9:25 Oregon Law Foundation

- What is the Oregon Law Foundation (OLF)?
- Partners in justice (visionaries/advocates/banks)
- IOLTA requirements

Judith Baker, *Oregon State Bar, Tigard*

9:45 Ethics Rules Governing Trust Accounts

- Safeguard client property
- Bank fees
- Earned upon receipt fee agreements
- Avoiding scams
- Duty to self-report
- Succession planning

Courtney Dippel, *Oregon State Bar, Tigard*

10:30 Money In/Out of the Trust Account

- Replenishing the trust account
- Disbursements from the trust account
- Trust funds from someone other than your client
- Ethics helpline

Courtney Dippel, *Oregon State Bar, Tigard*

10:45 Break**11:00 Handling Cash/Checks/Credit Cards**

- Insurance drafts and other substantial checks
- Cashier's checks
- Beware of chargebacks

Linn Davis, *Oregon State Bar, Tigard*

11:30 Closing the Trust Account, Trust Accounting Practicum, and Recordkeeping Software

Rachel Edwards, *Professional Liability Fund, Tigard*

12:30 Hypotheticals, Horror Stories, and Case Law

Emily Schwartz, *Oregon State Bar, Tigard*

12:45 Trust Accounting in One Hour for Lawyers

Rachel Edwards, *Professional Liability Fund, Tigard*

12:50 Disciplinary Cases, Formal Ethics Opinions, and Closing Remarks

Emily Schwartz, *Oregon State Bar, Tigard*

1:00 Adjourn

CLE
Seminars

Upcoming Seminars

Save the Date for Upcoming Virtual Seminars

February 10

How to Make Zoom More ADA Compliant

February 19

Intellectual Property Review—Updates and Changes from 2020

March 10

Creating ADA Compliant Word/PDF Documents

April 16

Real Estate & Land Use Spring Forum