

# Lawyer Trust & Fiduciary Account Essentials 2023



## Lawyer Trust & Fiduciary Account Basics 2023

3.5 CLE/EPR credits

Program dates start May 23.



## Fee Agreements, Credit Card Payments, and Trust Account Obligations 2023

3.5 CLE/EPR credits

Program dates start June 6.

**Register today!**

# Lawyer Trust & Fiduciary Account Essentials 2023

**Changes to Wisconsin Supreme Court Rules regarding lawyer trust accounts will take effect on July 1, 2023.** These rule changes will allow for electronic transactions within certain guidelines. Understand the amendments and review the general requirements for trust accounts, fee agreements, credit card payments, and more at these helpful programs.

Visit [wisbar.org/trust23](https://wisbar.org/trust23) for more information and to register.

# Lawyer Trust & Fiduciary Account Basics 2023

## Safeguard client funds

Every attorney practicing in Wisconsin needs to have a thorough understanding of how to utilize trust and fiduciary accounts responsibly and ethically. The State Bar's Ethics Counsel, Law Practice Assistance Manager, and the Administrator of the Office of Lawyer Regulation (OLR) Trust Account Program will explain when you need a trust or fiduciary account, how to open an account, as well as the rules and guidelines for maintaining an account, including recent amendments.

## How you'll benefit:

- Get reliable answers to your trust account questions
- Understand OLR guidelines for trust and fiduciary account recordkeeping
- Ethically comply with trust and fiduciary account rules and guidelines
- Learn about recent amendments to the trust account rules

## Who should attend:

- All lawyers
- Paralegals/legal assistants

**Register now!**

## Schedule

**8:00 AM Registration**

**8:30 AM Trust Account Basics**

- Do you need a trust account?
- Business accounts
- IOLTA trust accounts
- Trust account rule amendments effective July 1, 2023
- Opening a trust account

**9:15 AM Fiduciary Account Basics**

- Do you need a fiduciary account?
- Fiduciary account rules
- Opening a fiduciary account

**10:00 AM Break**

**10:15 AM Recordkeeping Part 1: Rule Requirements for Trust and Fiduciary Accounts**

- Trust account recordkeeping rules
- OLR guidelines for trust account records
- Fiduciary account recordkeeping rules
- OLR guidelines for fiduciary account records

**11:00 AM Recordkeeping Part 2: How to Create, Reconcile, and Save Documents to Comply with Recordkeeping Guidelines for Trust and Fiduciary Accounts**

- Transaction register
- Client ledger
- Maintenance account ledger
- Reconciliation worksheet
- Record retention and safekeeping

**11:45 AM Program Concludes**

*Following program start time, webcast replay schedule will vary slightly from above listed times.*

## Faculty

**Aviva Meridian Kaiser**

State Bar of Wisconsin  
Madison

**Christopher C. Shattuck**

State Bar of Wisconsin  
Madison

**Travis J. Stieren**

Office of Lawyer Regulation  
Madison

## Credits

This program will be submitted to the Wisconsin Board of Bar Examiners for **3.5 CLE credits including 3.5 Ethics and Professional Responsibility credits.**

## Dates Location

### In-Person Seminar

Tuesday, May 23, 2023  
**State Bar Center**  
5302 Eastpark Blvd., Madison, WI  
(608) 257-3838

### Live Webcast

Tuesday, May 23, 2023

### Webcast Replays

Wednesday, May 31, 2023  
Monday, June 5, 2023  
Friday, June 9, 2023  
Tuesday, June 13, 2023  
Wednesday, June 21, 2023  
Thursday, June 29, 2023  
Monday, July 3, 2023  
Tuesday, July 11, 2023  
Thursday, July 20, 2023  
Friday, July 28, 2023

# Fee Agreements, Credit Card Payments, and Trust Account Obligations 2023

## Take some time to process

Consumers expect the convenience of multiple payment options, and your clients are no exception. Learn how to structure fee agreements and how to integrate credit card payments into your practice – without running afoul of trust account requirements. Our top-notch team of presenters will offer guidance on newly amended rules for trust accounts, the ins and outs of fee agreements, and payment processing protocols.

## How you'll benefit:

- Improve your understanding of fee agreements
- Accept credit card payments with confidence
- Learn about recent amendments to trust account rules on e-banking
- Comply with ethics rules on fee agreements and electronic payments

## Who should attend:

- All lawyers
- Paralegals/legal assistants

**Register now!**

## Schedule

**8:00 AM Registration**

**8:30 AM Identifying Fee Agreements and Related Attorney Trust Account Obligations**

- Difference between fees and costs
- Advanced, hourly, and flat fees
- Contingent fee
- Retainer
- Referral fees
- Nonrefundable retainers and advanced fees

**10:00 AM Break**

**10:20 AM Accepting Credit Card Payments**

- E-banking: modernizing trust account rules and amended rule changes effective July 1, 2023
- Trust account options for accepting credit card payments
- Fees and surcharges on legal fees and costs (convenience fees, surcharges, Circuit Court eFiling, payment of a settlement or any other type of payment owed to the client)
- Proper processing protocols

**11:45 AM Program Concludes**

*Following program start time, webcast replay schedule will vary slightly from above listed times.*

## Faculty

**Timothy J. Pierce**

State Bar of Wisconsin  
Madison

**Christopher C. Shattuck**

State Bar of Wisconsin  
Madison

**Travis J. Stieren**

Office of Lawyer Regulation  
Madison

## Credits

This program will be submitted to the Wisconsin Board of Bar Examiners for **3.5 CLE credits including 3.5 Ethics and Professional Responsibility credits.**

## Dates

## Location

### In-Person Seminar

Tuesday, June 6, 2023

#### State Bar Center

5302 Eastpark Blvd., Madison, WI  
(608) 257-3838

### Live Webcast

Tuesday, June 6, 2023

### Webcast Replays

Wednesday, June 14, 2023

Monday, June 19, 2023

Friday, June 23, 2023

Tuesday, June 27, 2023

Wednesday, July 5, 2023

Friday, July 14, 2023

Thursday, July 20, 2023

Monday, July 31, 2023

Tuesday, August 8, 2023

Friday, August 18, 2023

**Learn more about trust accounts and relevant changes to the Supreme Court Rules at these upcoming programs.**

### Concrete Answers to Common Trust Account Questions 2023

Could your trust accounting practices use a check-up? Put concerns about trust or business accounts to bed with answers to FAQs involving wire transfers, credit card transactions, unclaimed trust account funds, disputes over funds held in trust accounts, and more! **2 CLE/EPR**

**Prerecorded Webcast:** May 9, 2023

**Webcast Replays:** May 17, 2023 | May 22, 2023 | June 1, 2023 | June 9, 2023  
June 20, 2023 | June 28, 2023 | July 7, 2023 | July 13, 2023

### Ethical Requirements for Processing ACH, Wire Transfers & Credit Card Payments 2023

It pays to offer your clients quick and convenient ways to pay their fees. Understand your ethical responsibilities when accepting credit cards, wire transfers, and ACH transactions. Learn the differences between handling earned and unearned fees and get tips for supervising staff who accept payments.

**1 CLE/EPR**

**Prerecorded Webcast:** May 18, 2023

**Webcast Replays:** May 24, 2023 | May 30, 2023 | June 5, 2023 | June 13, 2023  
June 23, 2023 | June 28, 2023 | July 13, 2023 | July 24, 2023

### Fee Agreement Workshop: Supreme Court Rules & Recommendations 2023

Do you know if the fee agreements you enter into with clients are ethically sound? If you're not sure, it's time to give them another look. Get sound advice on the ethical rules governing fee agreements, as well as risk management advice on what to avoid when drafting or revising your fee agreements. **2 CLE/EPR**

**Prerecorded Webcast:** May 24, 2023

**Webcast Replays:** June 1, 2023 | June 12, 2023 | June 20, 2023 | June 28, 2023  
July 7, 2023 | July 17, 2023 | July 25, 2023 | August 3, 2023

### Best Practices for Opening a Law Firm 2023

Hanging out your own shingle is exciting, but running a business and practicing law aren't exactly the same thing. Learn practical steps you should take when opening a new firm, including choosing a business entity, choosing malpractice insurance, opening a trust account, selecting computer hardware and software, and more! **1 LPM**

**Prerecorded Webcast:** June 8, 2023

**Webcast Replays:** June 13, 2023 | June 19, 2023 | June 28, 2023 | July 7, 2023  
July 13, 2023 | July 25, 2023 | August 9, 2023 | August 25, 2023

## Improve your practice. Improve your life.

As a benefit of your membership in the State Bar of Wisconsin, you have access to Practice411 – the State Bar's Law Office Management Assistance Program – which offers **free**, individualized assistance on a wide range of practice management topics.



### Practice411 can help you implement systems and controls that will allow you to:

- Achieve greater efficiency
- Improve client relations
- Reduce risks to your practice
- Improve quality of life

Practice411 offers the resources you need to manage the business aspects of your practice, including the use of technology; business, financial, and succession planning; personnel, facilities, and operations management.

Practice411 services are available for all State Bar of Wisconsin members, but are of particular interest to sole practitioners and small-firm attorneys who may not have the time or the resources to build their practice management skills or to learn best practices to help them succeed.

**Contact Practice411 today for a free consultation.**

**Phone:** (800) 957-4670

**Email:** PracticeHelp@wisbar.org

**Internet:** www.wisbar.org/Practice411



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# Registration Information

## Four easy ways to register!

**ONLINE:** wisbar.org/seminars

**PHONE:** (800) 728-7788

**FAX:** (608) 257-5502

**MAIL:** State Bar PINNACLE Registrations  
P.O. Box 7158  
Madison, WI 53707-7158

### State Bar CLE/PINNACLE Passbook Registrations

Passbook certificates must be received by the State Bar at least one business day prior to the event. For in-person seminars, walk-in registrations using Passbook Certificates are also welcome.

### Registration Cancellations

Please visit [wisbar.org/cancellations](http://wisbar.org/cancellations) for information on PINNACLE registration cancellation policies.

### Course Materials for Attendees

Course materials are provided in PDF format and are downloadable from *myStateBar* on wisbar.org up to two days prior to and 90 days after your seminar.

### COVID-19 Safety Information

Complete and current safety guidelines can be found at [wisbar.org/covidsafety](http://wisbar.org/covidsafety).

**What's your Ultimate?**

An **Ultimate Pass™** lets you earn CLE the way you want to – all for one annual fee. Find the option that fits your needs.

Learn more at: [wisbar.org/ultimatepass](http://wisbar.org/ultimatepass)

## Lawyer Trust & Fiduciary Account Essentials

Priority Code: S 4 2 4 2 B

SEMINAR TUITION (for each individual program)	IN-PERSON SEMINAR	WEBCAST SEMINAR
<input type="checkbox"/> State Bar Member	<input type="checkbox"/> \$219	<input type="checkbox"/> \$249
<input type="checkbox"/> Nonmember	<input type="checkbox"/> \$299	<input type="checkbox"/> \$329
<input type="checkbox"/> Ultimate Pass Gold/Silver	<input type="checkbox"/> \$0	<input type="checkbox"/> \$0
<input type="checkbox"/> Ultimate Pass Bronze	<input type="checkbox"/> \$219	<input type="checkbox"/> \$0
<input type="checkbox"/> Passbook Certificate	<input type="checkbox"/> 1 Certificate	<input type="checkbox"/> 1 Certificate

I will attend the following seminar(s):

### Lawyer Trust & Fiduciary Account Basics 2023

- In-Person Seminar: Tuesday, May 23, 2023 – Madison
- Live Webcast: Tuesday, May 23, 2023
- Webcast Replay: \_\_\_\_\_  
(Date you will attend)

### Fee Agreements, Credit Card Payments, and Trust Account Obligations 2023

- In-Person Seminar: Tuesday, June 6, 2023 – Madison
- Live Webcast: Tuesday, June 6, 2023
- Webcast Replay: \_\_\_\_\_  
(Date you will attend)

Lawyer State Bar Member No. \_\_\_\_\_

Nonlawyer Profession \_\_\_\_\_

Name \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**PAYMENT:** Tuition Amount Enclosed \$ \_\_\_\_\_

- State Bar Passbook Certificate (enter certificate number) # \_\_\_\_\_
- Check enclosed (payable to State Bar PINNACLE) \_\_\_\_\_
- Ultimate Pass Gold  Ultimate Pass Silver  Ultimate Pass Bronze
- VISA  MasterCard  American Express  Discover Exp. Date \_\_\_\_\_

Card No. \_\_\_\_\_

Signature \_\_\_\_\_

**NOTICE:** By attending this State Bar event, you understand and agree that you may be photographed and/or electronically recorded during the event and you hereby grant to the State Bar the right to use and distribute your name and likeness for promotional or educational purposes without monetary compensation. The State Bar assumes no liability for such use.

**Mail to:** State Bar PINNACLE Registrations  
P.O. Box 7158  
Madison, WI 53707-7158

Event Codes: CA3498 M W R R2 R3 R4 R5 R6 R7 R8 R9 R10  
CA3499 M W R R2 R3 R4 R5 R6 R7 R8 R9 R10