



Submitted for **6 General Credits** to the Colorado Supreme Court  
Board of Continuing Legal and Judicial Education

# Practicing with Professionalism

*Presented by the Colorado Supreme Court Office of Attorney Regulation  
and the Colorado Bar Association*

***This is a MANDATORY course and is a condition of admission to the Colorado Bar.***

THE COURSE BEGINS PROMPTLY AT 9:00 AM. Late arrivals may be denied admission. If admission is denied, you will be required to take the course at a later date and no refund will be issued.

**D**eclining professionalism within the legal community continues to threaten the standing of our profession in the eyes of the public, and leads to increased dissatisfaction among lawyers themselves. Therefore, maintaining high standards of professionalism within Colorado's legal community remains a high priority for the Colorado Supreme Court and the Colorado Bar Association.

Professional responsibility (legal ethics) and lawyer professionalism are related but separate concepts. Professionalism is concerned with the aspirational aspects of lawyering, how lawyers should act, their commitment to our justice system, and their public service obligations. Legal ethics include, but are not limited to, the scope of representation, duties to the court and to your client, conduct while forming, representing and terminating a relationship with a client, and a vast array of issues concerning how you manage your law practice. This course agenda embraces all values inherent in lawyer professionalism.

***We look forward to presenting this course to you!***

## UPCOMING LIVE PROGRAM DATES:

- August 22, 2017
- September 6, 2017
- October 16, 2017
- October 17, 2017
- November 6, 2017
- December 13, 2017
- January 25, 2018
- March 1, 2018
- April 12, 2018
- May 14, 2018
- May 15, 2018
- June 21, 2018
- July 26, 2018
- August 29, 2018

## LOCATION:

ALL live programs will be held in Denver  
at the **CBA-CLE Classroom**  
1900 Grant Street, Suite 300  
Denver, CO

**REGISTER FOR THIS PROGRAM ONLINE! Go to [www.cba-cle.org](http://www.cba-cle.org)**

# Practicing with Professionalism

**PROGRAM AGENDA:** *Program adjourns at 3:00 pm*

**8:15 am Registration and Continental Breakfast**

**9:00 am Introduction – Welcome to the Profession**

- The Office of Attorney Regulation Counsel
- The disciplinary process
- Principles of Professionalism

**9:45 am Elements of a Practice**

- Government lawyers, D.A.s and P.D.s
- In House Counsel
- Private lawyers
- Finding and evaluation potential clients
- Conflicts screening
- Entering into the attorney-client relationship
  - Identifying the client
  - Defining the scope
- Office management issues
  - Calendar and filing systems
  - File retention

**10:35 am Refreshment Break**

**10:50 am Managing the Money**

- Trust accounts
  - Accepting, accounting for, and disbursing client funds
  - Record keeping
  - Financial record retention
- Fee Agreements
  - Flat fees
  - Contingent fees
- Billing issues

**12:00 pm Lunch Break (Lunch Provided)**

**12:30 pm Resources for Lawyers: CAMP**

**12:40 pm Relationships With Clients and Courts**

- Standard vs. Alternative Client Relationships
  - Unbundling
  - Ghost writing
- Conflicts arising during the representation
- Confidentiality vs. privilege
- Neglect-communication-competency
- Billing
- Termination/withdrawal
- Duties to courts

**1:35 pm Duties To Third Parties and Beyond**

- Ethical duties to third parties
- The duty of honesty
- Not-so-private conduct
  - Criminal conduct
  - Discipline in other jurisdictions
  - Dishonest conduct
  - Boundary issues

**2:20 pm Resources for Lawyers: COLAP**

**2:30 pm Q & A**



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## PROGRAM ORDER FORM

**TUITION ENCLOSED: \$100**

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**PLEASE SELECT A LIVE PROGRAM DATE:**

- |  |  |
|--|--|
| <input type="checkbox"/> August 22, 2017   | <input type="checkbox"/> March 1, 2018   |
| <input type="checkbox"/> September 6, 2017 | <input type="checkbox"/> April 12, 2018  |
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| <input type="checkbox"/> December 13, 2017 | <input type="checkbox"/> July 26, 2018   |
| <input type="checkbox"/> January 25, 2018  | <input type="checkbox"/> August 29, 2018 |

Name(s) \_\_\_\_\_

Attorney Reg. No. \_\_\_\_\_

Firm/Organization \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Street Address \_\_\_\_\_

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

Telephone (        ) \_\_\_\_\_

Fax (        ) \_\_\_\_\_

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