

NORTH CAROLINA
BAR ASSOCIATION
seeking liberty + justice

Professionalism for New Attorneys (PNA)

Tuesday–Wednesday, December 7–8, 2021
Live Webcast

NORTH CAROLINA: 12.00 MCLE HOURS

Includes:

- 11.00 Ethics/Professional Responsibility
- 1.00 Substance Abuse/Mental Health
- 1.00 Technology Training
- 1.00 Trust Account Management

Planned by the NCBA CLE Department

REGISTER TODAY

cle.ncbar.org/courses/34107

Program Summary

The North Carolina Bar Association is your home for the best continuing legal education, professional development and networking, and we are pleased to welcome newly licensed North Carolina attorneys into the profession.

As a newly licensed attorney in North Carolina, you are automatically eligible for two years of complimentary membership in the North Carolina Bar Association. As a member, you also can enroll in this Professionalism for New Attorneys CLE at no charge. All you have to do is [join!](#)

If you have any questions about your membership or how to get involved, we're here to help. For more information regarding your complimentary membership or access to the member benefits, please contact [Member Services.](#)

Past Program Testimonials

“ *Every speaker was knowledgeable about the topic they presented on, well-prepared, and a good speaker.*

“ *I thought it was well planned and ran smoothly.*

“ *Very knowledgeable speakers.*

“ *Covered all the basics and was really helpful! After one year in practice, I found the material extremely helpful.*

— Attendees, *Professionalism for New Attorneys (PNA)*, October 20–21, 2020

AGENDA

Tuesday, December 7, 2021 | 8:55 AM–4:25 PM

8:55 **Welcome and Introductions**

9:00 **Why Professionalism Is Important to You*** | Rector and Spain

In this dynamic session, hear from experts some ways you can ensure a positive, professional reputation. Review basic professionalism concepts, the professionalism checklist, personal conflicts and much more.

9:45 **Break**

9:55 **Overview of the North Carolina State Bar*** | Walthall

Gain a comprehensive understanding of the North Carolina State Bar and what is required of you. Discuss the regulatory framework, obligations of membership and reporting misconduct (Rule 8.3). Learn about NC State Bar programs and committees, including LAP, IOLTA, CLE, Authorized Practice and Administrative Committees, legal specialization, client security fraud, and fee dispute resolution.

10:25 **Break**

10:35 **Getting Lost in Our Own Lives†** | Smith

Your hard work has paid off and sometimes finding the harmony between work and personal time is difficult. Hear practical tips for successfully finding a balance, the hazards to watch out for and the resources available to help.

11:35 **Break**

11:45 **Pro Bono Service in NC*** | Bart Mullikin

Understand Rule 6.1 and your obligation for pro bono service, then learn how to get involved through your local and state bar associations to give back to the community.

12:45 **Lunch Break**

1:15 **Welcome Message** | Josh McIntyre, Director of Membership and Communities, North Carolina Bar Association, Cary

1:20 **Diversity, Equity and Inclusion*** | Grant

This session addresses how to recognize implicit bias, discusses current diversity and inclusion initiatives in the legal profession, including equal access to justice, and explores other ways to better serve a diverse population.

2:20 **Break**

2:30 **Technology and Your Responsibility to Your Clients*†** | Reach

Receive an overview of the technology necessary to build a law office support system and hear stories about the best and worst practices. Explore technology's impact on ethical responsibilities, the ethical considerations of social media, conflict controls and risk of spoliation of evidence.

AGENDA

3:30 **Break**

3:40 **What I Didn't Learn in Law School*** | Dawson, Saint and Walton
Although it is an essential prerequisite that lays the foundation for practicing law, there are many skills that law school doesn't teach you. Learn from members of our Young Lawyers Division as they share helpful tips acquired from real-world experience and provide other useful information that you can implement in your daily practice.

4:25 **Adjourn**

Wednesday, December 8, 2021 | 8:55 AM–4:25 PM

8:55 **Welcome and Introductions**

9:00 **The Attorney-Client Relationship*** | Castro and Gordon
Begin the day with information on how to best manage the attorney-client relationship from a team of experts who share tips that lead to success and the pitfalls to avoid. Learn about client creation and termination, fees and billing, duties of diligence of communication, and the attorney-client privilege and confidentiality.

9:45 **Break**

9:55 **Ethics and Grievance Committees*** | Bartley and Brocker
Understand the committees' processes and results and gain insight into statistics on the most frequent grievances.

10:55 **Break**

11:05 **How to Win in Trust Account Management**** | Hodge
Whether you manage your own trust account or are in a firm where someone else handles it, you need to know how to manage it correctly. In this informative session, all aspects of the trust account are discussed. Topics include Rule 1.15, record-keeping, a trust account versus an operating account, personal injury settlements, real estate transactions and the random audit program.

12:05 **Lunch**

12:35 **Welcome Message** | Stephen W. "Will" Quick, Brooks Pierce McLendon Humphrey & Leonard LLP, Raleigh, 2021-2022 Young Lawyers Division Chair

AGENDA

12:40 **BREAKOUT SESSIONS (Please choose one.)**

Inner Workings of the Law Office: Private Sector*

Lewis and Steffan | Moderator: Reach

Learn the basics of law office operations, including budgeting, case and file management, training and supervising employees, and marketing for private sector firms. Obtain resources available through the NC State Bar and other organizations and discuss the importance of mentoring.

OR

Inner Workings of the Law Office: Public Sector* | Mervin and Miles

Learn the basics of law office operations, including budgeting, case and file management, training and supervising employees, and marketing for public sector or public interest firms. Obtain resources available through the NC State Bar and other organizations and discuss the importance of mentoring.

1:25 **Break**

1:35 **Dealing With the Courts* | Palvia**

In this highly engaging session, receive pointers that positively influence your presence in the courts. Examine Rule 3.3 and Rule 11, courtroom decorum, and setting realistic goals for your practice.

2:20 **Break**

2:30 **Financial Planning Strategies* | Yanke**

Learn key strategies that focus on managing undergraduate and law-school debt when starting out, along with ways to plan for the future.

3:15 **Break**

3:25 **A View From the Bench: Cases and Examples of Professionalism and the Challenges of Being a New Lawyer*** | Chief Judge Stroud and Judge Ridgeway
Hear cases and examples of professionalism from a diverse, experienced panel of North Carolina judges considered to be role models of professionalism and moral decision-making.

4:20 **Professionalism Insight and Voluntary Oath | Judge Ridgeway**

4:25 **Adjourn**

* Indicates portion providing Ethics/Professional Responsibility credit

† Indicates portion providing Substance Abuse/Mental Health credit

‡ Indicates portion providing Technology Training credit

^ Indicates portion providing Trust Account Management credit

PROGRAM DETAILS

Speakers

- **Chief Judge Donna S. Stroud**, North Carolina Court of Appeals, Raleigh
- **Judge Paul C. Ridgeway**, North Carolina Superior Court, Raleigh
- **Dauna L. Bartley**, The Brocker Law Firm PA, Raleigh
- **Kim Bart Mullikin**, North Carolina Bar Foundation, Cary
- **Douglas J. “Doug” Brocker**, The Brocker Law Firm PA, Raleigh
- **Brian F. Castro**, Womble Bond Dickinson (U.S.) LLP, Raleigh
- **Zack T. Dawson**, Gilbarco Veeder-Root, Greensboro
- **Samantha E. Gordon**, Shane Smith Law, Fort Mill, SC
- **Evin L. Grant**, North Carolina Department of Administration, Raleigh
- **Leonor B. Hodge**, North Carolina State Bar, Raleigh
- **Alicia W. Lewis**, Anderson Jones PLLC, Raleigh
- **Larissa M. Mervin**, Legal Aid of North Carolina, Charlotte
- **Taittiona Miles**, North Carolina Prisoner Legal Services, Raleigh
- **Tanisha Palvia**, Brooks Pierce McLendon Humphrey & Leonard, LLP, Greensboro
- **Catherine Sanders Reach**, North Carolina Bar Association, Cary
- **Alexander J. “Alex” Rector**, Rudisill White & Kaplan PLLC, Charlotte
- **Sarah M. Saint**, Brooks Pierce McLendon Humphrey & Leonard LLP, Greensboro
- **Norman A. Smith**, Norman A. Smith Attorney at Law, Durham
- **Alexa Cannon Spain**, Weill Cornell Medicine, Raleigh
- **Kim K. Steffan**, Steffan & Associates PC, Hillsborough
- **Joshua T. Walthall**, Nelson Mullins Riley & Scarborough LLP, Raleigh
- **William D. Walton**, North Carolina Department of Justice, Raleigh
- **Patrick Yanke**, Yanke Financial, Raleigh

Moderator

- **Catherine Sanders Reach**, North Carolina Bar Association, Cary

The views and opinions expressed are those of the individuals and do not necessarily represent official policy, position or views of the North Carolina Bar Association.

REGISTER TODAY!

Online: cle.ncbar.org/courses/34107 | **By phone:** 800.228.3402

By mail: Attn: Accounting-NCBA, 8000 Weston Parkway, Cary, NC 27513

STEP 1: Tell us who you are. (Please print clearly.)

Print Full Name: _____

Address: _____

City, State and ZIP: _____

Daytime Phone Number: _____

Email Address: _____

NC State Bar No. (Required for MCLE Credit): _____

STEP 2: Select your tuition rate.

As a newly licensed attorney in North Carolina, you are automatically eligible for two years of complimentary membership in the North Carolina Bar Association. As a member, you also can enroll in this Professionalism for New Attorneys CLE at no charge. [All you have to do is join!](#)

For more information regarding your complimentary membership or access to the member benefits, please contact [Member Services](#).

Standard Rate: \$540

NCBA Member Newly-Licensed NC Attorney: \$0

STEP 3: Select your learning format.

Live Webcast (987PNA)

STEP 4: Complete your payment information.

(Registration is complete only after payment is processed. Please print clearly.)

I am registering for this program at the tuition rate checked above.

Enclosed is a check, payable to NCBA. Please charge my credit card.

Card Number: _____ Exp. Date: _____

Total Amount: _____ Signature: _____

North Carolina Bar Association
8000 Weston Parkway
Cary, NC 27513

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Professionalism for New Attorneys (PNA)

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The logo for Premier Pass features the word "premier" in a lowercase, sans-serif font. To its right is a graphic consisting of several parallel diagonal lines in shades of blue and yellow. Below this graphic is the word "pass" in a larger, lowercase, sans-serif font.

The CLE Premier Pass offers you
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DETAILS:
ncbar.org/premierpass

REGISTRATION: All registrations are processed after payment is received. To qualify for the early tuition rate, payment must be received prior to the deadline indicated. Stated early discount rate percentage is approximate. Registrations may be capped and may include an overflow room with additional seating. **CHANGES TO EXISTING REGISTRATIONS:** Should an attendee need to cancel his or her registration to an In-Person Live, Live Webcast, Broadcast or Video Replay program, the cancellation request must be received by 9:00a ET one (1) week prior to the start of the program to receive a full refund. Any attendee requesting cancellation less than one week prior to the program will receive a refund, less a \$75 administrative fee. An attendee may choose to transfer his or her registration at a program to the In-Person Live or Live Webcast format of the same program only. Transfer requests must be received by 9:00a ET one (1) business day prior to the program start date. An attendee may further choose to substitute his or her registration to an In-Person Live or Live Webcast program only. Substitution means sending another person to attend the In-Person Live or Live Webcast program when the original registrant is unable to attend. Substitution requests must be received by 9:00a ET one (1) week prior to the program start date. The substituted person may be assessed a different fee based on their NCBA membership classification. Cancellation, transfer and substitution requests must be provided in writing by email at askcle@ncbar.org or by calling 919.677.0561. If an attendee misses any portion of a program, that portion is not subject to substitution, refund or transfer. Except as provided herein, registrations, including On-Demand registrations, cannot be canceled, substituted or transferred once purchased. **NO-SHOWS:** Anyone who is registered for a program, including CLE Premier Pass holders, but does not check in or log in is considered a no-show. No-shows are not issued a refund, and Premier Pass holders will be assessed a \$75 administrative fee. These registrants will receive the digital materials, available in their online accounts, in full consideration of tuition paid. **MISCELLANEOUS:** The NCBA reserves the right to cancel or reschedule programs at any time. Should the NCBA cancel or reschedule a program, registrants may elect to receive a full refund or attend the newly scheduled program. Notifications regarding program changes will be sent to the email address on file. The NCBA is not responsible for any additional expenses incurred as a result of such cancellation or rescheduling. Each attorney must maintain a record of his or her attendance for the NC State Bar Annual Report. MCLE credit is reported by the NCBA only if a NC State Bar number is provided. Registration and attendance at NCBA CLE programs constitutes an agreement by the registrant with the NCBA for use and distribution of the attendee's image or voice in photographs, videotapes, electronic reproductions and audiotapes of such programs and activities. Unless specified, spouses or guests are not eligible to attend NCBA CLE programs and activities without registering to attend. These terms are subject to change.