

TRUST ACCOUNT MANAGEMENT SEMINAR

APRIL 29, 2016

9:00 - 9:05	Introductory Remarks	Mary Hoeft Smith, Administrator OLR Trust Account Program
9:05 - 9:50	Trust Account Basics Purpose of Trust Accounts Types of Accounts Commingling Availability of Funds Prohibited Transactions Overdraft Reporting Annual Certificate & Acknowledgements <i>Question and Answer Period</i>	Mary Hoeft Smith
9:50 - 10:00	<i>Break</i>	
10:00 - 10:30	Lawyer as a Fiduciary Obligations of a Fiduciary Burden Shifting in SCR 20:1.15 Wisconsin Case Law	Attorney Edward A. Hannan Hannan Legal, LLC Former District 2 Committee Chairperson Former PRC Chairperson
10:30 - 11:00	Record Keeping – Part 1 Overview of Records Maintenance Accounts Record Keeping Step-by-Step	Mary Hoeft Smith
11:00 - 11:10	<i>Break</i>	
11:10 – 11:30	Record Keeping – Part 2 Monthly Reconciliations Electronic Record keeping <i>Question and Answer Period</i>	
11:30 - 12:00	Handling Legal Fees and Costs – A Practitioner’s Perspective Advanced Fees, Flat Fees & Retainers Withdrawal of Earned Fees from Trust Account Alternative to Holding Unearned Fees in Trust	Attorney Mark Peterson McNally Peterson S.C. Former District 2 Committee Chairperson Former Special Investigator Former BAO Vice-Chairperson
12:00 - 12:10	<i>Break</i>	
12:10 - 12:50	Electronic Banking Security Requirements “E-Banking Trust Account” vs. Alternative Remote Deposits	Mary Gilmeister, President Wisconsin ACH Association and Mary Hoeft Smith
12:50 – 1:00	<i>Question and Answer Period</i>	



REGISTRATION FORM

TRUST ACCOUNT MANAGEMENT SEMINAR

DATE: Friday, April 29, 2016
TIME: 9:00 a.m. to 1:00 p.m.
CHECK-IN: 8:30 – 9:00 a.m.
LOCATION: Comfort Inn, Symposium Room
4822 E. Washington Avenue
Madison, Wisconsin
CLE CREDIT: 4.0 CLE/EPR Hours

REGISTRATION DEADLINE: April 25, 2016



(PLEASE PRINT)

Name: _____
Law Firm: _____
Address/City: _____
Telephone: _____

Please attach a check or money order payable to the “Office of Lawyer Regulation” in the amount of \$50.00.

Please mail this form with your payment no later than **April 25, 2016** to:

OFFICE OF LAWYER REGULATION
110 E. MAIN STREET, SUITE 315
Madison, WI 53703-3383
ATTN: TRUST ACCOUNT PROGRAM