TRUST ACCOUNT MANAGEMENT SEMINAR
SEPTEMBER 25, 2020

9:00 - 9:05  Introductory Remarks
Travis J. Stieren, Administrator
OLR Trust Account Program

9:05 - 9:50  Trust Account Basics
Travis J. Stieren
Purpose of Trust Accounts
Types of Accounts
Commingling
Availability of Funds
Prohibited Transactions
Overdraft Reporting
Annual Certificate & Acknowledgements

Question and Answer Period

9:50 - 10:00  Break

10:00 - 10:30  Handling Legal Fees and Costs –
A Practitioner’s Perspective
Attorney Diane Diel
Diane S. Diel, S.C.
Former State Bar President
Former District 2 Committee Member
Advanced Fees, Flat Fees & Retainers
Withdrawal of Earned Fees from Trust Account
Alternative to Holding Unearned Fees in Trust

10:30 – 10:50  Record Keeping – Part 1
Travis J. Stieren
Overview of Records
Maintenance Accounts

10:50 - 11:00  Break

11:00 - 11:30  Record Keeping – Part 2
Travis J. Stieren
Record Keeping Step-by-Step
Monthly Reconciliations
Electronic Record keeping

Question and Answer Period

11:30-11:50  Lawyer as a Fiduciary
Travis J. Stieren
Obligations of a Fiduciary
Burden Shifting in SCR 20:1.15
Wisconsin Case Law
Common Fraud Schemes

11:50 - 12:00  Break

12:00 - 12:40  Electronic Banking
Michele Barlow, AAP, NCP
Wisconsin ACH Association
and
Travis J. Stieren
E-Banking Basics
Security Requirements
“E-Banking Trust Account” vs. Alternative
Remote Deposits

12:40 - 1:00  Question and Answer Period
REGISTRATION FORM
TRUST ACCOUNT MANAGEMENT SEMINAR

DATE: Friday, September 25, 2020
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: September 18, 2020

(Please Print)

Name(s): ____________________________________________________________

Law Firm: ___________________________________________________________

Address: ______________________________________________________________________

Telephone: _____________________________________________________________

Email: _______________________________________________________________________

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

Please mail this form with your payment no later than September 18, 2020 to:

OFFICE OF LAWYER REGULATION
110 E. MAIN STREET, SUITE 315
P.O. BOX 1648
MADISON, WI 53701-1648
ATTN: TRUST ACCOUNT PROGRAM