

# TRUST ACCOUNT MANAGEMENT SEMINAR

## SEPTEMBER 25, 2020

9:00 - 9:05	<b>Introductory Remarks</b>	Travis J. Stieren, Administrator OLR Trust Account Program
9:05 - 9:50	<b>Trust Account Basics</b> Purpose of Trust Accounts Types of Accounts Commingling Availability of Funds Prohibited Transactions Overdraft Reporting Annual Certificate & Acknowledgements <i>Question and Answer Period</i>	Travis J. Stieren
9:50 - 10:00	<i>Break</i>	
10:00 - 10:30	<b>Handling Legal Fees and Costs – A Practitioner’s Perspective</b> Advanced Fees, Flat Fees & Retainers Withdrawal of Earned Fees from Trust Account Alternative to Holding Unearned Fees in Trust	Attorney Diane Diel Diane S. Diel, S.C. Former State Bar President Former District 2 Committee Member
10:30 – 10:50	<b>Record Keeping – Part 1</b> Overview of Records Maintenance Accounts	Travis J. Stieren
10:50 - 11:00	<i>Break</i>	
11:00 - 11:30	<b>Record Keeping – Part 2</b> Record Keeping Step-by-Step Monthly Reconciliations Electronic Record keeping <i>Question and Answer Period</i>	Travis J. Stieren
11:30-11:50	<b>Lawyer as a Fiduciary</b> Obligations of a Fiduciary Burden Shifting in SCR 20:1.15 <b>Wisconsin Case Law</b> <b>Common Fraud Schemes</b>	Travis J. Stieren
11:50 - 12:00	<i>Break</i>	
12:00 - 12:40	<b>Electronic Banking</b> E-Banking Basics Security Requirements “E-Banking Trust Account” vs. Alternative Remote Deposits	Michele Barlow, AAP, NCP Wisconsin ACH Association and Travis J. Stieren
12:40 - 1:00	<i>Question and Answer Period</i>	



# 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:** Live Online Seminar  
**CLE CREDIT:** 4.0 CLE/EPR Hours

**REGISTRATION DEADLINE:** September 18, 2020



(PLEASE PRINT)

**Name:** \_\_\_\_\_  
**Law Firm:** \_\_\_\_\_  
**Address/City:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

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 **September 18, 2020** to:

OFFICE OF LAWYER REGULATION  
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MADISON, WI 53701-1648  
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