TRUST ACCOUNT MANAGEMENT SEMINAR
APRIL 24, 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 –**   Attorney Diane Diel
      A Practitioner's Perspective   Diane S. Diel, S.C.
    Advanced Fees, Flat Fees & Retainers   Former State Bar President
      Withdrawal of Earned Fees from Trust Account   Former District 2 Committee Member
      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**   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, April 24, 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: April 17, 2020

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(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 17, 2020** to:

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