ETHICS AND LAWYER TRUST ACCOUNTS

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3. Disciplinary Cases & Case Summaries

a. Commingling and Misappropriation

i. *In re Harrison*, 461 A.2d 1034 (D.C. 1983)

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In re Harvey A. Kirk, No. 105-00 (D.C. 2006)

e. *In re John E. Anderson*, 979 A. 2d 1206 (D.C. 2009)

f. *In re Anita C. Kanu*, No 08-BG-1401 (D.C. 2010).

4. **Mance Proceedings**

i. *In re Robert W. Mance, III*, 980 A.2d 1196 (D.C. 2009)
ii. *In re Robert W. Mance, III* Report and Recommendation of the Board on Professional Responsibility
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5. Ethics Opinions

a. Legal Ethics Opinion No. 242 (Sep. 21,1993) (stolen property).
b. Legal Ethics Opinion No. 251 (Oct. 18, 1994) (conflicting claims to entrusted funds)
c. Legal Ethics Opinion No. 264 (Feb. 14, 1996) (advances of costs and fees).
d. Legal Ethics Opinion No. 348 (March, 2009) (Accepting Credit Cards for Payment of Legal Fees)
e. Legal Ethics Opinion No. 355 (June, 2010) (Flat Fees and Trust Accounts)
f. Legal Ethics Opinion No. 359 (June, 2011) (Disposition of Missing Client's Trust Account Monies in the District of Columbia

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a. Virginia Rules of Professional Conduct: Record Keeping Requirements
b. Minnesota Lawyers Professional Responsibility Board Opinion No.9: Maintenance of Books & Records

c. ABA Model Rules for Client Trust Account Records (Adopted August 9, 2010 by the ABA House of Delegates.)

7. Miscellaneous Materials

a. Current Bar Counsel Stats

b. Foonberg, "How to Maintain A Trust Account to Avoid Disbarment" (2000). Reprinted from *How to Start and Build a Law Practice*, *4th* Ed. with permission from the ABA and the author.

c. Foonberg, "Using Quicken to Record Account Transactions and Print Reports" (1996). Reprinted from *ABA Guide to Lawyer Trust Accounts* with permission from the ABA and the author.

d. Foonberg, "Ten Rules of Good Trust Account Procedures." Reprinted from *ABA Guide to Lawyer Trust Accounts* with permission from the American Bar Association and the author.

e. Foonberg, "Ten Steps to Good Trust Account Reports." Reprinted from *ABA Guide to Lawyer Trust Accounts* with permission from the American Bar Association and the author.

f. Opening an IOLTA Account Now that IOLTA is Mandatory in D.C.

g. DC IOLTA Account Registration Form

h. *In Dealing With Flat Fees, Whose Money Is It Anyway?* (By Dolores Dorsainvil, senior staff attorney, Office of Bar Counsel, October, 2009)

i. *What Should You Do With Disputed Entrusted Funds?* (By Dolores Dorsainvil, senior staff attorney, Office of Bar Counsel, December, 2010)

j. *You Can't Get Around Mance* (By Dolores Dorsainvil, senior staff attorney, Office of Bar Counsel, August, 2011)

k. *How to Open a D.C. IOLTA* (Regulation Counsel, March, 2012)

l. Lawyer Advertising on Daily Deal Websites, Maryland State Bar Association Committee on Ethics, Docket 2012-07

m. *Retainer Agreements and Rule 1.5(b)* (By Dolores Dorsainvil and Daniel M. Mills, Washington Lawyer, December 2008)

8. Client Ledger Card, Trust Account Receipts and Disbursements Journal, and Trust Account Reconciliation

9. About the Speakers

10. MCLE Course Information