

ISBA New Admittee Virtual Coffeehouse – Basic Skills and More Basic Skills Course Syllabus

15.0 hours MCLE credit, including 9.0* hours Professional Responsibility MCLE credit

WEEK 1 – Tuesday, September 6th – Tuesday, September 13th at 4:00 p.m.

4.5 hours MCLE, including 4.5 hours Professional Responsibility MCLE credit

Part I. Espresso of the Week – Required Live Webinar – Tuesday, September 6, 4:00 – 5:30 p.m. (1.5 MCLE credit hours, including 1.5 hours Professional Responsibility MCLE)

Judicial Grounds: Perspectives from the Bench

Looking back at your collegiate and law school career, you're bound to remember the nuances of your many professors – like fingerprints, no two were exactly the same! Although judges are equally as diverse, there are a few things they all seem to agree on, so don't miss this webinar. Topics include: mistakes to avoid, civility, brief writing tips, persuasive arguments, and more!

Moderator: *Karen Conti, Adamski & Conti, Chicago*

Panelists: *Hon. Robert Anderson, 18th Judicial Circuit Court, Wheaton*

Hon. Susan F. Hutchinson, Illinois Appellate Court, 2nd District, Woodstock

Hon. Julie K. Katz, 20th Judicial Circuit Court, Belleville

Part II. Required Online Viewing – 3.0 MCLE credit hours, including 3.0 hours Professional Responsibility MCLE

- Registrants can view the online programs with accompanying course materials anytime between Tuesday, September 6 – Tuesday, September 13 at 4:00.
- Required topics are:
 - **Ethics and Technology (1 hour)**

Technology provides great benefits for attorneys, including highly efficient workflow, unprecedented access to information and rapid, cost-effective communications. Most lawyers, however, do not consider the great risks that technology creates for the practicing attorney. This session identifies those risks and shows you how to address them before launching into the latest and greatest in technology.

Catherine Sanders Reach, American Bar Association, Chicago
 - **Striving for Balance in a High Stress Job (30 minutes)**

This session provides techniques for successfully dealing with the stress, addictions, and issues which can negatively impact an attorney's life, family, and practice.

Susan Riegler, Lawyers Assistance Program, Chicago
 - **Practice under the Illinois Rules of Professional Conduct (1 hour, 30 minutes)**

A history of the Rules of Professional Conduct is reviewed, as well as the general principles behind those rules. Specific rules—such as conflicts of interest, privilege issues, confidentiality, competence, trust accounts, and required recordkeeping—are also discussed.

Michael P. Downey, Hinshaw & Culbertson, LLP, St. Louis
- **Deadline for viewing: September 13th at 4:00 p.m.**

WEEK 2 – Tuesday, September 13th – Tuesday, September 20th at 4:00 p.m.

4.5 hours MCLE, including 1.5 hours Professional Responsibility MCLE credit

Part I. Espresso of the Week - Required Live Webinar – Tuesday, September 13, 4:00 – 5:30 (1.5 MCLE credit hours, including 1.5 hours Professional Responsibility MCLE)

Your New Legal Career

Now that you're an official Illinois lawyer, how will you develop your professional skills? Join us for some insider tips and inspiration on how to pursue various legal careers and improve your professional skills as an attorney along the way.

- **4:00 – 4:30 p.m. Effective Legal Research (required)**

Get the information you need on the best legal research resources available to new attorneys! Learn how to find forms, conduct searches, get free information, and much more. Particular emphasis is given to using multiple formats for cost and time-effectiveness. The current state of web-based information is also discussed, as well as what the practitioner needs to know about online government information.

Moderator: *Karen Conti, Adamski & Conti, Chicago*

Panelist: *Jean M. Wenger, Government Document/Foreign & International Law Librarian, Chicago*

- **4:30 – 5:30 p.m. Panel Discussion (required)**

Panelists from a variety of legal positions – including a judge, a small firm attorney, and an in-house counsel – share how they made their professional choices and how sometimes even what appears to be a mistake may lead to new opportunities. Tips for law firm survival are also addressed, such as billing, office politics, and time management. Program topics also include: challenges for new attorneys (such as recognizing common ethical pitfalls and conflicts of interest); where to turn for guidance; handling the stress of a legal career; settling on an area of practice (or transitioning from one you hate); and much more!

Moderator: *Karen Conti, Adamski & Conti, Chicago*

Panelists: *Hon. Raymond Funderburk, Circuit Court of Cook County, Chicago*
Jean Kenol, Mahoney, Silverman & Cross, LLC
Kristin L. Lingren, VSA Partners Inc, Chicago

Part II. Required Online Viewing – 3.0 MCLE credit hours

- Registrants can view the online programs with accompanying course materials anytime between Tuesday, September 13 – Tuesday, September 20 at 4:00.

- Required topics are:

- **Pleadings, Discovery and Depositions (2 hours)**

In this session, Professor Parness examines complaints and pleadings, including drafting issues and common problems. The rules for discovery and various techniques, discovery basics and discovery disputes are covered by Mr. Kroll. Mr. Parker discusses how to prepare and handle a deposition, preparing witnesses, and expert depositions.

Prof. Jeffrey Parness, Northern Illinois University, DeKalb

Jeffrey J. Kroll, Law Offices of Jeffrey J. Kroll, Chicago

Eric J. Parker, Stotis & Baird Chartered, Chicago

➤ **Pretrial and Post Trial Motions (1 hour)**

Judge Larsen examines civil pretrial motion practice, with the progression of pretrial steps from jurisdictional issues through dispositive motions being the emphasis. She discusses various fundamentals for presentation from the point of view of a plaintiff, defendant, and third party, and also addresses the issue of what is an appropriate timeframe for these benchmarks in pretrial preparation. Particular emphasis is given to summary judgment motions and evidentiary standards. Mr. McNamara gives a complete overview of post-trial motion issues.

Hon. Diane J. Larsen, Circuit Court of Cook County, Chicago
Robert R. McNamara, Johnson & Bell, Ltd., Chicago

- **Deadline for viewing: September 20th at 4:00 p.m.**

WEEK 3 – Tuesday, September 20th – Tuesday, September 27th at 4:00 p.m.

4.5 hours MCLE, including 1.5 hours Professional Responsibility MCLE credit

Part I. Espresso of the Week - Required Live Webinar – Tuesday, September 20, 4:00 – 5:30 (1.5 MCLE credit hours, including 1.5 hours Professional Responsibility MCLE)

Planting the Seed of Integrity: Common Mistakes & Ethical Dilemmas to Avoid

Someone once said that mistakes can be as good a teacher as success - which is only true if you turn your mistakes into a learning experience (or learn from the mistakes of others!). This program examines some of the common mistakes made by new attorneys and explores some of the best ways to deal with them once they've occurred. Using the framework of the new Illinois Rules of Professional Conduct, our panelist discusses common issues you may encounter with clients, supervisory attorneys, and opposing counsel. The importance of being prepared and conducting your practice with honesty and integrity (as well as the potential consequences when you don't) are also examined.

Moderator: Karen Conti, Adamski & Conti, Chicago

Panelist: Mary Robinson, RobinsonNiro, LLC, Chicago

Thomas P. Sukowicz, Hinshaw & Culbertson, LLP, Ft. Lauderdale, FL

Part II. Required Online Viewing – 3.0 MCLE credit hours

- Registrants can view the online programs with accompanying course materials anytime between Tuesday, September 20 – Tuesday, September 27 at 4:00.

- **Required program:**

- 1. Jurisdiction of the Courts of Illinois (1 hour, 13 minutes)**

This session covers the constitutional foundation of the courts, duties of the courts, reasons for allowing local court rules, filing requirements, and the importance of local practice, as well as a brief overview of Cook County and downstate practice specifics.

Hon. Patrick E. McGann, Circuit Court of Cook County, Chicago

J. Randall Cox, Feldman, Wasser, Draper & Cox, Springfield

Michele M. Jochner, Law Clerk to Justice Charles E. Freeman, Illinois Supreme Court, Chicago

- **Choose any two programs from the following twelve 1-hour courses:**

1. **The Top 20 Tips for Satisfying Your Clients (1 hour)**
Paul A. Osborn, Ward, Murray, Pace & Johnson, P.C., Sterling
2. **Family Law Basics (1 hour)**
In this segment, the speakers discuss important family law issues such as initial client contact, interviewing your client, seeking expert advice, child custody cases, visitation, the Uniform Child Custody Jurisdiction and Enforcement Act, the Uniform Interstate Family Support Act, and much more!
Kelli Gordon, Feldman, Wasser, Draper & Cox, Springfield
Elizabeth A. Ritter, Kalcheim Haber, LLP, Chicago
3. **Criminal Law Basics (1 hour)**
This segment provides a summary of criminal court proceedings, including typical offenses, statute of limitations, accountability, bail, discovery, pretrial motions, pleas, appeals, and sentencing options in criminal court.
Randall B. Rosenbaum, Champaign County Public Defender, Urbana
Steven A. Greenberg, Steven A. Greenberg Ltd., Chicago
4. **Traffic Law Basics (1 hour)**
In this segment, the speaker provides an overview of the new Monitoring Device Driving Permit (MDDP) laws and applicable Secretary of State regulations. Other topics include: Breath Alcohol Ignition Interlock Device (BAIID) violations, impoundment, seizure and forfeiture, and MPPD violations and sanctions. Representing the revoked or suspended driver before the Office of the Secretary of State is also be discussed.
Larry A. Davis, Larry A. Davis, Ltd., Des Plaines
5. **Real Estate Basics (1 hour)**
In this session, the speakers give an overview of real estate law and discuss deeds, transfer deeds, and sample forms.
William J. Anaya, Arnstein & Lehr, LLP, Chicago
Gary R. Gehlbach, Ehrmann, Gehlbach, Badger & Lee, Dixon
6. **Estate and Probate Basics (1 hour)**
The speaker offers a brief overview on estate planning. Topics include the simple will, will provisions, wills and trusts for minor children, power of attorney for property, healthcare power of attorney and HIPAA, the fundamental principals of will drafting, and the probate process.
Thomas G. Hamill, Bellatti, Barton, Hamill & Cochran, LLC, Springfield
7. **Counseling Your Client on Forming a Business (1 hour)**
In this segment, the speaker examines LLC, corporations, cost, and timing issues.
Barbara L. Delanois, Davis & Delanois, P.C., Danville
8. **Collections/Enforcement of Judgments (1 hour)**
This segments covers wage deductions, non-wage garnishment, citations to discover assets, enforcement of judgments, and calculating interest and court costs. The differences between citations and garnishments are also discussed.
Robert G. Markoff, Markoff & Krasny, Chicago
9. **Courthouse Primer for Transactional Lawyers (1 hour)**
Although you might not be a litigator, you may find yourself in the courthouse. This session gives you an overview of the basics when you find yourself in that situation, and covers Rule 218 case management conferences, filing documents, going to small claims court, covering a hearing, and more. Learn basic tips on getting into the courthouse, such

as a reminder to bring your ARDC card and an overview of the security measure to prepare for.

Julie Keehner Katz, Keehner Cannady & Katz, P.C., Belleville

Julie-April Montgomery, Administrative Law Judge, Illinois Department of Revenue, Chicago

10. Solo Small Firm Basics (1 hour)

This session covers all the basics of owning your own solo small firm— from starting a practice to staffing, from confidentiality to the scope of representation, from billing and insurance to handling trust accounts.

Lisa M. Nyuli, Ariano, Hardy, Nyuli, Johnson, Richmond & Goettel, P.C., South Elgin

11. Legal Writing--Beginning your Lifelong Apprenticeship (1 hour)

In this segment, the speaker provides a brief overview of legal writing techniques.

Topics include common complaints of legal writing, diagnostic tools in Microsoft Word, problems with passive voice and long sentences, editing, document design, paraphrasing vs. quotes...and much more!

Jim Covington, ISBA Legislative Affairs Director, Springfield

12. Administrative Law and Procedure Basics (1 hour)

This session is an overview of the State and Federal administrative law basics, administrative review, and filing requirements.

Carl R. Draper, Feldman, Wasser, Draper & Cox, Springfield

- **Deadline for viewing: September 27th at 4:00 p.m.**

Final Espresso of the Week- Required Live Webinar – Tuesday, September 27, 4:00 – 5:30 (1.5 MCLE credit hours, including 1.5 hours Professional Responsibility MCLE)

Sticky Situations and How To Respond

Dealing with other legal professionals is not always what you expect. Join us for a discussion on how to handle unpleasant or challenging situations and what to do when you're treated unprofessionally or with disrespect by opposing counsel, clients, and judges.

Moderator: *Karen Conti, Adamski & Conti, Chicago*

Panelist: *Jayne Reardon, Executive Director, IL Supreme Court Commission on Professionalism*

**Professional Responsibility MCLE credit subject to approval*