

ISBA New Admittee Virtual Coffeehouse Basic Skills* Course Syllabus

WEEK 1 – Thursday, February 4 – Thursday, February 11 at 4:30 p.m.

4.0 hours MCLE, including 4.0 hours Professional Responsibility MCLE

- Registrants can view the online programs with accompanying course materials anytime between Thursday, Feb 4 – Thursday, February 11 at 4:30.
- Required topics are:
 - **Judicial Perspectives on Courtroom Demeanor and Practices (30 minutes)**
This session provides new attorneys with a foundation for success-oriented behavior that works in most litigation settings, including chambers, courts and depositions. Attendees also learn about common ethical issues in litigation matters and how to avoid them, as well as how to deal with a difficult lawyer on the other side—or even a difficult judge.
Hon. Robert Anderson, 18th Judicial Circuit Court, Wheaton
 - **Occupational Stress (30 minutes)**
However exhilarating the start of a new career can be, the pressure to succeed can create anxiety in the new attorney. In this session, the speaker uses her experiences and knowledge to discuss stress as an occupational hazard.
Hon. Susan F. Hutchinson, Illinois Appellate Court, 2nd District, Woodstock
 - **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
 - **Client Communications and Zealous Representation (1 hour)**
Test your legal knowledge with hypothetical scenarios and debate the answers among your peers. In this interactive session, the speaker reviews both the Rules of Professional Conduct and the principle of fiduciary duty.
Ruta Stropus, Office of the Illinois Attorney General, Chicago
- **Deadline for viewing: February 11 at 4:30 p.m.**

WEEK 2 – Thursday, February 11 – Thursday, February 18 at 4:30 p.m.

4.0 hours MCLE

- Registrants can view the online programs with accompanying course materials anytime between Thursday, Feb 11 – Thursday, February 18 at 4:30.
- Required topics are:
 - **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

➤ **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: February 18 at 4:30 p.m.**

WEEK 3 – Thursday, February 18 – Thursday, February 25 at 4:30 p.m.

4.0 hours MCLE, including 1.0 hour Professional Responsibility MCLE credit

- Registrants can view the online programs with accompanying course materials anytime between Thursday, Feb 18 – Thursday, February 25 at 4:30.
- Required topics are:
 - **The Top 20 Tips for Satisfying Your Clients (1 hour)**
Paul A. Osborn, Ward, Murray, Pace & Johnson, P.C., Sterling
- **Choose three programs** from the following six 1-hour courses:

1. 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

2. 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*

3. 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*

4. 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*

5. 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*

6. 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*

- **Deadline for viewing: February 25 at 4:30 p.m.**

WEEK 4 – Thursday, February 25 – Thursday, March 4 at 4:30 p.m.

3.0 hours MCLE, including Professional Responsibility MCLE**

- Registrants can view the online programs with accompanying course materials anytime between Thursday, Feb 25 – Thursday, March 4 at 4:30.

- **Choose three programs** from the following six 1-hour courses:

1. 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*

2. 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

3. 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

4. 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

5. 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

6. 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: March 4 at 4:30 p.m.**

*This course is approved to meet the new admittee 15-hour basic skills course requirement of Illinois Supreme Court Rule 793¹. The required topics are included in this program. You must complete all of the topics in Week 1 and Week 2, the “Top 20 Tips for Satisfying Your Client” in Week 3, and you must select 6 of the other 12 topics presented in Week 3 and Week 4.

¹ Supreme Court Rule 793(c) states that the Basic Skills Course shall cover such topics as the jurisdiction of local courts, local court rules, filing requirements of various government agencies, how to draft pleadings and other documents, practice techniques and procedures under the Illinois Rules of Professional Conduct, client communications, use of trust accounts, required record keeping and other rudimentary elements of practice.