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February

(*indicates programs for which Legal Ethics Credit has previously been granted in most jurisdictions)
(**indicates programs for which Legal Ethics Credit has been granted in some jurisdictions – even those that have adopted the new Comment 8 to Rule 1.1)

<http://linkon.in/UT021017>

***February 10**

Clear and Effective Communications With Clients, Colleagues and Staff

1:00 PM ET; 12:00 Noon CT; 11:00 AM MT; 10:00 AM PT; 9:00 AM AKT

Presented by Irwin Karp, Esq.

(This is a "simulive" rebroadcast of a previously recorded presentation. Presenter Karp will be available during the rebroadcast to answer questions.)

Learn the essential elements of clear communications and tips for assuring clear and effective communications with your clients, colleagues, and staff.

Rule 1.4 of the ABA Model Rules of Professional Conduct directs attorneys to "keep the client reasonably informed" about their matters through clear and timely communications. Lawyers who are busy litigating, deal-making, or otherwise advising clients, however, don't always communicate as well as they should with clients, other lawyers, or their own staff. Their cryptic notes, hurried questions, and unclear instructions can lead to:

- assignments without context
- unfounded assumptions
- failure to provide enough time for clear communications
- hoarding of tasks until the last minute

Attendees will learn how more effective communication can help them avoid:

- wasted time
- rushed jobs
- stress
- frustration
- failure to receive informed consent (as defined by Rule 1.0 of the ABA Model Rules of Professional Conduct) due to last minute communications

Originally recorded April 14, 2016

Irwin Karp, Esq.

Irwin Karp is a productivity consultant with Productive Time in Sacramento, California. He is also an attorney. Irwin is a graduate of George Washington University law school, worked at the US EPA for a number of years, and was in the private practice of energy & environmental law in California for over 20 years. For the past 13 years, he has conducted training programs and consulted with business, government, bar associations, law firms and service professions on organizations skills and time management to increase productivity. He has presented programs in the US and Canada on time management, project management, delegation skills, managing e-mail & smartphones, overcoming multitasking, running effective meetings, and overcoming procrastination. He was a former white water river guide in his youth, and continues to raft on western rivers with his group of aging river buddies.

<http://linkon.in/UT021517>

***February 15**

1:00 PM ET; 12:00 Noon CT; 11:00 AM MT; 10:00 AM PT; 9:00 AM AKT

Bad Review? Bad Response? Bad Idea! - Ethically Managing Your Online Reputation

Presented by Jennifer Ellis, Esq. and Daniel J. Siegel, Esq.

(This is a "simulive" rebroadcast of a previously recorded presentation. Presenters will be available during the rebroadcast to answer questions.)

Whether you choose to be online or not (and you should be online) your clients will write you reviews. Unfortunately, angry clients are much more likely to write about you than happy clients. This webinar will explore the ethical and practical issues surrounding getting good reviews as well as discuss how you should respond when someone bashes you online. Lawyers have been disciplined for their responses to online reviews. Learn from their mistakes!

This program covers issues addressed in Rule 1.6, as well as numerous related Ethics Opinions from various jurisdictions.

Originally recorded September 8, 2016.

Jennifer L. Ellis, Esq. & Daniel J. Siegel, Esq.

Jennifer Ellis is an ethics and legal malpractice attorney with the Philadelphia personal injury firm Lowenthal & Abrams. She also manages the firm's online presence. Mr. Siegel wears two hats—he is a practicing attorney and also a full-time technology consultant. As an attorney, Mr. Siegel focuses his practice on trial and appellate court writing; he also handles workers' compensation matters and serves as a "second chair" for attorneys.

Jennifer Ellis is an ethics and legal malpractice attorney with the Philadelphia personal injury firm of Lowenthal & Abrams. She also manages the firm's online presence. In addition, Jennifer serves as a law firm marketing consultant under the name Jennifer Ellis, JD. She assists lawyers with social media, websites, SEO, law firm technology and more. She is a nationally recognized speaker and writer on subjects including ethics, social media, law firm technology, law practice management, websites and marketing. Find Jennifer online at jlellis.net, lowenthalabrams.com and [@jle_jd](https://twitter.com/jle_jd).

Daniel Siegel wears two hats—he is a practicing attorney and also a full-time technology consultant. As an attorney, Mr. Siegel focuses his practice on trial and appellate court writing; he also handles workers' compensation matters and serves as a "second chair" for attorneys – working on the matters that keep them up at night. He can be reached at dan@danieljsiegel.com or by phone at (610) 446-345

<http://linkon.in/UT021717>

****February 17**

1:00 PM ET; 12:00 Noon CT; 11:00 AM MT; 10:00 AM PT; 9:00 AM AKT

Disaster Planning and Network Security For a Law Firm

Presented by Britt Lorish

(This is a "simulive" rebroadcast of a previously recorded presentation. Presenter Lorish will be available during the rebroadcast to answer questions.)

Floods, market crashes, hurricanes, fires, personal illness, malicious employees —we live in a troubled world. You probably don't need to protect your firm from extraterrestrials (well ... not yet), but you do need to be forearmed against reasonably foreseeable disasters, natural or man-made!

There are easy, and cheap steps that you can take to help ensure continued service to your clients. This webinar will identify the essential components of a disaster recovery plan and network security for law practices of any size.

Originally recorded October 19, 2016.

Britt Lorish

Britt Lorish is the managing partner of Affinity's Roanoke office. She is the President and Founder of Automated Horizons (now a part of Affinity Atlantic), which she opened in 2000. Prior to that she spent more than a decade as a litigation paralegal and law firm network administrator. Britt is a graduate of the University of Tampa with a Bachelor of Science in Criminology/Pre-Law.

Britt regularly speaks on legal technology and law firm finance issues at the local, regional and national level, including CLEs for organizations such as the Ohio State Bar, the Virginia Trial Lawyers Association, the West Virginia State Bar, and the Institute for Paralegal Education. She is a regular speaker at the ABA TECHSHOW and in March of 2009, Britt was selected to serve on the ABA TECHSHOW Planning Board. She also served as the Chair of ABA TECHSHOW 2013.

She has contributed articles to publications such as the ABA LPM's Law Practice magazine, Law Office Computing and Technolawyer. Britt has extensive experience consulting on legal technology issues, implementing and conducting training on legal specific software and she specializes in tailoring custom technology solutions for law firms and law-related agencies. She maintains certifications in a majority of our software products including Tabs3, PracticeMaster, DragonNaturally Speaking, PCLaw, Worldox, HotDocs, Philips SpeechExec and ProLaw.

<http://linkon.in/UT022417>

****February 24**

1:00 PM ET; 12:00 Noon CT; 11:00 AM MT; 10:00 AM PT; 9:00 AM AKT

Looking for Data Evidence in New Tech Places

Presented by Dennis Kennedy, Esq.

(This is a simulive" rebroadcast of a previously recorded presentation. Presenter Kennedy will be available during the rebroadcast to answer questions.)

As information flows to and from the old world of PCs and internal servers into and out of mobile devices, the "Cloud" and "Internet of Things," the potential locations of relevant data area growing at a shocking pace. We can barely get up to speed on one technology before several new ones pop up. Once simple questions, like "what is a document?" have become complicated to answer. In this webcast, you'll get a highly-practical survey of the new landscape of technologies where people put and keep data, sometimes unknowingly. What you aren't aware of might hurt you.

The webinar will cover:

- Getting beyond the basics
- From documents to datasets and beyond
- Texting, in many forms
- Data storage services (Dropbox, et al.)
- Wearables
- Social media
- Photos and location
- Collaboration
- Apps that collect and store data
- Devices that collect and store data
- Knowing what those in the target culture use
- Internet of Things

Originally recorded September 9, 2016.

Dennis M. Kennedy, Esq.

Dennis Kennedy is in-house counsel at Mastercard, focusing on information technology matters with an emphasis on digital payments and innovation. He is also an award-winning leader in applying technology to law practice. A published author of several books on legal technology, a longtime blogger (<http://denniskennedy.com/blog>) and the featured columnist for the *ABA Journal's* Kennedy on Tech column, he is praised both for his ability to communicate complex technology and legal issues in an easy-to-understand style and for his insights into future technology trends that will impact the legal profession. He also co-hosts the [Kennedy-Mighell Report](#) podcast on the Legal Talk Network. Kennedy has been named Technolawyer of the Year, a Top 100 Global Legal Technology Leader by London's *CityTech*, and is a Fellow of the College of Law Practice Management.