

## **VISION OF THE UTAH STATE BAR**

A just legal system that is understood, valued, and accessible to all.

## **MISSION OF THE UTAH STATE BAR**

Lawyers serving the public and legal profession with excellence,  
civility, and integrity.

---

## **2014 – 2015 COMMISSION PRIORITIES**

1. Improving Access to Justice:  
*Pro Bono* Commission & Modest Means Lawyer Referral
2. Advocating for the Judiciary
3. Reviewing Bar Operations:  
OPC, Summer Convention, NLTP, Budget
4. Planning for the Future of the Profession
5. Celebrating Magna Carta/Rule of Law
6. Supporting Diversity

# UTAH STATE BAR STATEMENT ON DIVERSITY AND INCLUSION

*The Bar values engaging all persons fully, including persons of different ages, disabilities, economic status, ethnicities, genders, geographic regions, national origins, sexual orientations, practice settings and areas, and races and religions. Inclusion is critical to the success of the Bar, the legal profession and the judicial system.*

*The Bar shall strive to:*

- 1. Increase members' awareness of implicit and explicit biases and their impact on people, the workplace, and the profession;*
- 2. Make Bar services and activities open, available, and accessible to all members;*
- 3. Support the efforts of all members in reaching their highest professional potential;*
- 4. Reach out to all members to welcome them to Bar activities, committees, and sections; and*
- 5. Promote a culture that values all members of the legal profession and the judicial system.*

## UTAH STATE BAR AWARDS

<u>AWARD</u>	<u>CHOSEN</u>	<u>PRESENTED</u>
1. Dorathy Merrill Brothers Award Advancement of Women in the Law	January/February	Spring Convention
2. Raymond S. Uno Award Advancement of Minorities in the Law	January/February	Spring Convention
3. Pro Bono Lawyer of the Year	April	Law Day
4. Distinguished Judge of the Year	June	Summer Convention
5. Distinguished Lawyer of the Year	June	Summer Convention
6. Distinguished Section of the Year	June	Summer Convention
7. Distinguished Committee of the Year	June	Summer Convention
8. Outstanding Pro Bono Service	September	Fall Forum
9. Distinguished Community Member	September	Fall Forum
10. Professionalism Award	September	Fall Forum
11. Outstanding Mentor	September	Fall Forum
12. Heart & Hands Award	October	Utah Philanthropy Day
13. Distinguished Service Award		As Needed
14. Special Service Award		As Needed
15. Lifetime Service Award		On Occasion

### Points From Charlotte Miller's Bar Commission Leadership Workshop (August 23, 2014)

1. Remember why you joined the Commission – what are your goals?
2. Remember your goals are probably the same and/or similar to your colleagues on the Commission, even if you think you come from a different perspective than everybody else.
3. Being on the Commission is a privilege not a chore. Develop a mindset of “I *get* to do X” instead of “I *have* to do X.”
4. Attend all Commissions meetings; study the materials beforehand. Focus 100% of your attention while there. Do not text, or do other work during Commission meetings. Be engaged. Listen carefully. Offer thoughtful comments that are in the best interest of the Bar. Follow through. Make a difference.
5. Your time on the Commission is short, especially ex-officio members. Make the most of it.
6. Remember your role: Bar staff can handle the day –to-day operations of the Bar. Your job is big picture and oversight.
7. Charlotte encouraged the Commissioners to think about what consensus means to each of them and how they should not try to undermine a decision after it is made.
8. If you do not like someone you have to work with, use strategies to get to know the person that will enable you to better work with the person or even begin to like her or him. Charlotte gave an example of making a point to speak every day with a co-worker she thought was difficult.
9. Encourage and mentor others along in Bar leadership. Remember your Bar story, which probably included an invitation from a Bar leader to help.
10. Talk often about the Bar's Vision and Mission statement, to focus your work in a way that is consistent with those statements.
11. Charlotte conducted exercises that encouraged Commissioners to think about the decision making process. Groups were given scenarios with different difficult decisions to make and asked to reach decisions while considering the following factors:
  - a. What facts do they need? Data is very important to good decision making
  - b. What should the process be?
  - c. What unwritten Bar traditions impact the final decision?
  - d. How does the culture of the Bar impact the decision?
  - e. What items in Bar governance materials are relevant to the process?

## **Two most important responsibilities of a Bar Commissioner**

Represent the interests of the attorneys we represent; voice for division

Bar activities and initiatives be consistent with the Bar's purpose and mission.

Help fulfill vision by devoting time and intellect

Contribute ideas and work

Serve lawyers of Utah

Help accomplish goals of the commission

Represent my division and my liaison groups

Make the Bar meaningful to lawyers

Speak honestly

Contribute with ideas and feedback

Fiduciary

Forward thinking visionary

Communicate with Bar members

Have programs that assist all attorneys and advance the profession

Protect core functions

Promote access to justice and diversity

Know concerns of membership

Speak for membership

Take action on members' needs

Be conservative with bar dues

Attend the meetings

Use sound judgment

Serve community

Represent the unrepresented

Access to Justice

Work together to assist sections of the Bar

Support Rule of Law and integrity of legal system

Listen and participate

## Utah State Bar Commission

Wednesday, July 29, 2015

Limelight A Room

Sun Valley Inn

### Agenda

1.    **1:00 p.m.    President's Report: Jim Gilson**  
*10 mins.*       1.1    Welcome and Review Schedule
2.    **1:10 p.m.    Action Items**  
*20 mins.*       2.1    Approve Final 2015-2016 Budget (**Tab 1**)  
*20 mins.*       2.2    Approve Admissions Rule Changes (**Tab 2**)
3.    **1:50 p.m.    Discussion Items**  
*20 mins.*       3.1    Futures Commission Report: John Lund  
*20 mins.*       3.2    AAA Task Force Report; Angelina Tsu, Rob Rice (**Tab 3**)  
*20 mins.*       3.2    NLTP Report: Kenyon Dove (**Tab 4**)  
*20 mins.*       3.3    Budget & Finance Committee  
*20 mins.*       3.4    OPC Review Committee: Larry Stevens  
*20 mins.*       3.5    Convention Review Committee: Dickson Burton
4.    **3:50 p.m.    Commission Reorganization**  
*05 mins.*       4.1    Welcome New Commissioners  
*04 mins.*       4.2    Appoint *Ex Officio* Members **For Action**  
*04 mins.*       4.3    Approve Executive Committee **For Action**  
*04 mins.*       4.4    Adopt Resolution on Bank Signatures **For Action**  
*10 mins*       4.5    Review 2015-2016 Meeting Schedule & Retreat Information (**Tab 5**)  
*03 mins.*       4.6    Sign Conflict of Interest Disclosures (**Tab 6**)
5.    **4:20 p.m.    Recognize Retiring Commissioners**
6.    **4:45 p.m.    Executive Session**  
  
**5:00 p.m.    Adjourn**

(Over)

### **Consent Agenda (Tab 7)**

1. Approve Minutes of June 12, 2015 Commission Meeting  
(Approved without discussion by policy if no objection is raised)

### **Attachments (Tab 8)**

1. Description of Commissioner Duties & Responsibilities
2. Commission Reimbursement Policies
3. May 2015 Financial Statements
4. MCLE Rules Update
5. Letter – From: Utah Dispute Resolution; RE: Utah State Bar donation

### **Calendar**

<b>July 28-29</b>	Bar Examination	8:00 a.m.	Southtowne Center
<b>August 28-29</b>	Commission Retreat		St. Regis, Deer Valley

Tab 1

## Utah State Bar Programs, Services and Projects 2015-2016

### 1. Management and Operations

Personnel, Financial Management  
Inventory, Equipment, MIS Database  
Bar Governance, General Counsel  
Licensing, Legal, *Pro Hac Vice*, Certificates of Good Standing,  
Commission Special Projects

*Bar Commission*  
*Bar Commission Executive Committee*  
*Bar Commission Budget & Finance Committee*  
*Futures Commission, AAA Committee, Program Review Committees*  
*Other Ad Hoc Committees*

### 2. Law & Justice Center Operations

Room Rental, Preparation & Service  
Tenant Support, Interior and Grounds  
Maintenance & Security

### 3. Web Site Management

### 4. Admissions

Applications  
Character and Fitness Evaluations  
Bar Exam Preparation, Administration  
Grading and Ceremonies  
Reciprocal Admissions

*Admissions Committee*  
*Character and Fitness Committee*  
*Bar Examiner Committee*  
*Test Accommodation Committee*

### 5. Professional Conduct

Ethics Education and Ethics Hotline  
Formal and Informal Advisory Opinions  
Process Complaints  
Investigate, Present to Panels  
Resolve/Try Cases

*Ethics and Discipline Committee & Hearing Panels*



6. Consumer Assistance Program and Disciplinary Process Information Office

7. Continuing Legal Education

*CLE Advisory Committee*

8. New Lawyer Training Program

*Committee on New Lawyer Training*

9. Access to Justice Programs (Pro Bono, Modest Means, Lawyer Referral)

*Pro Bono Commission*

*Pro Bono District Committees*

*Modest Means Committee*

10. Summer and Spring Conventions and Fall Forum

*Summer Meeting Convention Committee*

*Spring Meeting Convention Committee*

*Fall Forum Committee*

11. Utah Bar Journal

*Bar Journal Committee*

12. Fund for Client Protection

*Fund for Client Protection Committee*

13. Fee Dispute Resolution

*Fee Dispute Resolution Committee*

14. Member Benefits/Beneplace

*Member Benefits Committee*

*Disaster Legal Response Committee*

15. Public Education and Services

Public and Media Relations

ABA, Legislature, Lawyers

Appointment to Boards & Committees

Lobbying

*Governmental Relations Committee*

16. Section & Division Support

CLE, Meetings and Luncheons  
Administrative and Financial

17. Tuesday Night Bar

18. Unauthorized Practice of Law

*Unauthorized Practice of Law Committee*

19. Other Committee Support

*Law Related Education and Law Day Committee*

**Utah State Bar**  
**Preliminary 2015/16 Budget**  
**April 30, 2015**

		<b>F/Y</b>	<b>Budget</b>
		<b>2014/15</b>	<b>2015/16</b>
	<b><u>Revenue</u></b>	<b><u>Budget</u></b>	<b><u>2015/16</u></b>
01	Licensing	67.2%	66.6%
02	Admissions	7.6%	7.1%
03	Mentoring	1.4%	1.5%
04	Mgt - Service	0.2%	0.3%
04	Mgt - In Kind	0.0%	0.0%
04	Mgt - Interest & Gain	0.3%	0.3%
05	Property Mgt	5.3%	5.0%
06	OPC	0.2%	0.2%
08	CMIS/Internet	0.0%	0.0%
09	CLE	6.8%	8.7%
10	Summer Convention	2.5%	2.5%
11	Fall Forum	1.5%	1.6%
12	Spring Convention	2.5%	2.0%
13	Bar Journal	2.3%	2.4%
14	Committees	0.0%	0.0%
15	Member Benefits	0.2%	0.0%
16	Section Support	1.6%	1.2%
18	Access to Justice	0.2%	0.3%
21	Commission/Sp Projects	0.1%	0.1%
23	Young Lawyers Division	0.0%	0.0%

**Total Revenue**

	<b><u>Expenses</u></b>		
01	Licensing	3.3%	2.7%
02	Admissions	8.3%	7.6%
03	Mentoring	1.4%	1.2%
04	Bar Mgt	12.0%	11.5%
05	Property Mgt	9.4%	9.6%
06	OPC	21.2%	20.8%
07	General Counsel	4.6%	4.3%
08	Computer/MIS/Internet	3.1%	3.4%
09	CLE	6.5%	8.4%
10	Summer Convention	3.3%	4.4%
11	Fall Forum	1.7%	1.9%
12	Spring Convention	2.2%	1.9%
13	Bar Journal	3.3%	3.0%
14	Committees	1.9%	2.2%
15	Member Benefits	2.6%	2.4%
16	Section Support	1.6%	1.3%
17	Consumer Assistance	1.2%	2.0%
18	Access to Justice	3.2%	3.0%
19	Tuesday Night Bar	0.7%	0.6%
20	Legislative	1.3%	1.2%
21	Commission/Sp. Proj	3.1%	2.8%
22	Public Education	2.9%	2.8%
23	Young Lawyers Division	1.0%	0.9%

## **Bar Program & Services Updates**

### **July, 2015**

*\* This is intended to be a quick summary of the primary activities of the Bar Commission and Staff as of the date above and is neither comprehensive nor detailed. More information is readily available upon request.*

#### **2014-2015 Commission Priorities**

##### **1. Improving Access to Justice: *Pro Bono*; Modest Means & Lawyer Referral**

Status. Each committee was been charged to evaluate work and improve outcomes. Leadership in each is in the process of transitioning and Michelle's replacement will be on board in August. Work is progressing with good results and new software for the Modest Means and Pro Bono programs and a new Lawyer Referral Information Service is being implemented. We have improved the visibility of the Lawyer Referral information and simplified information needed to find legal help on the web site. We have also met with the Court's Self-Help Committee to coordinate programs. Some membership has changed in the Pro Bono Commission. The AAA Task Force will involve coordination as well.

Plan. Develop public portal website and aggressively market.

##### **2. Advocating for the Judiciary**

Status. In addition to the press release we issued regarding judicial retention elections last November and Jim's subsequent interview on the radio, we also specifically lobbied the Governor in a personal meeting and lobbied Legislative Leadership personally in support of compensation increases. We reviewed our policies and processes with Dan Becker and Tim Shea. We also evaluated recent publicity regarding several judges and declined to engage in keeping the matters in the public eye.

Plan. Continue emphasis.

##### **3. Reviewing Bar Operations: OPC, Summer Convention, NLTP, Budget**

Status. These committees have been very active and meeting regularly, gathering information and interviewing staff and volunteers and are working to review the programs and make any appropriate recommendations as soon as they have completed their work. NLTP and Budget will most likely have their report for the July Commission meeting. The Convention committee is waiting to review the Annual Convention this year to help them finalize their report and the OPC committee has scheduled more meetings and study.

Plan. Review by the Commission and implementation of recommendations.

4. **Planning for the Future of the Profession**

Status. The Futures Commission, and its sub-committees, has been meeting regularly, and the very important work of the three sub-committees has focused on providing specific action plans. The Bar Commission has created the AAA Task Force to serve as an “action committee” to craft and implement shorter-term improvements in access to legal services for the middle class. The final report is being drafted and circulated.

Plan. Aggressively implementing their recommendations, including the work of the (AAA) Committee and web site.

5. **Celebrating *Magna Carta* & the Rule of Law**

Status. The very successful exhibit and events in St. George, Orem, Salt Lake, Ogden and Logan courthouses and universities, along with the school competitions and gala with their attendant newspaper articles and web references, are now completed.

Plan. Project is completed but public education will remain a priority.

6. **Supporting Diversity**

Status. The Executive Committee has begun to talk about this goal and plans are being made to have speakers at conventions and seminars, beginning this fall.

Plan. Schedule speakers for conventions and seminars.

**Active and On-going Bar Operations**

7. **Licensing**

Status. Licensing renewals were conducted on-line for the first time through the newly-developed Bar management & administration database. We are still working through implementation issues and are now beginning the process to preparing for another round of licensing in May.

Plan. Keep on schedule.

8. **Finances**

Status. New auditors conducted the 2013-2014 audit and made a few administrative recommendations, which have been addressed. The very healthy current finances are now \$400,000 in the black as of June.

Plan. Budget drafts for the 2015-2016 year are being prepared. The Commissions budget & Finance Review Committee will be completing their work and presenting their recommendations by June 17. The Budget & Finance Committee has reviewed the budget and the budget will be adopted by the Commission in July.

9. **Personnel Changes this Year (18)**

Departures: 1. **Tiffany Setters** from Access to Justice; 2. **Katie Peters** from OPC; 3. **Marion Eldredge** from CLE; 4. **Ronna Leyba** from LJC; 5. **Ingrid Kelson** from OPC; 6. **Katherine Fox** as General Counsel; 7. **Kimberly Solorio** from Access to Justice and 8. **Roya Kaluza** from OPC. Michelle Harvey will soon be leaving Access to Justice.

New: 9. **Roya Kaluza** to Access to Justice; 10. **Emily Sorensen** to NLTP; 11. **Mary Misaka** to LJC; 12. **Kimberly Solorio** to Access to Justice; 13. **Stephen Seko** to CLE; 14. **Laura Pennock** to OPC; and 15. **Randi Wilkinson** begins at the end of the month to Access to Justice. Michelle will be replaced in August.

Moves: 16. **Roya Kaluza** from Access to Justice to OPC and 17. **Elizabeth Wright** from NLTP to General Counsel.

Expanded: 18. **Jeannine Timothy** has opened a long-awaited Disciplinary Process Information Office.

10. **Database Development & Implementation**

Status. We are in the final stages of implementing and working through integration issues with our three new database systems, including: (1) General Bar administration and management; (2) Admissions and (3) Discipline. We are now developing, implementing and incorporating the new Modest Means and Pro Bono and Lawyer Referral databases and working to create a new portal of information through a web site for the public to access all legal help at a single location. We have also just created a Membership Services App and a convention app.

Plan. Continue working out implementation of primary databases and develop new access to justice portal.

11. **General Counsel**

Status. Petitions are still pending to provide CLE for live credit for remote learning and add a few helpful Pro Bono and Admissions Rules. We are reviewing the impact of the North Carolina Dental Board case on UPL and Admissions and are meeting with the Court to evaluate our next step to avoid anti-trust issues.

Plan. UPL matters need continued attention and the Dental Board issues require immediate resolution.

12. ***Pro Hac Vice***

Status. There have been 284 admissions *pro hac vice* processed through June.

Plan. Continue efficient staffing.

13. **Certificates of Good Standing**

Status. There have been 728 certificates processed and issued through June.

Plan. Continue efficient staffing.

14. **Commission Special Projects (Not Referenced Above in Priorities)**

Status. We organized a great two day Jackrabbit Bar Convention in Park City in June.

Plan. This one is completed. Others will certainly follow.

15. **Room Rental**

Status. We are discussing plans to improve our marketing and usage.

Plan. We need to always look at marketing.

16. **Web Site Management**

Status. We are still working on improving our navigation of the new web site.

Plan. A focus for improvement along with development of the new site.

17. **Admissions**

Status. 270 lawyers were admitted in October, including new lawyers and transfers in. 294 took the July Bar Exam. 129 took the February exam. 123 will be admitted in May. 288 will be taking the exam in July.

Plan. A petition for rules changes is currently under consideration by Court.

**18. Professional Conduct**

Status. OPC issued their annual report in August and met with the members of the Utah Supreme Court to review their work.

Plan. Implement changes as approved by Commission and Court.

**19. Ethics Hot Line Opinions**

Status. The office provided approximately 600 informal opinions over the phone.

Plan. Continue efficient assistance.

**20. Disciplinary Process Information Office**

Status. We have for many years been discussing having an “ombudsman” position for OPC which could help complainants and respondents understand the disciplinary process and receive more timely information about their cases. Jeannine Timothy has now essentially expanded the Consumer Assistance Program to regularly communicate with people involved in the disciplinary process regarding the status of their matters and answer questions about the process. She is not an advocate but provides confidential assistance to lawyers and the public. Jeannine has responded to 31 inquiries so far.

Plan. Continue marketing.

**21. Consumer Assistance Program**

Status. Jeannine has opened 876 new requests for assistance from potential complainants.

Plan. Continue marketing.

**22. Continuing Legal Education**

Status. There have been 2646 hours of CLE offered through June, including 192 live hours; 2423 video hours; 13 hours at the Summer Convention; 8 hours at the Fall Forum and 10 hours at the Spring Convention. The CLE Advisory Committee is meeting to address issues in improving CLE.

Plan. Implement recommendations of committee and Commission.



**23. New Lawyer Training Program**

Status. Currently, there are 266 new lawyers being mentored and 989 approved mentors on the list of available lawyers. Staff sends out a monthly newsletter with ideas and information of available events and is working with the NLTP Review Committee.

Plan. Implement recommendations of committee and Commission.

**24. Pro Bono**

Status. There have been 271 pro bono cases placed through June. We are implementing a new interactive database which will connect to Utah Legal Services. Michelle continues to meet regularly with the Commission and travels to provide service, receive reports and improve communications the district committees.

Plan. Develop web site and continue to emphasize.

**25. Modest Means**

Status. There have been 630 clients placed with modest means lawyers through June. We are implementing of a new interactive database.

Plan. Develop web site and continue to emphasize.

**26. Summer Convention**

Status. The committee has met several times to plan the 2015 Sun Valley convention. Staff has met several times to review budgets and marketing. We are in the process of finalizing details for keynotes and events, including the visit by Justice Kennedy.

Plan. Market.

**27. Spring Convention**

Status. There were 431 attendees at the 2015 convention. The committee has met several times to plan the 2016 St. George convention. Staff has met to itemize budgets and review marketing. The new app seemed to work well.

Plan. Implement recommendations and market.

**28. Fall Forum**

Status. There were 493 attendees at the recent Fall Forum. The 2016 committee is beginning to discuss next year's forum.

Plan. Implement recommendations and market new format.

**29. Fund for Client Protection**

Status. The committee has met and made recommendations for payments of \$40,300, which was approved by the Commission.

Plan. Continue efficient administration.

**30. Fee Dispute Resolution**

Status. There have been 23 hearings conducted.

Plan. Continue efficient administration.

**31. Member Benefits**

Status. We are reviewing the new member benefit offering and trying to improve marketing.

Plan. Aggressively market.

**32. Public and Media Relations**

Status. We received publicity in the newspapers and on television for our position on judicial retention and our Fall Forum awards were in the Commercial Record. Other information about the Magna Carta has been in several papers and we received good local media about the travelling exhibit.

Plan. Develop new public portal and market.

**33. Lobbying**

Status. Jim Gilson and Scott Sabey conducted an intense education and lobbying effort to successfully defeat SJR3 at the committee level which included regular communications with Bar leaders soliciting their help and informing them on our progress. Commission conference calls have occurred each week during the session. We held a Breakfast with Lawyer Legislators and the Utah Bar Day at the Legislature.

Plan. Meet with leadership prior to the session and educate about our plans and actions to facilitate access to services for middle class.

#### **4. Unauthorized Practice of Law**

Status. We issued a press release and received publicity on the radio and in newspapers for a contempt order with fees issued against a woman illegally practicing law and the committee has sent several letters to request cessation of activities to non-lawyers trying to practice law. The committee meets regularly and has issues ten cease and desist letters and letters of understanding which limit work by agreement for non-lawyers.

Plan. Continue to enforce and resolve Dental Board case issues.

#### **35. Tuesday Night Bar**

Status. Tuesday Night Bar attracts over 75 attendees monthly.

Plan. Continue management

#### **36. Section and Division Support**

Status. We continue to provide staff support to sections and divisions on an as needed basis.

Plan. Continue management.

## Summary of 2015-2016 Proposed Budget

The proposed budget provides for the continuation of all Bar programs, services and activities at current performance levels.

1. There are six factors to include in the discussion of the proposed budget:
  - The mission of the Bar and the value of current programs, services and activities
  - The funds needed to continue those programs, services and activities
  - The funding available for any appropriate new programs, services and activities
  - The need for current cash reserves and projected future reserves
  - Funds needed for programs, services and activities is not limitless
  - There is currently nothing budgeted for any new programs or projects
2. The proposed budget continues what the Bar currently does:
  - 1<sup>st</sup> column shows the current budget, which is **\$299,514** in the **black**
  - 2<sup>nd</sup> column shows the projection for this year, which is **\$393,432** in the **black**
  - 3<sup>rd</sup> column shows the proposed budget, showing **\$386,511** in the **black**
  - 4<sup>th</sup> column shows the % change between the budgets' revenue and expenses
    - The **budget** shows a 5.7% increase in **revenue** from current to next year
    - The **budget** shows a 6.4% increase in **expenses** from current to next year
  - 5<sup>th</sup> column shows the % changes from current projections to next year's budget
    - The budget shows a 3.8% revenue increase from this year's **projections**
    - The budget shows a 7.1% expense increase from current **projections**
3. We are projecting total reserves at the end of this fiscal year of \$2,700,000.
4. The proposed budget increases total reserves at June 30, 2016 to \$3,087,000.

(Over)

## Operations Summary 2015-2016

1. Licensing. Licensing revenue is budgeted to increase 3.5% from budget and 1.5% from projections. Licensing revenue constitutes 67% of total revenue.
2. Bar Admissions. We project a slight decrease in admissions and estimate that the Admissions Department may be barely in the red.
3. New Lawyer Training (Mentoring). We should do a bit better than breaking even.
4. Litigation Expenses (General Counsel Dept.). We have budgeted for no increase in the \$60,000 allocated to outside counsel for general litigation and unauthorized practice of law matters. We have spent less than that this year but it is difficult to predict. All expenditures for litigation are approved by the Commission.
5. CLE. The CLE budget has been projected to result slightly in the black.
6. Summer and Spring Conventions and Fall Forum. The Spring Convention is budgeted to result a bit in the black. The Fall Forum is budgeted to about break even for a two-day event. We are conservatively projecting another deficit for the Summer Convention based on best estimates and recent experiences, but are also working with that committee to increase revenues and decrease expenses.
7. Utah Bar Journal. The publication will again run at a deficit.
8. Group Services. Our group benefit revenue includes some limited funds from Marsh, Lexis, and MBNA credit card royalties. Expenditures include \$70,000 for *Casemaker* and \$75,000 for Blomquist Hale Professional Consulting.
9. Access to Justice. The budget includes two staff.
10. Contributions. The budget includes continued funding for the Young Lawyers Division at no increase.
11. Public Relations and Education. The proposed budget only includes an amount of \$75,000 for currently un-specified projects.
12. Capital Expenditures. The budget includes \$75,000 to replace carpeting and paint walls.
13. New Program and Projects. We have budgeted for a part-time clerical position to staff the Ethics and Discipline Committee which the Court has suggested. That would resolve perceived conflict of interest issues due to that position currently being part of the OPC and improve communications with complainants and respondents. There is currently nothing budgeted for any other new programs or projects.

**Utah State Bar**  
**Preliminary 2015/16 Budget**  
**April 30, 2015**

		<b>F/Y</b>	<b>Budget</b>
		<b>2014/15</b>	<b>2015/16</b>
		<b><u>Budget</u></b>	<b><u>2015/16</u></b>
	<b><u>Revenue</u></b>		
01	Licensing	67.2%	66.6%
02	Admissions	7.6%	7.1%
03	Mentoring	1.4%	1.5%
04	Mgt - Service	0.2%	0.3%
04	Mgt - In Kind	0.0%	0.0%
04	Mgt - Interest & Gain	0.3%	0.3%
05	Property Mgt	5.3%	5.0%
06	OPC	0.2%	0.2%
08	CMIS/Internet	0.0%	0.0%
09	CLE	6.8%	8.7%
10	Summer Convention	2.5%	2.5%
11	Fall Forum	1.5%	1.6%
12	Spring Convention	2.5%	2.0%
13	Bar Journal	2.3%	2.4%
14	Committees	0.0%	0.0%
15	Member Benefits	0.2%	0.0%
16	Section Support	1.6%	1.2%
18	Access to Justice	0.2%	0.3%
21	Commission/Sp Projects	0.1%	0.1%
23	Young Lawyers Division	0.0%	0.0%

**Total Revenue**

	<b><u>Expenses</u></b>		
01	Licensing	3.3%	2.7%
02	Admissions	8.3%	7.6%
03	Mentoring	1.4%	1.2%
04	Bar Mgt	12.0%	11.5%
05	Property Mgt	9.4%	9.6%
06	OPC	21.2%	20.8%
07	General Counsel	4.6%	4.3%
08	Computer/MIS/Internet	3.1%	3.4%
09	CLE	6.5%	8.4%
10	Summer Convention	3.3%	4.4%
11	Fall Forum	1.7%	1.9%
12	Spring Convention	2.2%	1.9%
13	Bar Journal	3.3%	3.0%
14	Committees	1.9%	2.2%
15	Member Benefits	2.6%	2.4%
16	Section Support	1.6%	1.3%
17	Consumer Assistance	1.2%	2.0%
18	Access to Justice	3.2%	3.0%
19	Tuesday Night Bar	0.7%	0.6%
20	Legislative	1.3%	1.2%
21	Commission/Sp. Proj	3.1%	2.8%
22	Public Education	2.9%	2.8%
23	Young Lawyers Division	1.0%	0.9%

**Utah State Bar**  
**Preliminary 2015/16 Budget**  
**April 30, 2015**

	<b>F/Y</b>	<b>Projected</b>	<b>Budget</b>	<b>% Chg</b>	<b>% Chg</b>
	<b>2014/15</b>	<b>6/30/2015</b>	<b>2015/16</b>	<b>14/15 vs</b>	<b>14/15 Proj</b>
	<b>Budget</b>	<b>6/30/2015</b>	<b>2015/16</b>	<b>15/16 Bgt</b>	<b>vs 15/16 Bgt</b>
<b><u>Revenue</u></b>					
01 Licensing	\$ 3,998,400	\$ 4,076,110	\$ 4,137,400	3.5%	1.5%
02 Admissions	454,900	462,500	439,300	-3.4%	-5.0%
03 Mentoring	85,300	95,050	90,300	5.9%	-5.0%
04 Mgt - Service	12,000	18,973	20,900	74.2%	10.2%
04 Mgt - In Kind	2,600	2,276	2,400	-7.7%	5.4%
04 Mgt - Interest & Gain	17,100	(30,061)	17,100	0.0%	-156.9%
05 Property Mgt	312,952	304,766	312,152	-0.3%	2.4%
06 OPC	11,600	11,622	11,700	0.9%	0.7%
08 CMIS/Internet	500	-	500	0.0%	-
09 CLE	405,200	532,568	543,100	34.0%	2.0%
10 Summer Convention	150,600	115,148	157,400	4.5%	36.7%
11 Fall Forum	88,200	99,491	176,750	100.4%	77.7%
12 Spring Convention	145,900	121,863	124,300	-14.8%	2.0%
13 Bar Journal	139,600	146,243	149,100	6.8%	2.0%
14 Committees	1,000	480	480	-52.0%	0.0%
15 Member Benefits	11,900	3,076	3,100	-73.9%	0.8%
16 Section Support	92,281	73,134	76,621	-17.0%	4.8%
18 Access to Justice	10,200	15,693	16,000	56.9%	2.0%
21 Commission/Sp Projects	7,300	7,200	7,300	0.0%	1.4%
23 Young Lawyers Division	100	1,315	100	0.0%	-92.4%
<b>Total Revenue</b>	<b>\$ 5,947,633</b>	<b>\$ 6,057,446</b>	<b>\$ 6,286,003</b>	<b>5.7%</b>	<b>3.8%</b>
<b><u>Expenses</u></b>					
01 Licensing	187,045	169,635	120,653	-35.5%	-28.9%
02 Admissions	474,411	452,075	457,986	-3.5%	1.3%
03 Mentoring	81,074	66,122	74,845	-7.7%	13.2%
04 Bar Mgt	685,117	682,880	696,250	1.6%	2.0%
05 Property Mgt	537,392	540,044	582,642	8.4%	7.9%
06 OPC	1,204,272	1,208,884	1,253,172	4.1%	3.7%
07 General Counsel	259,529	205,318	257,990	-0.6%	25.7%
08 Computer/MIS/Internet	176,437	193,778	207,053	17.4%	6.9%
09 CLE	372,144	500,329	506,224	36.0%	1.2%
10 Summer Convention	186,979	237,599	266,758	42.7%	12.3%
11 Fall Forum	97,963	85,397	176,114	79.8%	106.2%
12 Spring Convention	123,598	100,117	114,878	-7.1%	14.7%
13 Bar Journal	185,181	172,572	180,104	-2.7%	4.4%
14 Committees	110,903	106,398	132,226	19.2%	24.3%
15 Member Benefits	149,320	152,703	147,546	-1.2%	-3.4%
16 Section Support	92,281	73,134	76,621	-17.0%	4.8%
17 Consumer Assistance	68,879	93,324	122,450	77.8%	31.2%
18 Access to Justice	184,705	155,812	178,919	-3.1%	14.8%
19 Tuesday Night Bar	40,765	34,488	36,810	-9.7%	6.7%
20 Legislative	71,642	68,721	73,074	2.0%	6.3%
21 Commission/Sp. Proj	177,475	208,452	168,336	-5.1%	-19.2%
22 Public Education	165,365	86,009	168,346	1.8%	95.7%
23 Young Lawyers Division	56,100	57,315	56,100	0.0%	-2.1%
<b>Total Expenses</b>	<b>\$ 5,688,577</b>	<b>\$ 5,651,106</b>	<b>\$ 6,055,097</b>	<b>6.4%</b>	<b>7.1%</b>
<b>Net Revenue/(Expense)</b>	<b>\$ 259,056</b>	<b>\$ 406,340</b>	<b>\$ 230,906</b>	<b>-10.9%</b>	<b>-43.2%</b>
Depreciation (add back)	\$ 165,458	\$ 187,092	\$ 230,605	39.4%	23.3%
Capital expenditures	\$ (125,000)	\$ (200,000)	\$ (75,000)	-40.0%	-62.5%
<b>Net cash revenue</b>	<b>\$ 299,514</b>	<b>\$ 393,432</b>	<b>\$ 386,511</b>	<b>29.0%</b>	<b>-1.8%</b>

**Preliminary 2015/16 Budget  
Licensing**

	<b>F/Y</b>			<b>% Chg</b>	<b>% Chg</b>
	<b>2014/15</b>	<b>Projected</b>	<b>Budget</b>	<b>14/15 vs</b>	<b>14/15 Proj</b>
	<b>Budget</b>	<b>6/30/2015</b>	<b>2015/16</b>	<b>15/16 Bgt</b>	<b>vs 15/16 Bgt</b>
<b>Income</b>					
4010 · Administrative Fees	\$ 23,000	\$ 23,085	\$ 23,000	0.0%	-0.4%
4021 · Lic Fees > 3 Years	3,239,600	3,302,935	3,369,000	4.0%	2.0%
4022 · Lic Fees < 3 Years	293,900	279,040	284,600	-3.2%	2.0%
4023 · Lic Fees - House Counsel	18,800	20,700	21,100	12.2%	1.9%
4025 · Pro Hac Vice Fees	54,100	69,750	71,100	31.4%	1.9%
4026 · Lic Fees - Inactive/FS	113,700	109,980	112,200	-1.3%	2.0%
4027 · Lic Fees - Inactive/NS	173,800	179,920	183,500	5.6%	2.0%
4029 · Lic Fees - Prior Year	9,200	-	-	-100.0%	-
4030 · Certs of Good Standing	24,500	26,780	27,300	11.4%	1.9%
4095 · Miscellaneous Income	2,800	620	600	-78.6%	-3.2%
4096 · Late Fees	45,000	63,300	45,000	0.0%	-28.9%
<b>Total Income</b>	<b>3,998,400</b>	<b>4,076,110</b>	<b>4,137,400</b>	<b>3.5%</b>	<b>1.5%</b>
<b>Expense</b>					
<b>5500 · Salaries/Benefits</b>					
5510 · Salaries/Wages	50,071	60,086	62,489	24.8%	4.0%
5605 · Payroll Taxes	3,505	4,506	4,687	33.7%	4.0%
5610 · Health Insurance	2,960	5,708	3,042	2.8%	-46.7%
5630 · Dental Insurance	246	363	182	-26.2%	-49.9%
5640 · Life & LTD Insurance	195	636	636	226.2%	0.0%
5650 · Retirement Plan Contributions	5,007	5,255	6,249	24.8%	18.9%
5655 · Retirement Plan Fees & Costs	575	853	689	19.8%	-19.3%
<b>Total 5500 · Salaries/Benefits</b>	<b>62,559</b>	<b>77,407</b>	<b>77,974</b>	<b>24.6%</b>	<b>0.7%</b>
<b>7000 · General &amp; Admin</b>					
7025 · Office Supplies	500	1,260	1,300	160.0%	3.2%
7035 · Postage/Mailing	15,300	11,445	11,900	-22.2%	4.0%
7040 · Copy/Printing Expense	7,300	3,346	3,500	-52.1%	4.6%
7045 · Internet Service	-	-	431	-	-
7050 · Computer Maintenance	1,500	1,280	1,300	-13.3%	1.6%
7089 · Membership Database Fees	18,432	14,600	4,680	-74.6%	-67.9%
7100 · Telephone	1,221	1,299	1,826	49.5%	40.6%
7140 · Credit Card Merchant Fees	74,000	53,438	55,000	-25.7%	2.9%
7141 · Credit Card Surcharge	-	-	(44,000)	-	-
7170 · Lobbying Rebates	500	289	500	0.0%	73.0%
7195 · Other Gen & Adm Expense	100	-	100	0.0%	-
<b>Total 7000 · General &amp; Admin</b>	<b>118,853</b>	<b>86,957</b>	<b>36,537</b>	<b>-69.3%</b>	<b>-58.0%</b>
<b>8000 · Building Overhead</b>					
6015 · Janitorial Expense	441	437	462	-	-
6020 · Heat	332	356	361	-	-
6025 · Electricity	750	691	776	-	-
6030 · Water/Sewer	77	60	65	-	-
6035 · Outside Maintenance	181	335	288	-	-
6040 · Building Repairs	443	77	110	-	-
6045 · Bldg Mtncn Contracts	829	503	581	-	-
6050 · Bldg Mtncn Supplies	40	37	40	-	-
6065 · Bldg Insurance/Fees	191	184	185	-	-
6070 · Bldg Depreciation	809	779	775	-	-
6075 · Furn/Fixtures Depreciation	212	212	283	-	-
7065 · Equip Depreciation	1,328	1,600	2,216	-	-
<b>Total 8000 · Building Overhead</b>	<b>5,633</b>	<b>5,271</b>	<b>6,142</b>	<b>9.0%</b>	<b>16.5%</b>
<b>Total Expense</b>	<b>187,045</b>	<b>169,635</b>	<b>120,653</b>	<b>-35.5%</b>	<b>-28.9%</b>
<b>Net Income</b>	<b>\$ 3,811,355</b>	<b>\$ 3,906,475</b>	<b>\$ 4,016,747</b>	<b>5.4%</b>	<b>2.8%</b>



# **Preliminary 2015/16 Budget Admissions**

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
<b>Income</b>					
4001 · Admissions - Student Exam Fees	\$ 179,200	\$ 168,525	\$ 160,100	-10.7%	-5.0%
4002 · Admissions - Attorney Exam Fees	58,200	69,225	65,800	13.1%	-4.9%
4003 · Admissions - Retake Fees	33,600	29,725	28,200	-16.1%	-5.1%
4004 · Admissions - Laptop Fees	64,700	62,750	59,600	-7.9%	-5.0%
4005 · Admissions - Application Forms	100	50	-	-100.0%	-100.0%
4006 · Transfer App Fees	30,700	26,100	24,800	-19.2%	-5.0%
4008 · Attorney - Motion	52,700	61,500	58,400	10.8%	-5.0%
4009 · House Counsel	6,800	8,500	8,100	19.1%	-4.7%
4095 · Miscellaneous Income	1,700	925	900	-47.1%	-2.7%
4096 · Late Fees	27,200	35,200	33,400	22.8%	-5.1%
<b>Total Income</b>	<b>454,900</b>	<b>462,500</b>	<b>439,300</b>	<b>-3.4%</b>	<b>-5.0%</b>
<b>Expense</b>					
5000 · Program Services Expense					
5001 · Meeting Facilities-external only	10,300	10,703	11,100	7.8%	3.7%
5002 · Meeting Facilities-internal only	6,200	5,725	6,000	-3.2%	4.8%
5013 · ExamSoft	25,700	19,735	20,500	-20.2%	3.9%
5014 · Questions	56,000	44,180	45,900	-18.0%	3.9%
5015 · Investigations	12,400	11,949	2,000	-83.9%	-83.3%
5016 · Credit Checks	2,000	1,323	1,400	-30.0%	5.8%
5017 · Medical Exam	300	1,300	1,400	366.7%	7.7%
5025 · Temp Labor/Proctors	6,900	5,050	5,300	-23.2%	5.0%
5046 · Court Reporting	200	253	300	50.0%	18.4%
5070 · Equipment Rental	800	1,181	1,200	50.0%	1.6%
5075 · Food & Beverage-external costs	8,000	2,707	2,800	-65.0%	3.4%
5076 · Food & Beverage-internal only	10,400	6,824	7,100	-31.7%	4.0%
5085 · Misc. Program Expense	400	-	-	-100.0%	-
5700 · Travel					
5702 · Lodging	1,500	1,763	1,800	20.0%	2.1%
5703 · Transportation	1,200	2,228	2,300	91.7%	3.2%
5704 · Mileage Reimbursement	700	123	100	-85.7%	-18.5%
5705 · Per Diems	1,100	1,380	1,400	27.3%	1.4%
<b>Total 5000 · Program Services Expense</b>	<b>144,100</b>	<b>116,424</b>	<b>110,600</b>	<b>-23.2%</b>	<b>-5.0%</b>
5500 · Salaries/Benefits					
5510 · Salaries/Wages	222,472	227,972	237,091	6.6%	4.0%
5605 · Payroll Taxes	15,573	17,098	17,782	14.2%	4.0%
5610 · Health Insurance	17,758	17,123	18,254	2.8%	6.6%
5630 · Dental Insurance	1,478	1,089	1,089	-26.3%	0.0%
5640 · Life & LTD Insurance	1,575	1,711	1,711	8.6%	0.0%
5650 · Retirement Plan Contributions	22,247	21,508	23,709	6.6%	10.2%

# **Preliminary 2015/16 Budget** **Admissions**

	<b>F/Y 2014/15 Budget</b>	<b>Projected 6/30/2015</b>	<b>Budget 2015/16</b>	<b>% Chg 14/15 vs 15/16 Bgt</b>	<b>% Chg 14/15 Proj vs 15/16 Bgt</b>
5655 · Retirement Plan Fees & Costs	2,554	2,240	2,614	2.3%	16.7%
5660 · Training/Development	100	20	100	0.0%	400.0%
<b>Total 5500 · Salaries/Benefits</b>	<b>283,757</b>	<b>288,761</b>	<b>302,349</b>	<b>6.6%</b>	<b>4.7%</b>
<b>7000 · General &amp; Admin</b>					
7025 · Office Supplies	1,700	2,256	2,300	35.3%	2.0%
7035 · Postage/Mailing	3,300	2,740	2,800	-15.2%	2.2%
7040 · Copy/Printing Expense	6,000	5,239	5,400	-10.0%	3.1%
7045 · Internet Service	-	-	646	-	-
7050 · Computer Maintenance	500	-	500	0.0%	-
7089 · Membership Database Fees	9,217	9,838	3,900	-57.7%	-60.4%
7100 · Telephone	1,832	1,944	2,737	49.4%	40.8%
7120 · Membership/Dues	1,000	215	200	-80.0%	-7.0%
7140 · Credit Card Merchant Fees	9,800	11,563	12,000	22.4%	3.8%
7150 · E&O/Off & Dir Insurance	3,800	3,979	4,100	7.9%	3.0%
7195 · Other Gen & Adm Expense	-	193	200	-	3.4%
<b>Total 7000 · General &amp; Admin</b>	<b>37,149</b>	<b>37,966</b>	<b>34,783</b>	<b>-6.4%</b>	<b>-8.4%</b>
<b>8000 · Building Overhead</b>					
6015 · Janitorial Expense	736	740	771		
6020 · Heat	554	604	602		
6025 · Electricity	1,252	1,169	1,296		
6030 · Water/Sewer	129	103	108		
6035 · Outside Maintenance	302	567	481		
6040 · Building Repairs	740	131	184		
6045 · Bldg Mtnce Contracts	1,383	851	971		
6050 · Bldg Mtnce Supplies	67	63	67		
6065 · Bldg Insurance/Fees	320	311	309		
6070 · Bldg Depreciation	1,351	1,317	1,294		
6075 · Furn/Fixtures Depreciation	354	360	472		
7065 · Equip Depreciation	2,217	2,709	3,699		
<b>Total 8000 · Building Overhead</b>	<b>9,405</b>	<b>8,924</b>	<b>10,254</b>	<b>9.0%</b>	<b>14.9%</b>
<b>Total Expense</b>	<b>474,411</b>	<b>452,075</b>	<b>457,986</b>	<b>-3.5%</b>	<b>1.3%</b>
<b>Net Income</b>	<b>\$ (19,511)</b>	<b>\$ 10,425</b>	<b>\$ (18,686)</b>	<b>-4.2%</b>	<b>-279.3%</b>

**Preliminary 2015/16 Budget**  
**New Lawyer Training Program (NLTP)**

	<b>F/Y 2014/15 Budget</b>	<b>Projected 6/30/2015</b>	<b>Budget 2015/16</b>	<b>% Chg 14/15 vs 15/16 Bgt</b>	<b>% Chg 14/15 Proj vs 15/16 Bgt</b>
<b>Income</b>					
4020 · NLTP Fees	\$ 85,600	\$ 95,050	\$ 90,300	5.5%	-5.0%
4200 · Seminar Profit/Loss	(300)	-	-	-100.0%	-
<b>Total Income</b>	<b>85,300</b>	<b>95,050</b>	<b>90,300</b>	<b>5.9%</b>	<b>-5.0%</b>
<b>Expense</b>					
5000 · Program Services Expense					
5001 · Meeting Facilities-external only	\$ 1,000	-	-	-100.0%	-
5002 · Meeting Facilities-internal only	-	2,171	2,300	-	6.0%
5075 · Food & Beverage-external costs	1,200	280	300	-75.0%	7.1%
5076 · Food & Beverage-internal only	800	2,645	2,800	250.0%	5.9%
5700 · Travel					
5702 · Lodging	-	83	100	-	21.0%
5703 · Transportation	800	-	-	-100.0%	-
5704 · Mileage Reimbursement	600	724	800	33.3%	10.5%
5705 · Per Diems	300	-	-	-100.0%	-
<b>Total 5000 · Program Services Expense</b>	<b>4,700</b>	<b>5,902</b>	<b>6,300</b>	<b>34.0%</b>	<b>6.7%</b>
5500 · Salaries/Benefits					
5510 · Salaries/Wages	48,240	40,993	42,633	-11.6%	4.0%
5605 · Payroll Taxes	3,377	3,075	3,197	-5.3%	4.0%
5610 · Health Insurance	5,919	5,081	6,085	2.8%	19.7%
5630 · Dental Insurance	493	283	363	-26.3%	28.5%
5640 · Life & LTD Insurance	503	433	433	-13.9%	0.0%
5650 · Retirement Plan Contributions	4,823	481	4,263	-11.6%	785.7%
5655 · Retirement Plan Fees & Costs	554	250	470	-15.2%	88.0%
5660 · Training/Development	100	40	100	0.0%	150.0%
<b>Total 5500 · Salaries/Benefits</b>	<b>64,009</b>	<b>50,637</b>	<b>57,545</b>	<b>-10.1%</b>	<b>13.6%</b>
7000 · General & Admin					
7025 · Office Supplies	600	127	100	-83.3%	-21.1%
7035 · Postage/Mailing	200	84	200	0.0%	138.1%
7040 · Copy/Printing Expense	4,100	2,233	2,300	-43.9%	3.0%
7045 · Internet Service	-	-	215	-	-
7100 · Telephone	611	707	911	49.1%	28.9%
7120 · Membership/Dues	700	387	400	-42.9%	3.4%
7140 · Credit Card Merchant Fees	-	585	600	-	2.5%
7195 · Other Gen & Admin Expense	400	-	-	-100.0%	-
<b>Total 7000 · General &amp; Admin</b>	<b>6,611</b>	<b>4,123</b>	<b>4,726</b>	<b>-28.5%</b>	<b>14.6%</b>

**Preliminary 2015/16 Budget**  
**New Lawyer Training Program (NLTP)**

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
8000 · Building Overhead					
6015 · Janitorial Expense	450	453	472		
6020 · Heat	339	369	368		
6025 · Electricity	766	715	793		
6030 · Water/Sewer	79	63	66		
6035 · Outside Maintenance	185	347	294		
6040 · Building Repairs	453	80	113		
6045 · Bldg Mtnce Contracts	846	520	594		
6050 · Bldg Mtnce Supplies	41	39	41		
6065 · Bldg Insurance/Fees	196	191	189		
6070 · Bldg Depreciation	826	807	792		
6075 · Furn/Fixtures Depreciation	217	220	289		
7065 · Equip Depreciation	1,356	1,657	2,263		
Total 8000 · Building Overhead	5,754	5,460	6,274	9.0%	14.9%
Total Expense	81,074	66,122	74,845	-7.7%	13.2%
<b>Net Income</b>	<b>\$ 4,226</b>	<b>\$ 28,928</b>	<b>\$ 15,455</b>	265.7%	-46.6%

**Preliminary 2015/16 Budget**  
**Bar Management**

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
<b>Income</b>					
4060 · E-Filing Revenue	\$ 9,000	\$ 17,930	\$ 17,900	98.9%	-0.2%
4095 · Miscellaneous Income	3,000	1,043	3,000	0.0%	187.7%
4103 · In - Kind Revenue - UDR	2,600	2,276	2,400	-7.7%	5.4%
4150 · Investment Income					
4151 · ILM Realized Gain/Loss	9,000	60,863	9,000	0.0%	-85.2%
4152 · ILM Interest Income	6,000	(9,489)	6,000	0.0%	-163.2%
4153 · ILM Unrealized Gain/Loss	2,000	(20,649)	2,000	0.0%	-109.7%
4155 · General Interest Income	100	77	100	0.0%	29.3%
<b>Total Income</b>	<b>31,700</b>	<b>52,050</b>	<b>40,400</b>	<b>27.4%</b>	<b>-22.4%</b>
<b>Expense</b>					
5000 · Program Services Expense					
5002 · Meeting Facilities-internal only	1,000	1,051	1,100	10.0%	4.7%
5035 · Awards	1,200	-	-	-100.0%	-
5063 · Special Event Expense	1,500	237	200	-86.7%	-15.6%
5075 · Food & Beverage-external costs	3,400	2,437	2,500	-26.5%	2.6%
5076 · Food & Beverage-internal only	4,200	3,617	3,800	-9.5%	5.0%
5700 · Travel					
5702 · Lodging	-	179	200	-	11.9%
5703 · Transportation	3,200	2,579	2,700	-15.6%	4.7%
5704 · Mileage Reimbursement	-	33	-	-	-100.0%
5705 · Per Diems	800	193	200	-75.0%	3.4%
5805 · ABA Annual Meeting	4,000	2,486	2,600	-35.0%	4.6%
5810 · ABA Mid Year Meeting	1,400	302	300	-78.6%	-0.7%
5830 · Western States Bar Conference	3,800	2,380	2,500	-34.2%	5.0%
<b>Total 5000 · Program Services Expense</b>	<b>24,500</b>	<b>15,494</b>	<b>16,100</b>	<b>-34.3%</b>	<b>3.9%</b>
5500 · Salaries/Benefits					
5510 · Salaries/Wages	413,588	394,223	409,992	-0.9%	4.0%
5605 · Payroll Taxes	28,951	29,567	30,749	6.2%	4.0%
5610 · Health Insurance	26,638	28,333	27,380	2.8%	-3.4%
5630 · Dental Insurance	2,217	1,761	1,634	-26.3%	-7.2%
5640 · Life & LTD Insurance	3,684	3,607	3,607	-2.1%	0.0%
5645 · Workman's Comp Insurance	6,458	7,948	8,345	29.2%	5.0%
5650 · Retirement Plan Contributions	41,359	44,008	40,999	-0.9%	-6.8%
5655 · Retirement Plan Fees & Costs	4,748	7,141	4,520	-4.8%	-36.7%
5660 · Training/Development	2,000	-	2,000	0.0%	-
<b>Total 5500 · Salaries/Benefits</b>	<b>529,643</b>	<b>516,588</b>	<b>529,227</b>	<b>-0.1%</b>	<b>2.4%</b>

**Preliminary 2015/16 Budget**  
**Bar Management**

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
7000 · General & Admin					
7025 · Office Supplies	6,500	3,857	4,000	-38.5%	3.7%
7035 · Postage/Mailing	1,200	1,189	1,200	0.0%	0.9%
7040 · Copy/Printing Expense	9,800	8,241	8,600	-12.2%	4.4%
7045 · Internet Service	-	-	431	-	-
7055 · Computer Supplies	500	4,628	4,800	860.0%	3.7%
7100 · Telephone	1,221	5,723	1,826	49.5%	-68.1%
7110 · Publications/Subscriptions	200	-	-	-100.0%	-
7120 · Membership/Dues	2,600	4,871	5,100	96.2%	4.7%
7135 · Bank Service Charges	400	1,767	1,800	350.0%	1.9%
7136 · ILM Service Charges	14,100	13,201	13,700	-2.8%	3.8%
7140 · Credit Card Merchant Fees	(5,800)	10,184	10,600	-282.8%	4.1%
7150 · E&O/Off & Dir Insurance	3,800	3,979	4,100	7.9%	3.0%
7160 · Audit Expense	30,000	32,253	30,000	0.0%	-7.0%
7175 · O/S Consultants	25,000	22,302	25,000	0.0%	12.1%
7179 · Payroll Adm Fees	3,300	2,904	3,000	-9.1%	3.3%
7180 · Administrative Fee Expense	1,200	1,320	1,400	16.7%	6.1%
7195 · Other Gen & Adm Expense	8,600	7,667	8,000	-7.0%	4.3%
Total 7000 · General & Admin	102,621	124,086	123,557	20.4%	-0.4%
7090 · In Kind expenses					
7103 · UDR - In Kind Contributions	2,600	2,276	2,400	-7.7%	5.4%
Total 7090 · In Kind expenses	2,600	2,276	2,400	-7.7%	5.4%
8000 · Building Overhead					
6015 · Janitorial Expense	2,015	2,027	1,878		
6020 · Heat	1,516	1,653	1,465		
6025 · Electricity	3,430	3,201	3,154		
6030 · Water/Sewer	354	281	264		
6035 · Outside Maintenance	826	1,553	1,172		
6040 · Building Repairs	2,026	357	448		
6045 · Bldg Mtnce Contracts	3,788	2,329	2,363		
6050 · Bldg Mtnce Supplies	184	171	163		
6065 · Bldg Insurance/Fees	875	851	753		
6070 · Bldg Depreciation	3,699	3,608	3,151		
6075 · Furn/Fixtures Depreciation	970	985	1,149		
7065 · Equip Depreciation	6,070	7,419	9,006		
Total 8000 · Building Overhead	25,753	24,436	24,966	-3.1%	2.2%
Total Expense	685,117	682,880	696,250	1.6%	2.0%
Net Income	\$ (653,417)	\$ (630,830)	\$ (655,850)	0.4%	4.0%

**Preliminary 2015/16 Budget**  
**Property Management**

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
<b>Income</b>					
4039 · Room Rental - All Parties	\$ 130,500	\$ 133,021	135,700	4.0%	2.0%
4042 · Food & Beverage Rev-3rd Parties	154,000	146,878	149,800	-2.7%	2.0%
4043 · Setup & AV charges-All parties	7,300	5,509	5,600	-23.3%	1.6%
4090 · Tenant Rent	20,952	19,264	20,952	0.0%	8.8%
4095 · Miscellaneous Income	200	93	100	-50.0%	7.1%
<b>Total Income</b>	<b>312,952</b>	<b>304,766</b>	<b>312,152</b>	<b>-0.3%</b>	<b>2.4%</b>
<b>Expense</b>					
5000 · Program Services Expense					
5070 · Equipment Rental	4,200	4,380	4,600	9.5%	5.0%
5075 · Food & Beverage	134,900	147,174	153,100	13.5%	4.0%
5079 · Soft Drinks	3,900	6,917	7,200	84.6%	4.1%
5700 · Travel					
5704 · Mileage Reimbursement	100	-	100	0.0%	-
<b>Total 5000 · Program Services Expense</b>	<b>143,100</b>	<b>158,471</b>	<b>165,000</b>	<b>15.3%</b>	<b>4.1%</b>
5500 · Salaries/Benefits					
5510 · Salaries/Wages	93,104	95,924	99,761	7.2%	4.0%
5605 · Payroll Taxes	6,517	7,194	7,482	14.8%	4.0%
5610 · Health Insurance	11,838	10,163	12,169	2.8%	19.7%
5630 · Dental Insurance	985	645	726	-26.3%	12.5%
5640 · Life & LTD Insurance	792	708	708	-10.6%	0.0%
5650 · Retirement Plan Contributions	9,310	8,513	9,976	7.2%	17.2%
5655 · Retirement Plan Fees & Costs	1,069	764	1,100	2.9%	44.0%
<b>Total 5500 · Salaries/Benefits</b>	<b>123,615</b>	<b>123,912</b>	<b>131,922</b>	<b>6.7%</b>	<b>6.5%</b>
7000 · General & Admin					
7025 · Office Supplies	3,800	4,103	4,300	13.2%	4.8%
7033 · Operating Meeting Supplies	19,600	20,964	21,800	11.2%	4.0%
7035 · Postage/Mailing	10,700	7,613	7,900	-26.2%	3.8%
4094 · Copy/Ptg/Mailing Revenue	(22,200)	(21,547)	(22,000)	-0.9%	2.1%
7040 · Copy/Printing Expense	(1,200)	1,428	1,500	-225.0%	5.0%
7045 · Internet Service	-	-	1,077	-	-
7055 · Computer Supplies	500	231	200	-60.0%	-13.3%
7100 · Telephone	3,055	3,716	4,562	49.3%	22.8%
7140 · Credit Card Merchant Fees	100	28	-	-100.0%	-100.0%
7175 · O/S Consultant	1,000	580	1,000	0.0%	72.4%
7190 · Lease Interest Expense	2,496	-	1,410	-43.5%	-
7191 · Lease Sales Tax Expense	235	283	282	20.0%	-0.2%

**Preliminary 2015/16 Budget**  
**Property Management**

	<b><u>F/Y</u></b> <b><u>2014/15</u></b> <b><u>Budget</u></b>	<b><u>Projected</u></b> <b><u>6/30/2015</u></b>	<b><u>Budget</u></b> <b><u>2015/16</u></b>	<b><u>% Chg</u></b> <b><u>14/15 vs</u></b> <b><u>15/16 Bgt</u></b>	<b><u>% Chg</u></b> <b><u>14/15 Proj</u></b> <b><u>vs 15/16 Bgt</u></b>
Total 7000 · General & Admin	18,086	17,399	22,031	21.8%	26.6%
7090 · In Kind expenses					
5084 · In Kind Exp-Facilities & other	-	-	-	-	-
7103 · UDR - In Kind Contributions	36,600	35,719	37,100	1.4%	3.9%
Total 7090 · In Kind expenses	36,600	35,719	37,100	1.4%	3.9%
8000 · Building Overhead					
6015 · Janitorial Expense	15,925	16,019	16,458		
6020 · Heat	11,984	13,064	12,845		
6025 · Electricity	27,110	25,304	27,652		
6030 · Water/Sewer	2,798	2,221	2,310		
6035 · Outside Maintenance	6,527	12,279	10,271		
6040 · Building Repairs	16,015	2,827	3,927		
6045 · Bldg Mtnce Contracts	29,945	18,411	20,712		
6050 · Bldg Mtnce Supplies	1,458	1,347	1,431		
6055 · Real Property Taxes	12,145	11,116	7,470		
6060 · Personal Property Taxes	288	288	270		
6065 · Bldg Insurance/Fees	6,917	6,723	6,603		
6070 · Bldg Depreciation	29,238	28,520	27,621		
6075 · Furn/Fixtures Depreciation	7,664	7,784	10,071		
7065 · Equip Depreciation	47,977	58,641	78,948		
Total 8000 · Building Overhead	215,991	204,543	226,589	4.9%	10.8%
Total Expense	537,392	540,044	582,642	8.4%	7.9%
Net Income	<b>\$ (224,440)</b>	<b>\$ (235,278)</b>	<b>\$ (270,490)</b>	20.5%	15.0%



**Preliminary 2015/16 Budget**  
**Office of Professional Conduct**

	<b>F/Y</b>			<b>% Chg</b>	<b>% Chg</b>
	<b>2014/15</b>	<b>Projected</b>	<b>Budget</b>	<b>14/15 vs</b>	<b>14/15 Proj</b>
	<b>Budget</b>	<b>6/30/2015</b>	<b>2015/16</b>	<b>15/16 Bgt</b>	<b>vs 15/16 Bgt</b>
<b>Income</b>					
4095 · Miscellaneous Income	\$ 1,800	\$ 1,803	1,900	5.6%	5.4%
4200 · Seminar Profit/Loss	9,800	9,820	9,800	0.0%	-0.2%
<b>Total Income</b>	<b>11,600</b>	<b>11,622</b>	<b>11,700</b>	<b>0.9%</b>	<b>0.7%</b>
<b>Expense</b>					
5000 · Program Services Expense					
5002 · Meeting Facilities-internal only	3,900	2,398	2,500	-35.9%	4.3%
5040 · Witness & Hearing Expense	2,600	1,549	1,600	-38.5%	3.3%
5041 · Process Serving	700	620	600	-14.3%	-3.2%
5070 · Equipment Rental	500	213	200	-60.0%	-6.3%
5075 · Food & Beverage-external costs	200	324	300	50.0%	-7.4%
5076 · Food & Beverage-internal only	2,800	4,725	4,900	75.0%	3.7%
5700 · Travel					
5702 · Lodging	5,100	7,408	7,700	51.0%	3.9%
5703 · Transportation	500	5,272	5,500	1000.0%	4.3%
5704 · Mileage Reimbursement	300	3,137	3,300	1000.0%	5.2%
5705 · Per Diems	3,100	3,211	3,300	6.5%	2.8%
5805 · ABA Annual Meeting	1,000	3,884	1,000	0.0%	-74.3%
<b>Total 5000 · Program Services Expense</b>	<b>20,700</b>	<b>32,742</b>	<b>30,900</b>	<b>49.3%</b>	<b>-5.6%</b>
5500 · Salaries/Benefits					
5510 · Salaries/Wages	791,887	779,593	810,777	2.4%	4.0%
5605 · Payroll Taxes	55,432	58,470	60,808	9.7%	4.0%
5610 · Health Insurance	59,195	65,593	60,845	2.8%	-7.2%
5630 · Dental Insurance	4,926	4,327	3,631	-26.3%	-16.1%
5640 · Life & LTD Insurance	6,235	6,643	6,643	6.5%	0.0%
5650 · Retirement Plan Contributions	79,189	69,367	81,078	2.4%	16.9%
5655 · Retirement Plan Fees & Costs	9,090	7,477	8,938	-1.7%	19.5%
5660 · Training/Development	100	5,085	100	0.0%	-98.0%
<b>Total 5500 · Salaries/Benefits</b>	<b>1,006,054</b>	<b>996,555</b>	<b>1,032,820</b>	<b>2.7%</b>	<b>3.6%</b>
7000 · General & Admin					
7025 · Office Supplies	5,700	11,187	11,600	103.5%	3.7%
7035 · Postage/Mailing	6,300	5,579	5,800	-7.9%	4.0%
7040 · Copy/Printing Expense	22,500	18,383	19,100	-15.1%	3.9%
7045 · Internet Service	-	-	2,585	-	-
7055 · Computer Supplies	1,700	5,155	5,400	217.6%	4.8%
7089 · Membership Database Fees	18,433	20,761	10,590	-42.5%	-49.0%
7100 · Telephone	7,331	7,861	10,950	49.4%	39.3%
7106 · Public Notification	400	921	1,000	150.0%	8.5%
7110 · Publications/Subscriptions	8,200	9,097	9,500	15.9%	4.4%
7120 · Membership/Dues	5,500	4,593	4,800	-12.7%	4.5%

**Preliminary 2015/16 Budget**  
**Office of Professional Conduct**

	<b>F/Y 2014/15 Budget</b>	<b>Projected 6/30/2015</b>	<b>Budget 2015/16</b>	<b>% Chg 14/15 vs 15/16 Bgt</b>	<b>% Chg 14/15 Proj vs 15/16 Bgt</b>
7150 · E&O/Off & Dir Insurance	13,200	13,927	14,500	9.8%	4.1%
7178 · Offsite Storage/Backup	5,100	2,911	3,000	-41.2%	3.1%
7195 · Other Gen & Adm Expense	500	209	500	0.0%	138.9%
<b>Total 7000 · General &amp; Admin</b>	<b>94,864</b>	<b>100,584</b>	<b>99,325</b>	<b>4.7%</b>	<b>-1.3%</b>
<b>8000 · Building Overhead</b>					
6015 · Janitorial Expense	6,466	6,504	6,778		
6020 · Heat	4,866	5,304	5,290		
6025 · Electricity	11,008	10,275	11,388		
6030 · Water/Sewer	1,136	903	951		
6035 · Outside Maintenance	2,650	4,985	4,230		
6040 · Building Repairs	6,503	1,729	1,617		
6045 · Bldg Mtnce Contracts	12,159	7,476	8,530		
6050 · Bldg Mtnce Supplies	592	547	589		
6065 · Bldg Insurance/Fees	2,809	2,729	2,719		
6070 · Bldg Depreciation	11,872	11,580	11,375		
6075 · Furn/Fixtures Depreciation	3,112	3,160	4,147		
7065 · Equip Depreciation	19,481	23,811	32,513		
<b>Total 8000 · Building Overhead</b>	<b>82,654</b>	<b>79,003</b>	<b>90,127</b>	<b>9.0%</b>	<b>14.1%</b>
<b>Total Expense</b>	<b>1,204,272</b>	<b>1,208,884</b>	<b>1,253,172</b>	<b>4.1%</b>	<b>3.7%</b>
<b>Net Income</b>	<b>\$ (1,192,672)</b>	<b>\$ (1,197,262)</b>	<b>\$ (1,241,472)</b>	<b>4.1%</b>	<b>3.7%</b>

**Preliminary 2015/16 Budget**  
**General Counsel**

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
Expense					
5000 · Program Services Expense					
5075 · Food & Beverage-external costs	-	148	200	-	35.1%
5700 · Travel					
5702 · Lodging	500	1,587	1,700	240.0%	7.1%
5703 · Transportation	1,000	1,724	1,800	80.0%	4.4%
5704 · Mileage Reimbursement	500	-	500	0.0%	-
5705 · Per Diems	100	45	100	0.0%	120.6%
Total 5000 · Program Services Expense	2,100	3,504	4,300	104.8%	22.7%
5500 · Salaries/Benefits					
5510 · Salaries/Wages	136,337	127,520	132,621	-2.7%	4.0%
5605 · Payroll Taxes	9,544	9,564	9,947	4.2%	4.0%
5610 · Health Insurance	11,839	7,935	9,127	-22.9%	15.0%
5630 · Dental Insurance	985	181	545	-44.7%	200.4%
5640 · Life & LTD Insurance	1,092	921	921	-15.6%	0.0%
5650 · Retirement Plan Contributions	13,633	14,656	13,262	-2.7%	-9.5%
5655 · Retirement Plan Fees & Costs	1,565	348	1,462	-6.6%	320.1%
5660 · Training/Development	100	1,120	100	0.0%	-91.1%
Total 5500 · Salaries/Benefits	175,095	162,245	167,984	-4.1%	3.5%
7000 · General & Admin					
7025 · Office Supplies	100	117	100	0.0%	-14.8%
7035 · Postage/Mailing	-	108	100	-	-7.4%
7040 · Copy/Printing Expense	200	345	400	100.0%	15.8%
7045 · Internet Service	-	-	431	-	-
7055 · Computer Supplies	500	-	-	-100.0%	-
7100 · Telephone	1,221	1,297	1,826	49.5%	40.8%
7110 · Publications/Subscriptions	600	655	700	16.7%	6.9%
7120 · Membership/Dues	-	680	700	-	2.9%
7150 · E&O/Off & Dir Insurance	3,800	3,979	4,100	7.9%	3.0%
7176 · Bar Litigation	25,000	15,541	25,000	0.0%	60.9%
7177 · UPL	35,000	1,751	35,000	0.0%	1899.2%
Total 7000 · General & Admin	66,421	24,473	68,357	2.9%	179.3%
8000 · Building Overhead					
6015 · Janitorial Expense	1,245	1,252	1,305		
6020 · Heat	937	1,021	1,018		
6025 · Electricity	2,119	1,977	2,192		
6030 · Water/Sewer	219	173	183		
6035 · Outside Maintenance	510	960	814		
6040 · Building Repairs	1,252	221	311		
6045 · Bldg Mtnc Contracts	2,341	1,439	1,642		
6050 · Bldg Mtnc Supplies	114	105	113		
6065 · Bldg Insurance/Fees	541	525	524		
6070 · Bldg Depreciation	2,286	2,229	2,190		
6075 · Furn/Fixtures Depreciation	599	608	798		
7065 · Equip Depreciation	3,750	4,584	6,259		
Total 8000 · Building Overhead	15,913	15,096	17,349	9.0%	14.9%
Total Expense	259,529	205,318	257,990	-0.6%	25.7%
Net Income	<u>\$ (259,529)</u>	<u>\$ (205,318)</u>	<u>\$ (257,990)</u>	-0.6%	25.7%

**Preliminary 2015/16 Budget**  
**Computer/MIS**

	<b>F/Y</b>			<b>% Chg</b>	<b>% Chg</b>
	<b>2014/15</b>	<b>Projected</b>	<b>Budget</b>	<b>14/15 vs</b>	<b>14/15 Proj</b>
	<b>Budget</b>	<b>6/30/2015</b>	<b>2015/16</b>	<b>15/16 Bgt</b>	<b>vs 15/16 Bgt</b>
Income					
4031 · Enhanced Web Revenue	\$ 500	\$ -	\$ 500	0.0%	-
Total Income	500	-	500	0.0%	-
Expense					
5000 · Program Services Expense					
5700 · Travel					
5702 · Lodging	(600)	-	-	-100.0%	-
5703 · Transportation	3,000	1,616	1,700	-43.3%	5.2%
5705 · Per Diems		332	300	-	-9.6%
Total 5000 · Program Services Expense	2,400	1,948	2,000	-16.7%	2.7%
5500 · Salaries/Benefits					
5510 · Salaries/Wages	114,040	112,256	116,746	2.4%	4.0%
5605 · Payroll Taxes	7,983	8,419	8,756	9.7%	4.0%
5610 · Health Insurance	11,840	8,561	9,127	-22.9%	6.6%
5630 · Dental Insurance	985	545	545	-44.7%	-0.1%
5640 · Life & LTD Insurance	1,077	997	997	-7.4%	0.0%
5650 · Retirement Plan Contributions	11,404	10,756	11,675	2.4%	8.5%
5655 · Retirement Plan Fees & Costs	1,309	1,339	1,287	-1.7%	-3.9%
Total 5500 · Salaries/Benefits	148,638	142,874	149,133	0.3%	4.4%
7000 · General & Admin					
7025 · Office Supplies	2,250	-	50	-97.8%	-
7045 · Internet Service	4,000	17,871	431	-89.2%	-97.6%
7050 · Computer Maintenance	1,900	11,903	12,400	552.6%	4.2%
7055 · Computer Supplies	8,100	7,091	7,400	-8.6%	4.4%
7100 · Telephone	1,221	2,424	2,726	123.3%	12.5%
7110 · Publications/Subscriptions	300	1,024	1,100	266.7%	7.4%
7120 · Membership/Dues	50	-	50	0.0%	-
7175 · O/S Consultants		1,452	23,500	-	1518.5%
Total 7000 · General & Admin	17,821	41,764	47,657	167.4%	14.1%
8000 · Building Overhead					
6015 · Janitorial Expense	593	596	622		
6020 · Heat	446	487	485		
6025 · Electricity	1,009	943	1,044		
6030 · Water/Sewer	104	83	87		
6035 · Outside Maintenance	243	457	388		
6040 · Building Repairs	596	105	148		
6045 · Bldg Mtnce Contracts	1,115	685	782		
6050 · Bldg Mtnce Supplies	54	51	54		
6065 · Bldg Insurance/Fees	258	251	249		
6070 · Bldg Depreciation	1,089	1,061	1,043		
6075 · Furn/Fixtures Depreciation	285	289	380		
7065 · Equip Depreciation	1,786	2,184	2,981		
Total 8000 · Building Overhead	7,578	7,192	8,263	9.0%	14.9%
Total Expense	176,437	193,778	207,053	17.4%	6.9%
Net Income	<b>\$ (175,937)</b>	<b>\$ (193,778)</b>	<b>\$ (206,553)</b>	17.4%	6.6%

# **Preliminary 2015/16 Budget** **Continuing Legal Education**

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
<b>Income</b>					
4052 · Meeting - Sponsor Revenue	\$ 5,100	\$ 5,000	\$ 5,100	0.0%	2.0%
4081 · CLE - Registrations	306,400	387,672	395,400	29.0%	2.0%
4082 · CLE - Video Library Sales	86,300	129,163	131,700	52.6%	2.0%
4083 · CLE - Material Sales	200	-	-	-100.0%	-
4200 · Seminar Profit/Loss	7,200	10,733	10,900	51.4%	1.6%
<b>Total Income</b>	<b>405,200</b>	<b>532,568</b>	<b>543,100</b>	<b>34.0%</b>	<b>2.0%</b>
<b>Expense</b>					
5000 · Program Services Expense					
5001 · Meeting Facilities-external only	4,700	13,830	14,400	206.4%	4.1%
5002 · Meeting Facilities-internal only	5,700	9,405	9,800	71.9%	4.2%
5030 · Speaker Fees & Expenses	23,200	41,473	43,100	85.8%	3.9%
5035 · Awards	600	-	-	-100.0%	-
5063 · Special Event Expense	6,300	5,984	6,200	-1.6%	3.6%
5064 · MCLE Fees Paid	30,000	31,101	35,300	17.7%	13.5%
5070 · Equipment Rental	2,200	2,729	2,800	27.3%	2.6%
5075 · Food & Beverage-external costs	31,100	29,740	30,900	-0.6%	3.9%
5076 · Food & Beverage-internal only	18,400	22,663	23,600	28.3%	4.1%
5085 · Misc. Program Expense		5,235	5,400	-	3.2%
5700 · Travel					
5702 · Lodging	-	2,811	2,900	-	3.2%
5703 · Transportation	3,200	4,357	4,500	40.6%	3.3%
5704 · Mileage Reimbursement	-	28	-	-	-100.0%
5705 · Per Diems	-	853	900	-	5.5%
7199 · Overhead Allocation - Seminars	5,700	41,484	43,100	656.1%	3.9%
7200 · Event Revenue Sharing - 3rd Pty	43,800	86,524	90,000	105.5%	4.0%
<b>Total 5000 · Program Services Expense</b>	<b>174,900</b>	<b>298,217</b>	<b>312,900</b>	<b>78.9%</b>	<b>4.9%</b>
5500 · Salaries/Benefits					
5510 · Salaries/Wages	77,344	79,805	82,998	7.3%	4.0%
5605 · Payroll Taxes	5,414	5,985	6,225	15.0%	4.0%
5610 · Health Insurance	5,919	6,995	12,169	105.6%	74.0%
5630 · Dental Insurance	493	444	726	47.3%	63.6%
5640 · Life & LTD Insurance	667	801	801	20.1%	0.0%
5650 · Retirement Plan Contributions	7,734	6,909	8,300	7.3%	20.1%
5655 · Retirement Plan Fees & Costs	888	1,004	915	3.0%	-8.9%
5660 · Training/Development		2,161	-	-	-100.0%
<b>Total 5500 · Salaries/Benefits</b>	<b>98,459</b>	<b>104,105</b>	<b>112,134</b>	<b>13.9%</b>	<b>7.7%</b>

**Preliminary 2015/16 Budget**  
**Continuing Legal Education**

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
7000 · General & Admin					
7025 · Office Supplies	3,100	419	400	-87.1%	-4.5%
7035 · Postage/Mailing	14,400	5,211	5,400	-62.5%	3.6%
7040 · Copy/Printing Expense	14,800	32,720	34,000	129.7%	3.9%
7045 · Internet Service	-	-	431	-	-
7050 · Computer Maintenance	100	419	400	300.0%	-4.5%
7055 · Computer Supplies	600	325	300	-50.0%	-7.8%
7089 · Membership Database Fees	18,433	18,433	4,680	-74.6%	-74.6%
7100 · Telephone	1,221	6,973	2,726	123.3%	-60.9%
7105 · Advertising	10,100	-	-	-100.0%	-
7120 · Membership/Dues		327	300	-	-8.2%
7140 · Credit Card Merchant Fees	12,200	13,410	13,900	13.9%	3.7%
7195 · Other Gen & Adm Expense	3,000	300	300	-90.0%	0.0%
Total 7000 · General & Admin	77,954	78,536	62,837	-19.4%	-20.0%
8000 · Building Overhead					
6015 · Janitorial Expense	900	905	944		
6020 · Heat	677	739	736		
6025 · Electricity	1,533	1,431	1,585		
6030 · Water/Sewer	158	125	132		
6035 · Outside Maintenance	369	695	589		
6040 · Building Repairs	905	160	225		
6045 · Bldg Mtnce Contracts	1,693	1,041	1,188		
6050 · Bldg Mtnce Supplies	82	76	82		
6055 · Real Property Taxes	9,109	8,336	5,603		
6060 · Personal Property Taxes	216	216	203		
6065 · Bldg Insurance/Fees	391	380	379		
6070 · Bldg Depreciation	1,653	1,612	1,584		
6075 · Furn/Fixtures Depreciation	433	440	577		
7065 · Equip Depreciation	2,712	3,315	4,526		
Total 8000 · Building Overhead	20,831	19,471	18,353	-11.9%	-5.7%
Total Expense	372,144	500,329	506,224	36.0%	1.2%
Net Income	\$ 33,056	\$ 32,239	\$ 36,876	11.6%	14.4%

## Preliminary 2015/16 Budget Summer Convention

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
Income					
4051 · Meeting - Registration	\$ 119,400	\$ 66,293	\$ 107,600	-9.9%	62.3%
4052 · Meeting - Sponsor Revenue	21,200	22,350	22,800	7.5%	2.0%
4053 · Meeting - Vendor Revenue	7,700	11,750	12,000	55.8%	2.1%
4055 · Meeting - Sp Ev Registration		8,138	8,300	-	2.0%
4095 · Miscellaneous Income	2,300	6,617	6,700	191.3%	1.3%
<b>Total Income</b>	<b>150,600</b>	<b>115,148</b>	<b>157,400</b>	<b>4.5%</b>	<b>36.7%</b>
5000 · Program Services Expense					
5001 · Meeting Facilities-external only	15,000	8,660	29,000	93.3%	234.9%
5002 · Meeting Facilities-internal only	600	760	800	33.3%	5.3%
5030 · Speaker Fees & Expenses	6,100	11,915	12,400	103.3%	4.1%
5035 · Awards		-	-	-	-
5063 · Special Event Expense	10,100	6,474	6,700	-33.7%	3.5%
5064 · MCLE Fees Paid	3,800	2,351	2,400	-36.8%	2.1%
5070 · Equipment Rental	6,700	18,688	19,400	189.6%	-
5075 · Food & Beverage-external costs	70,500	118,897	123,700	75.5%	4.0%
5076 · Food & Beverage-internal only	1,500	1,279	1,300	-13.3%	1.6%
5085 · Misc. Program Expense		-	-	-	-
5700 · Travel					
5702 · Lodging	2,300	5,701	5,900	156.5%	3.5%
5703 · Transportation	2,700	1,585	1,600	-40.7%	0.9%
5704 · Mileage Reimbursement	1,800	3,547	3,700	105.6%	4.3%
5705 · Per Diems	2,200	1,512	1,600	-27.3%	5.8%
<b>Total 5000 · Program Services Expense</b>	<b>123,300</b>	<b>181,369</b>	<b>208,500</b>	<b>69.1%</b>	<b>15.0%</b>
5500 · Salaries/Benefits					
5510 · Salaries/Wages	28,635	32,344	33,638	17.5%	4.0%
5605 · Payroll Taxes	2,004	2,426	2,523	25.9%	4.0%
5650 · Retirement Plan Contributions	2,864	3,203	3,364	17.5%	5.0%
5655 · Retirement Plan Fees & Costs	329	-	371	12.8%	-
<b>Total 5500 · Salaries/Benefits</b>	<b>33,832</b>	<b>37,972</b>	<b>39,895</b>	<b>17.9%</b>	<b>5.1%</b>
7000 · General & Admin					
7025 · Office Supplies	100	104	100	0.0%	-3.8%
7035 · Postage/Mailing	3,600	3,558	3,700	2.8%	4.0%
7040 · Copy/Printing Expense	16,000	10,406	5,800	-63.8%	-44.3%
7045 · Internet Service	-	-	87	-	-
7100 · Telephone	244	287	367	50.4%	28.0%
7140 · Credit Card Merchant Fees	2,900	1,719	1,800	-37.9%	4.7%
7195 · Other Gen & Adm Expense	4,700	-	4,000	-14.9%	-

**Preliminary 2015/16 Budget  
Summer Convention**

	<b>F/Y 2014/15 Budget</b>	<b>Projected 6/30/2015</b>	<b>Budget 2015/16</b>	<b>% Chg 14/15 vs 15/16 Bgt</b>	<b>% Chg 14/15 Proj vs 15/16 Bgt</b>
Total 7000 · General & Admin	27,544	16,074	15,854	-42.4%	-1.4%
8000 · Building Overhead					
6015 · Janitorial Expense	180	181	189		
6020 · Heat	136	148	147		
6025 · Electricity	307	287	317		
6030 · Water/Sewer	32	25	26		
6035 · Outside Maintenance	74	139	118		
6040 · Building Repairs	181	32	45		
6045 · Bldg Mtnce Contracts	339	208	238		
6050 · Bldg Mtnce Supplies	16	15	16		
6065 · Bldg Insurance/Fees	78	76	76		
6070 · Bldg Depreciation	331	323	317		
6075 · Furn/Fixtures Depreciation	87	88	115		
7065 · Equip Depreciation	542	663	905		
Total 8000 · Building Overhead	2,303	2,184	2,509	8.9%	14.9%
Total Expense	186,979	237,599	266,758	42.7%	12.3%
Net Income	<b>\$ (36,379)</b>	<b>\$ (122,451)</b>	<b>\$ (109,358)</b>	200.6%	-10.7%



**Preliminary 2015/16 Budget  
Fall Forum**

	<b>F/Y 2014/15 Budget</b>	<b>Projected 6/30/2015</b>	<b>Budget 2015/16</b>	<b>% Chg 14/15 vs 15/16 Bgt</b>	<b>% Chg 14/15 Proj vs 15/16 Bgt</b>
<b>Income</b>					
4051 · Meeting - Registration	\$ 74,600	\$ 85,370	\$ 118,750	59.2%	39.1%
4052 · Meeting - Sponsor Revenue	-	-	40,000	-	-
4053 · Meeting - Vendor Revenue	12,900	13,175	18,000	39.5%	36.6%
4055 · Meeting - Sp Ev Registration	600	(161)	-	-100.0%	-100.0%
4095 · Miscellaneous Income	100	1,107	-	-100.0%	-100.0%
<b>Total Income</b>	<b>88,200</b>	<b>99,491</b>	<b>176,750</b>	<b>100.4%</b>	<b>77.7%</b>
<b>Expense</b>					
<b>5000 · Program Services Expense</b>					
5001 · Meeting Facilities-external only	54,300	8,684	3,206	-94.1%	-63.1%
5002 · Meeting Facilities-internal only	400	175	200	-50.0%	14.3%
5030 · Speaker Fees & Expenses	15,100	2,294	31,000	105.3%	1251.4%
5035 · Awards	400	-	400	0.0%	-
5063 · Special Event Expense	-	1,454	-	-	-100.0%
5064 · MCLE Fees Paid	3,200	3,758	6,000	87.5%	59.7%
5070 · Equipment Rental	500	6,996	12,600	2420.0%	-
5075 · Food & Beverage-external costs	700	36,328	81,866	11595.1%	125.4%
5076 · Food & Beverage-internal only	500	287	-	-100.0%	-100.0%
5700 · Travel	-	-	-	-	-
5703 · Transportation	-	833	900	-	8.0%
<b>Total 5000 · Program Services Expense</b>	<b>75,100</b>	<b>60,809</b>	<b>136,172</b>	<b>81.3%</b>	<b>123.9%</b>
<b>5500 · Salaries/Benefits</b>					
5510 · Salaries/Wages	10,135	13,814	17,960	77.2%	30.0%
5605 · Payroll Taxes	709	1,036	1,347	90.0%	30.0%
5650 · Retirement Plan Contributions	1,014	1,269	1,796	77.1%	41.5%
5655 · Retirement Plan Fees & Costs	116	-	198	70.7%	-
<b>Total 5500 · Salaries/Benefits</b>	<b>11,974</b>	<b>16,119</b>	<b>21,300</b>	<b>77.9%</b>	<b>32.1%</b>
<b>7000 · General &amp; Admin</b>					
7025 · Office Supplies	303	240	403	33.0%	67.9%
7035 · Postage/Mailing	-	96	100	-	4.2%
7040 · Copy/Printing Expense	5,300	4,066	5,500	3.8%	35.3%
7045 · Internet Service	-	-	65	-	-
7100 · Telephone	183	195	274	49.7%	40.8%
7140 · Credit Card Merchant Fees	2,800	1,688	2,300	-17.9%	36.3%
7195 · Other Gen & Adm Expense	-	-	7,000	-	-
<b>Total 7000 · General &amp; Admin</b>	<b>8,586</b>	<b>6,285</b>	<b>15,642</b>	<b>82.2%</b>	<b>148.9%</b>
<b>8000 · Building Overhead</b>					
6015 · Janitorial Expense	180	181	680	-	-
6020 · Heat	136	148	147	-	-
6025 · Electricity	307	287	317	-	-
6030 · Water/Sewer	32	25	26	-	-
6035 · Outside Maintenance	74	139	118	-	-
6040 · Building Repairs	181	32	45	-	-
6045 · Bldg Mtncn Contracts	339	208	238	-	-
6050 · Bldg Mtncn Supplies	16	15	16	-	-
6065 · Bldg Insurance/Fees	78	76	76	-	-
6070 · Bldg Depreciation	331	323	317	-	-
6075 · Furn/Fixtures Depreciation	87	88	115	-	-
7065 · Equip Depreciation	542	663	905	-	-
<b>Total 8000 · Building Overhead</b>	<b>2,303</b>	<b>2,184</b>	<b>3,000</b>	<b>30.3%</b>	<b>37.4%</b>
<b>Total Expense</b>	<b>97,963</b>	<b>85,397</b>	<b>176,114</b>	<b>79.8%</b>	<b>106.2%</b>
<b>Net Income</b>	<b>\$ (9,763)</b>	<b>\$ 14,094</b>	<b>\$ 636</b>	<b>-106.5%</b>	<b>-95.5%</b>

**Preliminary 2015/16 Budget  
Spring Convention**

	F/Y 2014/15 Budget	Projected 6/30/2015	Budget 2015/16	% Chg 14/15 vs 15/16 Bgt	% Chg 14/15 Proj vs 15/16 Bgt
<b>Income</b>					
4051 · Meeting - Registration	\$ 116,100	\$ 94,646	\$ 96,500	-16.9%	2.0%
4052 · Meeting - Sponsor Revenue	18,700	13,750	14,000	-25.1%	1.8%
4053 · Meeting - Vendor Revenue	10,100	11,050	11,300	11.9%	2.3%
4055 · Meeting - Sp Ev Registration	1,000	2,417	2,500	150.0%	3.4%
<b>Total Income</b>	<b>145,900</b>	<b>121,863</b>	<b>124,300</b>	<b>-14.8%</b>	<b>2.0%</b>
<b>Expense</b>					
5000 · Program Services Expense					
5001 · Meeting Facilities-external only	6,200	3,749	3,900	-37.1%	4.0%
5002 · Meeting Facilities-internal only	500	263	300	-40.0%	14.1%
5030 · Speaker Fees & Expenses	8,600	7,535	9,800	14.0%	30.1%
5063 · Special Event Expense	5,300	3,109	3,700	-30.2%	19.0%
5064 · MCLE Fees Paid	5,200	5,000	5,700	9.6%	14.0%
5070 · Equipment Rental	4,900	5,000	5,700	16.3%	14.0%
5075 · Food & Beverage-external costs	34,700	35,000	36,400	4.9%	4.0%
5076 · Food & Beverage-internal only	1,300	1,086	1,100	-15.4%	1.3%
5085 · Misc. Program Expense		156	200	-	28.2%
5700 · Travel					
5702 · Lodging	4,800	4,000	4,700	-2.1%	17.5%
5703 · Transportation	1,800	2,000	2,600	44.4%	30.0%
5704 · Mileage Reimbursement	4,200	3,323	3,500	-16.7%	5.3%
5705 · Per Diems	1,500	744	1,300	-13.3%	74.7%
<b>Total 5000 · Program Services Expense</b>	<b>79,000</b>	<b>70,965</b>	<b>78,900</b>	<b>-0.1%</b>	<b>11.2%</b>
5500 · Salaries/Benefits					
5510 · Salaries/Wages	24,048	19,076	19,839	-17.5%	4.0%
5605 · Payroll Taxes	1,683	1,431	1,488	-11.6%	4.0%
5650 · Retirement Plan Contributions	2,405	1,688	1,984	-17.5%	17.5%
5655 · Retirement Plan Fees & Costs	276	-	219	-20.7%	-
<b>Total 5500 · Salaries/Benefits</b>	<b>28,412</b>	<b>22,196</b>	<b>23,530</b>	<b>-17.2%</b>	<b>6.0%</b>
7000 · General & Admin					
7025 · Office Supplies	400	13	-	-100.0%	-100.0%
7035 · Postage/Mailing		10	-	-	-100.0%
7040 · Copy/Printing Expense	7,300	2,088	2,200	-69.9%	5.4%
7045 · Internet Service	-	-	65	-	-
7100 · Telephone	183	148	274	49.7%	85.1%
7140 · Credit Card Merchant Fees	4,000	2,089	2,700	-32.5%	29.2%
7195 · Other Gen & Adm Expense	2,000	642	4,700	135.0%	632.1%
<b>Total 7000 · General &amp; Admin</b>	<b>13,883</b>	<b>4,990</b>	<b>9,939</b>	<b>-28.4%</b>	<b>99.2%</b>
8000 · Building Overhead					
6015 · Janitorial Expense	180	163	189		
6020 · Heat	136	133	147		
6025 · Electricity	307	258	317		
6030 · Water/Sewer	32	23	26		
6035 · Outside Maintenance	74	125	118		
6040 · Building Repairs	181	29	45		
6045 · Bldg Mtncn Contracts	339	187	238		
6050 · Bldg Mtncn Supplies	16	13	16		
6065 · Bldg Insurance/Fees	78	68	76		
6070 · Bldg Depreciation	331	290	317		
6075 · Furn/Fixtures Depreciation	87	79	115		
7065 · Equip Depreciation	542	596	905		
<b>Total 8000 · Building Overhead</b>	<b>2,303</b>	<b>1,966</b>	<b>2,509</b>	<b>8.9%</b>	<b>27.6%</b>
<b>Total Expense</b>	<b>123,598</b>	<b>100,117</b>	<b>114,878</b>	<b>-7.1%</b>	<b>14.7%</b>
<b>Net Income</b>	<b>\$ 22,302</b>	<b>\$ 21,746</b>	<b>\$ 9,422</b>	<b>-57.8%</b>	<b>-56.7%</b>

**Preliminary 2015/16 Budget  
Bar Journal**

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
<b>Income</b>					
4061 · Advertising Revenue	\$ 132,100	\$ 138,867	\$ 141,600	7.2%	2.0%
4062 · Subscriptions	200	320	300	50.0%	-6.3%
4071 · Mem Benefits - Lexis	900	-	-	-100.0%	-
4072 · Mem Benefits-Royalties-Bar Jnl	6,400	7,056	7,200	12.5%	2.0%
<b>Total Income</b>	<b>139,600</b>	<b>146,243</b>	<b>149,100</b>	<b>6.8%</b>	<b>2.0%</b>
<b>Expense</b>					
<b>5000 · Program Services Expense</b>					
5002 · Meeting Facilities-internal only	900	788	800	-11.1%	1.5%
5076 · Food & Beverage-internal only	3,000	2,184	2,300	-23.3%	5.3%
5090 · Commission Expense	21,700	22,279	23,200	6.9%	4.1%
<b>Total 5000 · Program Services Expense</b>	<b>25,600</b>	<b>25,251</b>	<b>26,300</b>	<b>2.7%</b>	<b>4.2%</b>
<b>5500 · Salaries/Benefits</b>					
5510 · Salaries/Wages	26,959	25,249	26,259	-2.6%	4.0%
5605 · Payroll Taxes	1,887	1,894	1,969	4.4%	4.0%
5610 · Health Insurance	2,960	2,853	3,042	2.8%	6.6%
5630 · Dental Insurance	246	181	182	-26.2%	0.1%
5640 · Life & LTD Insurance	209	225	225	7.8%	0.0%
5650 · Retirement Plan Contributions	2,696	2,409	2,626	-2.6%	9.0%
5655 · Retirement Plan Fees & Costs	309	311	289	-6.5%	-7.0%
<b>Total 5500 · Salaries/Benefits</b>	<b>35,266</b>	<b>33,123</b>	<b>34,593</b>	<b>-1.9%</b>	<b>4.4%</b>
<b>7000 · General &amp; Admin</b>					
7025 · Office Supplies		49	100	-	102.7%
7035 · Postage/Mailing	24,300	28,529	29,700	22.2%	4.1%
7040 · Copy/Printing Expense	97,400	83,628	87,000	-10.7%	4.0%
7045 · Internet Service	-	-	108	-	-
7055 · Computer Supplies	100	-	-	-100.0%	-
7100 · Telephone	306	396	456	49.0%	15.2%
7140 · Credit Card Merchant Fees	700	167	200	-71.4%	20.0%
<b>Total 7000 · General &amp; Admin</b>	<b>122,806</b>	<b>112,769</b>	<b>117,564</b>	<b>-4.3%</b>	<b>4.3%</b>
<b>8000 · Building Overhead</b>					
6015 · Janitorial Expense	118	119	124		
6020 · Heat	89	97	97		
6025 · Electricity	201	188	208		
6030 · Water/Sewer	21	16	17		
6035 · Outside Maintenance	48	91	77		
6040 · Building Repairs	119	21	30		
6045 · Bldg Mtnce Contracts	222	136	156		
6050 · Bldg Mtnce Supplies	11	9	11		
6065 · Bldg Insurance/Fees	51	49	50		
6070 · Bldg Depreciation	217	211	208		
6075 · Furn/Fixtures Depreciation	57	57	76		
7065 · Equip Depreciation	355	435	593		
<b>Total 8000 · Building Overhead</b>	<b>1,509</b>	<b>1,429</b>	<b>1,647</b>	<b>9.1%</b>	<b>15.3%</b>
<b>Total Expense</b>	<b>185,181</b>	<b>172,572</b>	<b>180,104</b>	<b>-2.7%</b>	<b>4.4%</b>
<b>Net Income</b>	<b>\$ (45,581)</b>	<b>\$ (26,329)</b>	<b>\$ (31,004)</b>	<b>-32.0%</b>	<b>17.8%</b>

**Preliminary 2015/16 Budget  
Committees**

	F/Y 2014/15 Budget	Projected 6/30/2015	Budget 2015/16	% Chg 14/15 vs 15/16 Bgt	% Chg 14/15 Proj vs 15/16 Bgt
Income					
4095 · Miscellaneous Income	\$ 1,000	\$ 480	\$ 480	-52.0%	0.0%
<b>Total Income</b>	<b>1,000</b>	<b>480</b>	<b>480</b>	<b>-52.0%</b>	<b>0.0%</b>
Expense					
5000 · Program Services Expense					
5002 · Meeting Facilities-internal only	2,400	1,960	2,000	-16.7%	2.0%
5035 · Awards	100	-	-	-100.0%	-
5061 · LRE - Bar Support	65,000	65,000	65,000	0.0%	0.0%
5062 · Law Day	2,100	2,000	2,100	0.0%	5.0%
5070 · Equipment Rental	-	-	-	-	-
5075 · Food & Beverage-external costs	800	944	1,000	25.0%	5.9%
5076 · Food & Beverage-internal only	2,400	2,956	3,100	29.2%	4.9%
5700 · Travel					
5702 · Lodging	800	-	-	-100.0%	-
5703 · Transportation	600	-	-	-100.0%	-
<b>Total 5000 · Program Services Expense</b>	<b>74,200</b>	<b>72,860</b>	<b>73,200</b>	<b>-1.3%</b>	<b>0.5%</b>
5500 · Salaries/Benefits					
5510 · Salaries/Wages	23,592	23,548	44,490	88.6%	88.9%
5605 · Payroll Taxes	1,651	1,766	3,337	102.1%	88.9%
5610 · Health Insurance	2,960	2,853	3,042	2.8%	6.6%
5630 · Dental Insurance	246	181	182	-26.2%	0.1%
5640 · Life & LTD Insurance	209	225	225	7.8%	0.0%
5650 · Retirement Plan Contributions	2,359	2,261	4,449	88.6%	96.7%
5655 · Retirement Plan Fees & Costs	271	311	490	80.8%	57.7%
5660 · Training/Development	2,000	-	-	-	-
<b>Total 5500 · Salaries/Benefits</b>	<b>33,288</b>	<b>31,146</b>	<b>56,215</b>	<b>68.9%</b>	<b>80.5%</b>
7000 · General & Admin					
7025 · Office Supplies	200	29	-	-100.0%	-100.0%
7035 · Postage/Mailing	1,400	167	200	-85.7%	20.0%
7040 · Copy/Printing Expense	-	401	400	-	-0.3%
7045 · Internet Service	-	-	108	-	-
7100 · Telephone	306	365	456	49.0%	24.8%
<b>Total 7000 · General &amp; Admin</b>	<b>1,906</b>	<b>963</b>	<b>1,164</b>	<b>-38.9%</b>	<b>20.9%</b>
8000 · Building Overhead					
6015 · Janitorial Expense	118	119	124		
6020 · Heat	89	97	97		
6025 · Electricity	201	188	208		
6030 · Water/Sewer	21	16	17		
6035 · Outside Maintenance	48	91	77		
6040 · Building Repairs	119	21	30		
6045 · Bldg Mtnce Contracts	222	136	156		
6050 · Bldg Mtnce Supplies	11	9	11		
6065 · Bldg Insurance/Fees	51	49	50		
6070 · Bldg Depreciation	217	211	208		
6075 · Furn/Fixtures Depreciation	57	57	76		
7065 · Equip Depreciation	355	435	593		
<b>Total 8000 · Building Overhead</b>	<b>1,509</b>	<b>1,429</b>	<b>1,647</b>	<b>9.1%</b>	<b>15.3%</b>
<b>Total Expense</b>	<b>110,903</b>	<b>106,398</b>	<b>132,226</b>	<b>19.2%</b>	<b>24.3%</b>
<b>Net Income</b>	<b>\$ (109,903)</b>	<b>\$ (105,918)</b>	<b>\$ (131,746)</b>	<b>19.9%</b>	<b>24.4%</b>

**Preliminary 2015/16 Budget**  
**Member Benefits**

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
Income					
4071 · Mem Benefits - Lexis	\$ 1,700	\$ 3,069	\$ 3,100	82.4%	1.0%
4072 · Mem Benefits-Royalties-Bar Jnl	10,200	7	-	-100.0%	-100.0%
Total Income	11,900	3,076	3,100	-73.9%	0.8%
Expense					
5000 · Program Services Expense					
5047 · Casemaker	57,700	76,411	70,000	21.3%	-8.4%
5098 · LHL Support		-	-	-	-
5099 · Blomquist Hale	75,000	73,899	75,000	0.0%	1.5%
Total 5000 · Program Services Expense	132,700	150,309	145,000	9.3%	-3.5%
5500 · Salaries/Benefits					
5510 · Salaries/Wages	8,243	836	869	-89.5%	4.0%
5605 · Payroll Taxes	5,770	63	65	-98.9%	4.0%
5650 · Retirement Plan Contributions	824	84	87	-89.4%	3.5%
5655 · Retirement Plan Fees & Costs	95	95	10	-89.5%	-89.5%
Total 5500 · Salaries/Benefits	14,932	1,078	1,032	-93.1%	-4.3%
7000 · General & Admin					
7035 · Postage/Mailing	300	-	-	-100.0%	-
Total 7000 · General & Admin	300	-	-	-100.0%	-
8000 · Building Overhead					
6015 · Janitorial Expense	109	109	114		
6020 · Heat	82	89	89		
6025 · Electricity	185	172	191		
6030 · Water/Sewer	19	15	16		
6035 · Outside Maintenance	45	84	71		
6040 · Building Repairs	109	19	27		
6045 · Bldg Mtnce Contracts	204	125	143		
6050 · Bldg Mtnce Supplies	10	9	10		
6065 · Bldg Insurance/Fees	47	45	46		
6070 · Bldg Depreciation	199	195	191		
6075 · Furn/Fixtures Depreciation	52	53	70		
7065 · Equip Depreciation	327	400	546		
Total 8000 · Building Overhead	1,388	1,316	1,514	9.1%	15.0%
Total Expense	149,320	152,703	147,546	-1.2%	-3.4%
Net Income	<u>\$ (137,420)</u>	<u>\$ (149,627)</u>	<u>\$ (144,446)</u>	5.1%	-3.5%

**Preliminary 2015/16 Budget  
Section Support**

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
Income					
4010 · Administrative Fees - Sections	\$ 92,281	\$ 73,134	\$ 76,621	-17.0%	4.8%
Total Income	92,281	73,134	76,621	-17.0%	4.8%
Expense					
5002 · Meeting Facilities-internal only	200	-	-	-100.0%	-
5076 · Food & Beverage-internal only	900	-	-	-100.0%	-
5700 · Travel					
5704 · Mileage Reimbursement		-	-	-	-
Total 5000 · Program Services Expense	1,100	-	-	-100.0%	-
5500 · Salaries/Benefits					
5510 · Salaries/Wages	52,708	44,435	46,212	-12.3%	4.0%
5605 · Payroll Taxes	3,690	3,333	3,466	-6.1%	4.0%
5610 · Health Insurance	5,919	5,708	6,085	2.8%	6.6%
5630 · Dental Insurance	493	363	363	-26.3%	0.1%
5640 · Life & LTD Insurance	388	384	384	-1.0%	0.0%
5650 · Retirement Plan Contributions	5,271	4,007	4,621	-12.3%	15.3%
5655 · Retirement Plan Fees & Costs	605	605	509	-15.9%	-15.9%
Total 5500 · Salaries/Benefits	69,074	58,834	61,640	-10.8%	4.8%
7000 · General & Admin					
7025 · Office Supplies		-	-	-	-
7040 · Copy/Printing Expense	200	56	100	-50.0%	78.6%
7045 · Internet Service	-	-	215	-	-
7089 · Membership Database Fees	9,216	2,600	4,680	-49.2%	80.0%
7100 · Telephone	625	647	911	45.8%	40.9%
7140 · Credit Card Merchant Fees	-	34	500	-	1370.6%
7195 · Other Gen & Adm Expense	200	-	-	-100.0%	-
Total 7000 · General & Admin	10,241	3,337	6,406	-37.4%	92.0%
8000 · Building Overhead					
6015 · Janitorial Expense	199	200	208		
6020 · Heat	150	163	163		
6025 · Electricity	338	316	350		
6030 · Water/Sewer	35	28	29		
6035 · Outside Maintenance	81	153	130		
6040 · Building Repairs	200	35	50		
6045 · Bldg Mtnce Contracts	374	229	262		
6050 · Bldg Mtnce Supplies	18	17	18		
6055 · Real Property Taxes	9,109	8,336	5,603		
6060 · Personal Property Taxes	216	216	203		
6065 · Bldg Insurance/Fees	86	84	84		
6070 · Bldg Depreciation	365	356	349		
6075 · Furn/Fixtures Depreciation	96	97	127		
7065 · Equip Depreciation	599	732	999		
Total 8000 · Building Overhead	11,866	10,963	8,575	-27.7%	-21.8%
Total Expense	92,281	73,134	76,621	-17.0%	4.8%
Net Income	\$ -	\$ -	\$ -	-	-

**Preliminary 2015/16 Budget**  
**Consumer Assistance**

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
Expense					
5000 · Program Services Expense					
5002 · Meeting Facilities-internal only	400	613	600	50.0%	-2.1%
5700 · Travel					
5704 · Mileage Reimbursement	200	91	200	0.0%	120.6%
Total 5000 · Program Services Expense	600	704	800	33.3%	13.6%
5500 · Salaries/Benefits					
5510 · Salaries/Wages	54,367	72,860	85,774	57.8%	17.7%
5605 · Payroll Taxes	3,806	5,465	6,433	69.0%	17.7%
5610 · Health Insurance	-	2,576	6,085	-	136.2%
5630 · Dental Insurance	-	161	1,634	-	912.8%
5640 · Life & LTD Insurance	-	267	267	-	0.0%
5650 · Retirement Plan Contributions	5,437	6,851	8,577	57.8%	25.2%
5655 · Retirement Plan Fees & Costs	624	187	946	51.6%	406.8%
5660 · Training/Development	100	-	100	0.0%	-
Total 5500 · Salaries/Benefits	64,334	88,366	109,816	70.7%	24.3%
7000 · General & Admin					
7025 · Office Supplies	100	248	300	200.0%	21.0%
7035 · Postage/Mailing	300	384	400	33.3%	4.2%
7040 · Copy/Printing Expense		19	-	-	-100.0%
7045 · Internet Service	-	-	215	-	-
7055 · Computer Supplies		88	100	-	13.6%
7100 · Telephone	2,900	2,871	3,900	34.5%	35.9%
7120 · Membership/Dues	645	645	645	0.0%	0.0%
Total 7000 · General & Admin	3,945	4,254	5,560	40.9%	30.7%
8000 · Building Overhead					
6015 · Janitorial Expense	-	-	472		
6020 · Heat	-	-	368		
6025 · Electricity	-	-	793		
6030 · Water/Sewer	-	-	66		
6035 · Outside Maintenance	-	-	294		
6040 · Building Repairs	-	-	113		
6045 · Bldg Mtnc Contracts	-	-	594		
6050 · Bldg Mtnc Supplies	-	-	41		
6055 · Real Property Taxes	-	-	-		
6060 · Personal Property Taxes	-	-	-		
6065 · Bldg Insurance/Fees	-	-	189		
6070 · Bldg Depreciation	-	-	792		
6075 · Furn/Fixtures Depreciation	-	-	289		
7065 · Equip Depreciation	-	-	2,263		
Total 8000 · Building Overhead	-	-	6,274	-	-
Total Expense	68,879	93,324	122,450	77.8%	31.2%
Net Income	\$ (68,879)	\$ (93,324)	\$ (122,450)	-	-

**Preliminary 2015/16 Budget**  
**Access to Justice**

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
<b>Income</b>					
4063 · Modest Means revenue	\$ 10,200	\$ 15,693	\$ 16,000	56.9%	2.0%
4095 · Miscellaneous Income	100	-	-	-100.0%	-
4200 · Seminar Profit/Loss	(100)	-	-	-100.0%	-
<b>Total Income</b>	<b>10,200</b>	<b>15,693</b>	<b>16,000</b>	<b>56.9%</b>	<b>2.0%</b>
<b>Expense</b>					
5000 · Program Services Expense					
5002 · Meeting Facilities-internal only	\$ 3,300	\$ 4,440	\$ 4,600	39.4%	3.6%
5070 · Equipment Rental	1,200	-	500	-58.3%	-
5075 · Food & Beverage-external costs	3,700	3,938	4,100	10.8%	4.1%
5076 · Food & Beverage-internal only	5,300	5,780	6,000	13.2%	3.8%
5085 · Misc. Program Expense		50	100	-	100.0%
5700 · Travel					
5702 · Lodging	200	115	100	-50.0%	-12.8%
5703 · Transportation	400	1,885	2,000	400.0%	6.1%
5704 · Mileage Reimbursement	5,000	3,129	3,300	-34.0%	5.5%
5705 · Per Diems	400	61	100	-75.0%	63.0%
<b>Total 5000 · Program Services Expense</b>	<b>19,500</b>	<b>19,399</b>	<b>20,800</b>	<b>6.7%</b>	<b>7.2%</b>
5500 · Salaries/Benefits					
5510 · Salaries/Wages	101,884	85,715	94,143	-7.6%	9.8%
5605 · Payroll Taxes	7,132	6,429	7,061	-1.0%	9.8%
5610 · Health Insurance	11,839	10,788	12,169	2.8%	12.8%
5630 · Dental Insurance	985	685	726	-26.3%	6.0%
5640 · Life & LTD Insurance	664	768	768	15.7%	0.0%
5650 · Retirement Plan Contributions	10,188	5,453	9,414	-7.6%	72.6%
5655 · Retirement Plan Fees & Costs	1,170	100	1,038	-11.3%	938.0%
5660 · Training/Development	300	520	400	33.3%	-23.1%
<b>Total 5500 · Salaries/Benefits</b>	<b>134,162</b>	<b>110,458</b>	<b>125,720</b>	<b>-6.3%</b>	<b>13.8%</b>
7000 · General & Admin					
7025 · Office Supplies	900	127	100	-88.9%	-21.1%
7035 · Postage/Mailing	100	57	100	0.0%	74.4%
7040 · Copy/Printing Expense	1,600	619	600	-62.5%	-3.0%
7045 · Internet Service	-	-	646	-	-
7055 · Computer Supplies		129	100	-	-22.7%
7089 · Membership Database Fees	-	-	2,600	-	-
7100 · Telephone	1,832	2,109	2,737	49.4%	29.8%
7110 · Publications/Subscriptions		-	-	-	-
7120 · Membership/Dues	800	1,127	1,200	50.0%	6.5%



**Preliminary 2015/16 Budget**  
**Access to Justice**

	<b><u>F/Y</u></b> <b><u>2014/15</u></b> <b><u>Budget</u></b>	<b><u>Projected</u></b> <b><u>6/30/2015</u></b>	<b><u>Budget</u></b> <b><u>2015/16</u></b>	<b><u>% Chg</u></b> <b><u>14/15 vs</u></b> <b><u>15/16 Bgt</u></b>	<b><u>% Chg</u></b> <b><u>14/15 Proj</u></b> <b><u>vs 15/16 Bgt</u></b>
7140 · Credit Card Merchant Fees	1,100	402	900	-18.2%	123.9%
7150 · E&O/Off & Dir Insurance	13,200	10,500	10,900	-17.4%	3.8%
7175 · O/S Consultants		-	-	-	-
7195 · Other Gen & Adm Expense	400	340	400	0.0%	17.6%
<b>Total 7000 · General &amp; Admin</b>	<b>19,932</b>	<b>15,410</b>	<b>20,283</b>	<b>1.8%</b>	<b>31.6%</b>
<b>8000 · Building Overhead</b>					
6015 · Janitorial Expense	869	875	911		
6020 · Heat	654	713	711		
6025 · Electricity	1,480	1,381	1,531		
6030 · Water/Sewer	153	121	128		
6035 · Outside Maintenance	356	671	569		
6040 · Building Repairs	874	155	217		
6045 · Bldg Mtnce Contracts	1,634	1,005	1,147		
6050 · Bldg Mtnce Supplies	80	73	79		
6065 · Bldg Insurance/Fees	378	367	366		
6070 · Bldg Depreciation	1,596	1,557	1,529		
6075 · Furn/Fixtures Depreciation	418	425	558		
7065 · Equip Depreciation	2,619	3,201	4,370		
<b>Total 8000 · Building Overhead</b>	<b>11,111</b>	<b>10,545</b>	<b>12,116</b>	<b>9.0%</b>	<b>14.9%</b>
<b>Total Expense</b>	<b>184,705</b>	<b>155,812</b>	<b>178,919</b>	<b>-3.1%</b>	<b>14.8%</b>
<b>Net Income</b>	<b><u>\$ (174,505)</u></b>	<b><u>\$ (140,119)</u></b>	<b><u>\$ (162,919)</u></b>	<b>-6.6%</b>	<b>16.3%</b>

**Preliminary 2015/16 Budget**  
**Tuesday Night Bar**

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
Expense					
5000 · Program Services Expense					
5002 · Meeting Facilities-internal only	\$ 28,700	\$ 25,875	\$ 26,900	-.6.3%	4.0%
5075 · Food & Beverage-external costs	100	337	400	300.0%	18.6%
5076 · Food & Beverage-internal only	400	376	400	0.0%	6.4%
5085 · Misc. Program Expense	4,500	3,544	4,500	0.0%	27.0%
Total 5000 · Program Services Expense	33,700	30,132	32,200	-4.5%	6.9%
5500 · Salaries/Benefits					
5510 · Salaries/Wages	5,700	3,448	3,600	-36.8%	4.4%
5605 · Payroll Taxes	500	259	270	-46.0%	4.4%
5650 · Retirement Plan Contributions	200	53	100	-50.0%	87.5%
5655 · Retirement Plan Fees & Costs	65	-	40	-38.5%	-
Total 5500 · Salaries/Benefits	6,465	3,760	4,010	-38.0%	6.6%
7000 · General & Admin					
7110 · Publications/Subscriptions	600	596	600	0.0%	0.7%
Total 7000 · General & Admin	600	596	600	0.0%	0.7%
Total Expense	40,765	34,488	36,810	-9.7%	6.7%
Net Income	\$ (40,765)	\$ (34,488)	\$ (36,810)	-9.7%	6.7%

**Preliminary 2015/16 Budget  
Legislative**

	<b>F/Y 2014/15 Budget</b>	<b>Projected 6/30/2015</b>	<b>Budget 2015/16</b>	<b>% Chg 14/15 vs 15/16 Bgt</b>	<b>% Chg 14/15 Proj vs 15/16 Bgt</b>
<b>Expense</b>					
5000 · Program Services Expense					
5002 · Meeting Facilities-internal only	\$ 2,000	\$ 2,844	\$ 3,000	50.0%	5.5%
5055 · Legislative Expense	58,000	51,854	53,900	-7.1%	3.9%
5070 · Equipment Rental	200	-	-	-100.0%	-
5075 · Food & Beverage-external costs	1,500	-	-	-100.0%	-
5076 · Food & Beverage-internal only	4,800	5,054	5,300	10.4%	4.9%
5700 · Travel					
5702 · Lodging	200	-	-	-100.0%	-
5703 · Transportation	200	-	200	0.0%	-
<b>Total 5000 · Program Services Expense</b>	<b>66,900</b>	<b>59,752</b>	<b>62,400</b>	<b>-6.7%</b>	<b>4.4%</b>
5500 · Salaries/Benefits					
5510 · Salaries/Wages	2,770	7,429	7,726	178.9%	4.0%
5605 · Payroll Taxes	194	557	579	198.7%	4.0%
5650 · Retirement Plan Contributions	277	951	773	178.9%	-18.7%
5655 · Retirement Plan Fees & Costs	32	32	85	165.6%	165.6%
<b>Total 5500 · Salaries/Benefits</b>	<b>3,273</b>	<b>8,969</b>	<b>9,163</b>	<b>180.0%</b>	<b>2.2%</b>
7000 · General & Admin					
7035 · Postage/Mailing	300	-	300	0.0%	-
7100 · Telephone	869	-	911	4.8%	-
7195 · Other Gen & Adm Expense	300	-	300	0.0%	-
<b>Total 7000 · General &amp; Admin</b>	<b>1,469</b>	<b>-</b>	<b>1,511</b>	<b>2.9%</b>	<b>-</b>
<b>Total Expense</b>	<b>71,642</b>	<b>68,721</b>	<b>73,074</b>	<b>2.0%</b>	<b>6.3%</b>
<b>Net Income</b>	<b>\$ (71,642)</b>	<b>\$ (68,721)</b>	<b>\$ (73,074)</b>	<b>2.0%</b>	<b>6.3%</b>

**Preliminary 2015/16 Budget**  
**Commission/Special Projects**

	<b>F/Y</b>			<b>% Chg</b>	<b>% Chg</b>
	<b>2014/15</b>	<b>Projected</b>	<b>Budget</b>	<b>14/15 vs</b>	<b>14/15 Proj</b>
	<b>Budget</b>	<b>6/30/2015</b>	<b>2015/16</b>	<b>15/16 Bgt</b>	<b>vs 15/16 Bgt</b>
Income					
4095 · Miscellaneous Income	\$ 7,300	\$ 7,200	\$ 7,300	0.0%	1.4%
<b>Total Income</b>	<b>7,300</b>	<b>7,200</b>	<b>7,300</b>	<b>0.0%</b>	<b>1.4%</b>
Expense					
5000 · Program Services Expense					
5001 · Meeting Facilities-external only	4,300	2,733	2,800	-34.9%	2.5%
5002 · Meeting Facilities-internal only	1,800	4,350	4,500	150.0%	3.4%
5030 · Speaker Fees & Expenses		-	-	-	-
5035 · Awards	1,300	1,720	1,800	38.5%	4.7%
5063 · Special Event Expense	11,100	53,547	11,000	-0.9%	-79.5%
5070 · Equipment Rental	100	267	300	200.0%	12.5%
5075 · Food & Beverage-external costs	13,100	2,185	2,300	-82.4%	5.3%
5076 · Food & Beverage-internal only	2,500	7,828	8,100	224.0%	3.5%
5085 · Misc. Program Expense		12,251	12,700	-	3.7%
5700 · Travel					
5702 · Lodging	20,800	2,796	2,900	-86.1%	3.7%
5703 · Transportation	6,100	1,008	1,000	-83.6%	-0.8%
5704 · Mileage Reimbursement	21,400	6,043	6,300	-70.6%	4.3%
5705 · Per Diems	7,000	1,088	1,100	-84.3%	1.1%
5706 · Meals	200	99	100	-50.0%	1.4%
5860 · Commission Mtg Travel	3,200	31,161	32,400	912.5%	4.0%
5805 · ABA Annual Meeting	7,500	6,028	6,300	-16.0%	4.5%
5810 · ABA Mid Year Meeting	6,600	4,455	4,600	-30.3%	3.3%
5820 · ABA Annual Delegate	1,700	6,917	7,200	323.5%	4.1%
5830 · Western States Bar Conference	10,000	14,500	10,000	0.0%	-31.0%
5840 · President's Expense	15,200	11,575	9,000	-40.8%	-22.2%
5865 · Retreat	14,400	12,311	12,800	-11.1%	4.0%
<b>Total 5000 · Program Services Expense</b>	<b>148,300</b>	<b>182,861</b>	<b>137,200</b>	<b>-7.5%</b>	<b>-25.0%</b>
5500 · Salaries/Benefits					
5510 · Salaries/Wages	4,042	7,812	8,124	101.0%	4.0%
5605 · Payroll Taxes	283	586	609	115.3%	4.0%
5650 · Retirement Plan Contributions	450	223	812	80.5%	264.9%
5655 · Retirement Plan Fees & Costs		-	90	-	-
<b>Total 5500 · Salaries/Benefits</b>	<b>4,775</b>	<b>8,621</b>	<b>9,636</b>	<b>101.8%</b>	<b>11.8%</b>
7000 · General & Admin					
7025 · Office Supplies	600	691	700	16.7%	1.4%
7035 · Postage/Mailing	1,000	1,429	1,500	50.0%	4.9%
7040 · Copy/Printing Expense	2,100	3,201	3,300	57.1%	3.1%
7100 · Telephone		705	700	-	-0.8%
7140 · Credit Card Merchant Fees	-	21	100	-	376.2%
7145 · Commission Election Expense	3,800	-	3,800	0.0%	-
7150 · E&O/Off & Dir Insurance	8,600	8,803	9,200	7.0%	4.5%
7195 · Other Gen & Adm Expense	8,300	2,120	2,200	-73.5%	3.8%
<b>Total 7000 · General &amp; Admin</b>	<b>24,400</b>	<b>16,970</b>	<b>21,500</b>	<b>-11.9%</b>	<b>26.7%</b>
<b>Total Expense</b>	<b>177,475</b>	<b>208,452</b>	<b>168,336</b>	<b>-5.1%</b>	<b>-19.2%</b>
<b>Net Income</b>	<b>\$ (170,175)</b>	<b>\$ (201,252)</b>	<b>\$ (161,036)</b>	<b>-5.4%</b>	<b>-20.0%</b>

**Preliminary 2015/16 Budget**  
**Public Education**

	<u>F/Y</u> <u>2014/15</u> <u>Budget</u>	<u>Projected</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015/16</u>	<u>% Chg</u> <u>14/15 vs</u> <u>15/16 Bgt</u>	<u>% Chg</u> <u>14/15 Proj</u> <u>vs 15/16 Bgt</u>
Expense					
5000 · Program Services Expense					
5063 · Special Event Expense	1,800	-	-	-100.0%	-
5075 · Food & Beverage-external costs	50	1,047	1,150	2200.0%	9.8%
5700 · Travel					
5702 · Lodging	400	-	-	-100.0%	-
5704 · Mileage Reimbursement	600	74	100	-83.3%	34.4%
5705 · Per Diems	100	-	-	-100.0%	-
Total 5000 · Program Services Expense	2,950	1,121	1,250	-57.6%	11.5%
5500 · Salaries/Benefits					
5510 · Salaries/Wages	61,882	62,958	65,476	5.8%	4.0%
5605 · Payroll Taxes	4,332	4,722	4,911	13.4%	4.0%
5610 · Health Insurance	5,919	5,137	6,085	2.8%	18.4%
5630 · Dental Insurance	493	326	363	-26.3%	11.3%
5640 · Life & LTD Insurance	501	491	491	-2.0%	0.0%
5650 · Retirement Plan Contributions	6,000	6,296	6,548	9.1%	4.0%
5655 · Retirement Plan Fees & Costs	710	18	722	1.7%	3911.1%
5660 · Training/Development	100	24	100	0.0%	316.7%
Total 5500 · Salaries/Benefits	79,937	79,972	84,695	6.0%	5.9%
7000 · General & Admin					
7025 · Office Supplies	100	26	100	0.0%	278.8%
7035 · Postage/Mailing	100	-	100	0.0%	-
7040 · Copy/Printing Expense	800	6	-	-100.0%	-100.0%
7045 · Internet Service	1,000	-	1,646	64.6%	-
7055 · Computer Supplies	500	89	100	-80.0%	12.6%
7100 · Telephone	611	1,237	911	49.1%	-26.4%
7105 · Advertising	75,000	-	75,000	0.0%	-
7110 · Publications/Subscriptions	100	-	-	-100.0%	-
7120 · Membership/Dues	100	-	-	-100.0%	-
Total 7000 · General & Admin	78,311	1,358	77,857	-0.6%	5633.2%
8000 · Building Overhead					
6015 · Janitorial Expense	326	295	342		
6020 · Heat	245	241	267		
6025 · Electricity	555	466	574		
6030 · Water/Sewer	57	41	48		
6035 · Outside Maintenance	134	226	213		
6040 · Building Repairs	328	52	82		
6045 · Bldg Mtnce Contracts	613	340	430		
6050 · Bldg Mtnce Supplies	30	25	30		
6065 · Bldg Insurance/Fees	142	124	137		
6070 · Bldg Depreciation	598	526	573		
6075 · Furn/Fixtures Depreciation	157	144	209		
7065 · Equip Depreciation	982	1,080	1,639		
Total 8000 · Building Overhead	4,167	3,558	4,544	9.0%	27.7%
Total Expense	165,365	86,009	168,346	1.8%	95.7%
Net Income	\$ (165,365)	\$ (86,009)	\$ (168,346)	1.8%	95.7%

**Preliminary 2015/16 Budget**  
**Young Lawyers Division**

	<b>F/Y 2014/15 Budget</b>	<b>Projected 6/30/2015</b>	<b>Budget 2015/16</b>	<b>% Chg 14/15 vs 15/16 Bgt</b>	<b>% Chg 14/15 Proj vs 15/16 Bgt</b>
<b>Income</b>					
4051 · Meeting - Registration	100	1,315	100	0.0%	-92.4%
<b>Total Income</b>	<b>100</b>	<b>1,315</b>	<b>100</b>	<b>0.0%</b>	<b>-92.4%</b>
<b>Expense</b>					
5000 · Program Services Expense					
5001 · Meeting Facilities-external only	18,100	15,250	13,734	-24.1%	-9.9%
5002 · Meeting Facilities-internal only	200	-	-	-100.0%	-
5035 · Awards	1,400	1,333	1,400	0.0%	5.0%
5037 · Grants/Contributions - general	500	4,133	500	0.0%	-87.9%
5060 · Program Special Activities	500	133	100	-80.0%	-25.0%
5075 · Food & Beverage-external costs	15,300	20,570	21,400	39.9%	4.0%
5076 · Food & Beverage-internal only	300	-	-	-100.0%	-
5085 · Misc. Program Expense	300	809	800	166.7%	-1.2%
5095 · Wills for Heroes	4,500	-	2,500	-44.4%	-
5700 · Travel					
5702 · Lodging	700	1,340	1,400	100.0%	4.5%
5703 · Transportation	1,300	1,987	2,100	61.5%	5.7%
5704 · Mileage Reimbursement	300	468	500	66.7%	6.8%
5805 · ABA Annual Meeting	6,200	3,924	4,100	-33.9%	4.5%
5810 · ABA Mid Year Meeting	4,500	5,798	6,000	33.3%	3.5%
<b>Total 5000 · Program Services Expense</b>	<b>54,100</b>	<b>55,746</b>	<b>54,534</b>	<b>0.8%</b>	<b>-2.2%</b>
5500 · Salaries/Benefits					
5510 · Salaries/Wages	-	461	480	-	4.0%
5605 · Payroll Taxes	-	35	36	-	4.0%
5650 · Retirement Plan Contributions	-	44	-	-	-100.0%
<b>Total 5500 · Salaries/Benefits</b>	<b>-</b>	<b>540</b>	<b>516</b>	<b>-</b>	<b>-4.4%</b>
7000 · General & Admin					
7025 · Office Supplies		209	200	-	-4.5%
7035 · Postage/Mailing		-	-	-	-
7040 · Copy/Printing Expense	1,200	135	100	-91.7%	-25.7%
7100 · Telephone		36	50	-	38.9%
7140 · Credit Card Merchant Fees		-	-	-	-
7195 · Other Gen & Adm Expense	800	649	700	-12.5%	7.8%
<b>Total 7000 · General &amp; Admin</b>	<b>2,000</b>	<b>1,029</b>	<b>1,050</b>	<b>-47.5%</b>	<b>2.0%</b>
<b>Total Expense</b>	<b>56,100</b>	<b>57,315</b>	<b>56,100</b>	<b>0.0%</b>	<b>-2.1%</b>
<b>Net Income</b>	<b>\$ (56,000)</b>	<b>\$ (56,000)</b>	<b>\$ (56,000)</b>	<b>0.0%</b>	<b>0.0%</b>

# Tab 2

## **Proposals to Accelerate Admission of New and Reciprocal Lawyers**

Lawyers are admitted to the Bar either by examination or through qualified reciprocity.

### **By Examination.**

Bar Examinations are given every year during the last week of February and July. Bar Exams are graded within 6-8 weeks. Successful applicants are then notified of their qualification for admission and pay their fees and wait for the next ceremony. The Bar submits three motions for admissions each year (February, May and October). Bar Admission Ceremonies are conducted in May and October.

### **Through Reciprocity.**

Lawyers admitted by reciprocity are approved regularly by staff and wait for the next motion for admission. They then can be sworn in by a judge or at a ceremony.

### **Current Admissions Ceremonies**

Ceremonies with small receptions were historically held in the Capitol Rotunda but due to size limitations have been held more recently in venues better suited to larger audiences, like the Salt Palace, Abravental Hall, and most recently Little America. Little America and other hotels are substantially more expensive than government facilities.

### **Proposed Admissions**

The Bar would submit four motions each year, in February, May, August, and October instead of just in February, May and October. This would permit new and reciprocal lawyers the opportunity to practice sooner. Applicants would have the options of:

1. Attending some type of formal Admissions Ceremony to be conducted by either court. This could be for smaller groups and divided alphabetically and conducted at either the Federal or Matheson Courthouse;
2. Being sworn in at a private ceremony by asking a qualified judge and coordinating the process with the Supreme Court Clerk. That ceremony would be conducted at the convenience and under conditions approved by that judge;
3. Being sworn in by the Supreme Court Clerk in person or by Skype.



---

While the Court understood the reasons behind the “equitably dispersed” addition, they were concerned about attorneys who might work on a single, intensive case for a few months and then take time off. Consequently, Admissions suggested counting time in practice by month instead of year. This gives attorneys more flexibility (by allowing them to take months off here and there), but maintains the 5 of 7 year requirement. This required alterations to Rules 14-701(t) and 14-705(a)(7):

---

#### **Rule 14-701(t)**

##### *Original proposal:*

(t) “Full-time Practice” means the Active and lawful Practice of Law for no fewer than 1000 hours per year, equitably dispersed over a 12-month period. Time spent on administrative or managerial duties, continuing legal education, or client development and marketing does not qualify as part of the required 1000 hours of legal work;

##### *New proposal:*

(t) “Full-time Practice” means the Active and lawful Practice of Law for no fewer than ~~1000~~ 80 hours per ~~month-year~~. Time spent on administrative or managerial duties, continuing legal education, or client development and marketing does not qualify as part of the required ~~1000~~ 80 hours of legal work;

#### **Rule 14-705(a)(7)**

##### *Original proposal:*

(a)(7) for five of the previous seven years immediately preceding the date of the filing of the application for admission has been Actively licensed and lawfully engaged in the Full-time Practice of Law as defined in Rule 14-701(b), (t) and (f) in one or more reciprocal jurisdictions where licensed for at least five of the previous seven years immediately preceding the date of the filing of the application for admission under this rule primarily at an office physically located in the reciprocal jurisdiction(s) where licensed. For purposes of admission under this rule, any time practicing at an office located in Utah will not be counted as time practicing in a reciprocal jurisdiction;

##### *New proposal:*

(a)(7) has been Actively licensed and lawfully engaged in the Full-time Practice of Law as defined in Rule 14-701(b), (t) and (f) in the reciprocal jurisdiction(s) where licensed for 60 of the 84 months immediately preceding the date of the filing of the application for admission in one or more reciprocal jurisdictions where licensed for at least five of the previous seven years immediately preceding the date of the filing of the application for admission under this rule. For purposes of admission under this rule, any time practicing at an office located in Utah will not be counted as time practicing in a reciprocal jurisdiction;

---

After the last licensing ceremony, Bar staff and the Court discussed means of speeding up the process of admission for applicants by giving them the option of taking the oath before the licensing ceremony and by making the fourth motion a regular motion. To implement this, a few wording changes had to be made to Rules 14-707(b)(2) and 14-716(b) and (c).

---

#### **Rule 14-707(b)(2)**

##### *Original proposal:*

(b)(2) An Applicant who has not received the criminal background report ~~from the Federal Bureau of Investigation ("FBI")~~ may submit the application without a criminal background report provided the Applicant provides proof that a criminal background request has been filed ~~with the FBI~~ prior to submission of the application. Sufficient proof of submission of the criminal background request shall be by declaration in the form prescribed by the Bar. The criminal background report should be submitted to the Bar within fourteen (14) calendar days of the Applicant's receipt of the report but no later than thirty (30) calendar days prior to the next scheduled licensing ceremony. The Character and Fitness Committee may withdraw or modify its approval based upon information contained in the criminal background report. In the event the criminal background report is not timely received by the Bar, an Applicant will not be admitted at the licensing ceremony.

##### *New proposal:*

(b)(2) An Applicant who has not received the criminal background report ~~from the Federal Bureau of Investigation ("FBI")~~ may submit the application without a criminal background report provided the Applicant provides proof that a criminal background request has been filed ~~with the FBI~~ prior to submission of the application. Sufficient proof of submission of the criminal background request shall be by declaration in the form prescribed by the Bar. In order for the Applicant's name to be included on a motion for admission ~~The criminal background report must~~ should be submitted to the Bar ~~within fourteen (14) calendar days of the Applicant's receipt of the report but no later than thirty~~ fourteen (14) calendar days prior to the date the next scheduled licensing ~~ceremony~~ motion is submitted to the Court. The Character and Fitness Committee may withdraw or modify its approval based upon information contained in the criminal background report. In the event the criminal background report is not timely received by the Bar, an Applicant will not be admitted ~~included at the~~ on the motion for admission ~~licensing ceremony~~.

## **Rule 14-716 (b) and (c)**

### *Original proposal:*

(b) Motion for admission and enrollment. Upon satisfaction of the requirements of Rule 14-716(a), the Board will submit motions to the Supreme Court and the United States District Court for the District of Utah for admission certifying that the Applicants have satisfied all qualifications and requirements for admission to the Bar. The Board will submit three motions for admission per year: October, February and May. At its discretion, the Board may also file a motion in July. After the motions are submitted and upon approval by the Supreme Court and the United States District Court for the District of Utah and upon taking the required oath, an Applicant is eligible to be enrolled into Utah's state and federal courts.

~~(c) Licensing ceremony. There will be two licensing ceremonies a year to administer the required oath to be placed on either Active or Inactive attorney status: May and October.~~

~~(cd) Oath of attorney and certificate of admission. Every Applicant must take an oath. The oath must be administered by the clerk of the Supreme Court, the clerk of a court of the United States, a Utah state judge of district or juvenile court level or higher, a judge of a court of the United States or a judge of a court of general jurisdiction or higher of a state of the United States. In the event of military assignment outside the United States, a military court judge may administer the oath. After administration of the oath, each Applicant must sign the roll of attorneys maintained by the clerk of the Supreme Court at which time the Applicant receives a certificate of admission to the Bar. If the oath is administered other than at an licensing ceremony as provided in this article, the Applicant must contact the clerk of the Supreme Court for information on administration of the oath, and if applicable, the clerk of the United States District Court for the District of Utah.~~

### *New proposal:*

(b) Motion for admission and enrollment. Upon satisfaction of the requirements of Rule 14-716(a), the Board will submit motions to the Supreme Court and the United States District Court for the District of Utah for admission certifying that the Applicants have satisfied all qualifications and requirements for admission to the Bar. The Board will submit ~~three~~ four motions for admission per year: ~~October, February, and May,~~ August, and October. After the motions are submitted and upon approval by the Supreme Court and the United States District Court for the District of Utah and upon taking the required oath, an Applicant is eligible to be enrolled into Utah's state and federal courts.

~~(c) Licensing ceremony. There will be two licensing ceremonies a year to administer the required oath to be placed on either Active or Inactive attorney status: May and October.~~

~~(cd) Oath of attorney and certificate of admission. Every Applicant must take an oath. The oath must be administered by the clerk of the Supreme Court, the clerk of a court of the United States, a Utah state judge of district or juvenile court level or higher, a judge of a court of the United States or a judge of a court of general jurisdiction or higher of a state of the United States. In the event of military assignment outside the United States, a military court judge may administer the oath. After administration of the oath, each Applicant must sign the roll of attorneys maintained by the clerk of the Supreme Court at which time the Applicant receives a certificate of admission to the Bar. If the oath is administered other than at an licensing regularly scheduled ceremony conducted by the Court as provided in this article, the Applicant must contact the clerk of the Supreme Court for information on administration of the oath, and if applicable, the clerk of the United States District Court for the District of Utah.~~

Tab 3

## **AAA Steering Committee & Task Force**

### **Steering Committee**

Justice Durham – [cdurham@utcourts.gov](mailto:cdurham@utcourts.gov)  
Angelina Tsu – [angelina.tsu@zionsbancorp.com](mailto:angelina.tsu@zionsbancorp.com)  
Rob Rice – [rrice@rqn.com](mailto:rrice@rqn.com)  
Nancy Sylvester (AOC Self-Represented Committee) - [nancyjs@utcourts.gov](mailto:nancyjs@utcourts.gov)  
*Committee Co-Chairs (listed by committee below)*

### **Committee Co-Chairs**

#### **Legislature Committee**

Susanne Gustin – [defendmenow@aol.com](mailto:defendmenow@aol.com)  
Michelle Mumford – [michlmumfor@gmail.com](mailto:michlmumfor@gmail.com)

#### **Communications**

Phil Wormdahl – [phil@thesaltlakelawyers.com](mailto:phil@thesaltlakelawyers.com)  
Sammi Anderson – [sanderson@mc2b.com](mailto:sanderson@mc2b.com)

#### **Non-Profit Legal Services Committee**

Shantelle Argyle – [shantelle@openlegalservices.org](mailto:shantelle@openlegalservices.org)  
Chris Nelson – [cnelson@rqn.com](mailto:cnelson@rqn.com)

#### **Community Lawyering Committee**

Jared Hales – [jared@halesfamilylaw.com](mailto:jared@halesfamilylaw.com)  
Charles Stormont - [charles@stormontbillings.com](mailto:charles@stormontbillings.com)

#### **Law School Committee**

Jess Hofberger – [jess.hofberger@law.utah.edu](mailto:jess.hofberger@law.utah.edu)  
Jennie Garner -- [garner.jennie@dorsey.com](mailto:garner.jennie@dorsey.com)

## AFFORDABLE ATTORNEYS FOR ALL

**Purpose:** Purpose a long-term solution to bring needed legal services to the middle class with a short-term component that can be successfully implemented by January 1.

**Objective:** Find a creative solution that increases legal services for the middle class and incorporates the skills, services and needs of underemployed and unemployed lawyers

The idea is to roll the plan out in phases (by practice area). This plan starts with Family Law. The idea would be to add a new practice area each year and to implement a feedback loop that will incorporate any knowledge gained from prior years to improve existing and new programs.

1. Short Term Action Plan Outline
  - a. Co-chairs
    - i. Rob Rice
    - ii. Angelina Tsu
  - b. Judicial Liaison
    - i. Justice Durham
  - c. Committee Members
    - i. Committee Members will act as chairs for the following Committees:
      1. Open Legal Concept
      2. Community Lawyering
      3. Communications
      4. Legislative
      5. Law Schools
2. Open Legal Concept
  - a. Engage Counsel to Create Packet for Non-Profit Law Firm Model
    - i. Utilize older lawyers as mentors
    - ii. Explore partnering with law schools for clinic third year that is required
  - b. Engaging Counsel to Get the Documents up and Running
  - c. Utilizing the Bar Offices for meetings with clients
    - i. Get an electronic calendaring system in place
    - ii. Lawyers can pay a fee to use Law & Justice Center
3. Community Lawyering (starts with Family Law, but we would expand it to add a new area of law every year)
  - a. "Community Lawyering Class" Modeled after Chris' Acupuncture Center and Wayne's Divorce Clinic
    - i. Phased Rollout
      1. Pilot in SLC
      2. Uses Electronics that are being installed in Court for CLEs to allow people to attend remotely from rural areas

1. Renaming UPL to Consumer Protections
5. Legislative Component
  - a. Support from Legislature
    - i. Talk to Senators Hillyard and Weiler
    - ii. Get support of lawyer legislators
  - b. Expanding Third-Year Practice Rule
    - i. Change Law School Requirements to require 150 clinic hours
  - c. Small Claims Court
    - i. Raise Small Claims limits
      1. Look at Discovery Rules to see if there is a logical dollar amount
    - ii. Electronic Dispute Resolution
      1. Ebay Model of Conflict Resolution
  - d. Asking for funding
    - i. Optimization of searches
    - ii. Ask for funding for the Bar's Open Legal (matching/we would fundraise)
    - iii. Centralized Website
  - e. Engage thought leaders like Senator Urqhart in the Process
    - i. Reach out to see if he will sponsor this legislation
      1. Raising Small Claims Limit
      2. Allowing Electronic Dispute Resolution for Small Claims
      3. Funding for Bar's Open Legal Development Project
      4. Expanding Third-Year Practice Rule to include 2Ls
    - ii. Include him in the feedback loop
6. Law School Component
  - a. Incubator program
  - b. Check Current Requirements
    - i. Explore Potential of Additional Requirements
    - ii. Internship hours
    - iii. Partnering with Bar's new "Open Legal" Program
      1. Some sort of joint clinic between the law school and the bar
7. Unbundled legal services (review rules to make sure the rules of professional conduct line up with allowing more unbundled legal services)

# Tab 4



# **REPORT ON THE** **NEW LAWYER TRAINING PROGRAM**

**BAR COMMISSION REVIEW COMMITTEE:**

KENYON D. DOVE (CHAIR)

NATHAN D. ALDER

KATHERINE E. JUDD

JESSE NIX

HONORABLE MICHAEL F. LEAVITT

EMILY SORENSEN (STAFF LIASON)

**JULY 29, 2015**

## **I. BACKGROUND OF NEW LAWYER TRAINING PROGRAM**

The New Lawyer Training Program was approved and established in 2008 by the Utah Supreme Court in approval of a Petition to Approve New Lawyer Training Program ("NLTP") submitted by the Bar Commission in response to a perceived need for additional training and mentorship for attorneys just recently graduating law school, passing the Utah Bar Exam and beginning their legal careers. Utah led by example in a larger movement nationally toward providing mentors to new attorneys. The objective of the program is to provide some additional training through seasoned mentors in various areas that can be challenging to new practitioners including procedure, ethics, case management, client relationships and professionalism and civility. It has also proven to be a valuable networking opportunity as many of the mentors take the opportunity to introduce their mentees to colleagues, opposing counsel and others in encouraging organizational mentoring. The first class of new attorneys entered the program in May 2009. Initially the mentors applied to the NLTP and were screened by a Utah Supreme Court oversight committee – even receiving a certificate from the Supreme Court certifying their approval as a Mentor. In February 2014, due to budget constraints and other issues, the screening and approval process as well as the administration of the NLTP shifted to the Utah State Bar and the Utah State Bar Committee on New Lawyer Training ("Committee"). The Committee consists of state and federal judges and lawyers from small and large firms as well as solo practitioners and government attorneys. Mentors continue to be required to go through an application and screening process before being approved as a Mentor. The approval letter for Mentors now comes from the President of the Utah State Bar. The NLTP has accrued a list of 989 approved mentors and approximately 1470 graduates since 2009.

## **II. REVIEW**

In the course of our review of the NLTP, the review committee reviewed all of the background materials on the Committee and NLTP, including, without limitation, the following:

1. Petition for Approval of the New Lawyer Training Program
2. New Lawyer Training Program Manual
3. On-Line Mentor Volunteer Application and requirements
4. Approval letter from Utah State Bar President for Mentors
5. Budget for the New Lawyer Training Program
6. Rules Governing the NLTP (14-808, 14-404)
7. Model Mentoring Plan and Approval Form
8. Form Email Messages and Letters for the NLTP
9. Sample Calendar of Projects and Events of the NLTP
10. October 2014 Status of the Utah State Bar New Lawyer Training Program

Additionally, the committee interviewed numerous individuals associated with the NLTP in various ways, including, individuals that have been involved with the NLTP since its inception, various members of the Bar Staff and officers, current NLTP participants – both Mentors and Mentees, past and current – both supporters and critics. Several members of the review committee have also had the opportunity to participate in and observe the Committee meeting and procedures in action. Lastly, the review committee also held several focus groups in various areas of the state and issued a survey to mentors and mentees to solicit additional feedback and insight.

### **III. FINDINGS**

The Review Committee makes the following findings regarding the NLTP:

1. The original purposes set out for the establishment of the NLTP in the Petition to the Supreme Court are being met on an ongoing basis.
2. The NLTP is profitable and self-sustaining each year. The NLTP nets roughly \$28,000 to \$30,000 per year.
3. The NLTP is a valuable program to the new lawyers going through the program.
4. The NLTP has a very large – larger than necessary - pool of willing mentors from which Mentees can select a Mentor. A large number of approved mentors have never mentored a new lawyer. Some of those have been on the list of approved mentors since inception of the program.
5. Involvement by judges on the Utah State Bar Committee on New Lawyer Training is crucial and important to help emphasize the importance of the NLTP to new lawyers going through the program.

### **IV. RECOMMENDATIONS**

The Review Committee makes the following recommendations regarding the NLTP:

1. Develop a better system to assist transactional attorney Mentors to provide litigation – related experiences to their mentees. Some ideas include a database or list Mentors or Mentees can go to for names of people who are willing to allow mentees to sit in on and participate in these types of experiences.
2. Collaborate more with the Utah State Bar sections in mentoring in the areas of their practice, specific NLTP requirements, recruitment for the NLTP, etc. This could include requiring new lawyers to join a section of the bar and attend a certain number of functions.
3. Committee should host a reception for Mentors and Mentees at Fall Forum and/or Spring Convention.
4. Require Mentors to take a training update every two years to keep up to date regarding program requirements, guidelines and tips.
5. There should be more marketing/promotion of the NLTP at Spring and Summer Conventions and Fall Forum.
6. Explore ways to keep the list of mentors fresh, involved and active. Consider implementing a 6 months on, 6 months off aspect to the NLTP. Mentors that have not mentored in the last 12 months are moved to the top of the list published by the NLTP and provided to new lawyers as a pool of prospective mentors. Mentors that have just

completed a session of mentoring, are not included on published list for the following 6 months and take the next 6 months off.

7. Explore further and more involved collaboration between the law schools and NLTP. May include inclusion of a law school representative on the NLTP, formation of a subcommittee of the NLTP Committee regarding transition from academics to practice, or other methods.
8. Invite the NLTP Coordinator to provide an estimated budget each year for programming, training, marketing, materials, travel, etc. This will help the NLTP stay on a budget as well as provide some guidance to the NLTP Coordinator as they administer the program throughout the year.
9. The Utah State Bar should definitely continue this valuable program. There is still a need for the program. It is particularly helpful to those that end up or are at the time practicing in a small firm or solo practice where they may not have in-firm mentoring opportunities.
10. Continue to connect and collaborate with the western states (and Georgia) with similar mandatory mentoring programs and actively participate in the National Legal Mentoring Consortium, as well as activities/resources of the ABA's Center for Professional Responsibility (and ABA's standing committee on professionalism, as well as GP Solo). Learn from those professionals, leaders, program managers, consultants and authors/presenters in the area. Bring said resources to Utah where possible. Integrate Utah into the national mentoring landscape. Leverage and partner to benefit our "smaller state" bar resources. Make mentoring a central part of USB programming.

# Tab 5

## Executive Committee Meeting and Bar Commission Meeting

### **2015 - 2016 DRAFT Schedule**

<b>Executive Committee Meeting</b>	<b>Bar Commission Meeting</b>
<p>Thursday, August 20, 2015 12:00 p.m. <i>Location: Ray Quinney &amp; Nebeker</i> 36 South State Street, Suite 1400 Salt Lake City, UT</p>	<p>Friday, August 28, 2015 1:00 p.m. Commission Meeting Saturday, August 29, 2015 9:00 a.m. Commission Retreat <i>Location: St. Regis, Deer Valley</i></p>
<p>Monday, September 14, 2015 12:00 p.m. <i>Location: Ray Quinney &amp; Nebeker</i></p>	<p>Friday, September 18, 2015 9:00 a.m. Commission Meeting <i>Location: J. Reuben Clark Law School, Provo</i></p>
<p>Friday, October 23, 2015 12:00 p.m. <i>Location: Ray Quinney &amp; Nebeker</i></p>	<p>Friday, October 30, 2015 9:00 a.m. Commission Meeting <i>Location: Law &amp; Justice Center</i></p>
<p>Tuesday, November 24, 2015 12:00 p.m. <i>Location: Ray Quinney &amp; Nebeker</i></p>	<p>Friday, December 4, 2015 9:00 a.m. Commission Meeting <i>Location: Law &amp; Justice Center</i></p>
<p>Friday, January 15, 2016 12:00 p.m. <i>Location: Ray Quinney &amp; Nebeker</i></p>	<p>Friday, January 22, 2016 9:00 a.m. Commission Meeting <i>Location: Law &amp; Justice Center</i></p>
<p>Friday, March 4, 2016 12:00 p.m. <i>Location: Ray Quinney &amp; Nebeker</i></p>	<p>Thursday, March 10, 2016 1:00 p.m. Commission Meeting <i>Location: Spring Convention - St. George, Utah</i></p>
<p>Friday, April 8, 2016 12:00 p.m. <i>Location: Ray Quinney &amp; Nebeker</i></p>	<p>Friday, April 15, 2016 9:00 a.m. Commission Meeting <i>Location: SJ Quinney College of Law</i></p>
<p>Friday, May 13, 2016 12:00 p.m. <i>Location: Ray Quinney &amp; Nebeker</i></p>	<p>Friday, May 20, 2016 9:00 a.m. Commission Meeting <i>Location: Law &amp; Justice Center</i></p>
<p>Tuesday, June 28, 2016 12:00 p.m. <i>Location: Ray Quinney &amp; Nebeker</i></p>	<p>Wednesday, July 6, 2016 1:00 p.m. Commission Meeting Location: Summer Convention – Lowe's Coronado, San Diego, California</p>

# Tab 6

## **Utah State Bar Board of Bar Commissioners Conflict of Interest Policy**

The Utah State Bar (the Bar) is a 501 (c) 6 Utah non-profit corporation to which the Utah Supreme Court has delegated certain regulatory, membership and public service responsibilities pursuant to its Rules for Integration and Management. The Bar has established its mission as: "To represent lawyers in the State of Utah and to serve the public and the legal profession by promoting justice, professional excellence, civility, ethics, respect for and understanding of the law."

The Board of Bar Commissioners (the Commission) is composed of from thirteen to fifteen Commissioners, including the President, the President-elect, eleven elected lawyers representing five designated divisions, two public members appointed by the Utah Supreme Court, and various *ex officio* members designated by the Commission on an annual basis.

This Policy is to assure that the affairs of the Bar and its Commission are managed in an ethical manner, free from the temptations for inappropriate personal gain which conflicting desires may provide. There are no exceptions to this Policy.

The Bar expects each member of the Commission to avoid any activity, agreement, business investment or interest, or other situation, which is in conflict with the Bar's interests or interferes with the performance of that person's duties to the Bar and to represent the Bar in a manner consistent with the goals, objectives and policies of the organization.

The following Policy has therefore been adopted:

1. Duty to the Bar. Members of the Commission have a clear fiduciary obligation to the Bar in connection with their service in such capacity. At all times Commissioners shall act in a manner consistent with this fiduciary obligation and shall exercise particular care that no detriment to the interests of the Bar (or appearance of such detriment) may result from a conflict between those interests and any personal interests which the individual Commissioner may have, or between the interests of the Bar and the Commissioner's interests as a voting member of the Commission.
2. Areas of Potential Conflict. Conflicts of interest could arise in situations in which Commissioners may have the opportunity to influence the Bar's or Commission's business decisions in ways that could lead to personal gain or give the Commissioner an improper advantage.
3. Disclosure. All actual and potential conflicts of interest shall be disclosed by Commissioners to the Bar President and Executive Director whenever a conflict arises.



4. Violations of Policy. Disinterested Commissioners shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The President shall inform the Commission of such determination and action. The Commission shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.

### **Acknowledgment and Disclosure Form**

I have read the **Utah State Bar Board of Bar Commissioners Conflict of Interest Policy** set forth above and agree to comply fully with its terms and conditions at all times during my service as a member of the Board of Bar Commissioners. I agree to disclose below all actual and potential conflicts of interest. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Bar President and Executive Director in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Board Member Signature:

Board Member Printed Name:

Date:

Tab 7

**UTAH STATE BAR  
BOARD OF BAR COMMISSIONERS  
MINUTES**

**JUNE 12, 2015**

**LAWAND JUSTICE CENTER  
SALT LAKE CITY, UTAH**

- In Attendance:** President James D. Gilson, President-elect Angelina Tsu; Commissioners: Kenyon Dove, Mary Kay Griffin, Susanne Gustin, Hon. Michael Leavitt, John Lund, Janise Macanas, Herm Olsen, Rob Rice and Tom Seiler.
- Ex-Officio Members:** Nate Alder, Dean Robert Adler, J. Reuben Clark Law School Professor Carl Hernandez, Jaelynn Jenkins for WLU, Jesse Nix, Margaret Plane and Chris Wharton.
- Not in Attendance:** Steven Burt, H. Dickson Burton, Heather Farnsworth. Ex-Officio Members: Heather Allen, Curtis Jensen, Katherine Judd, Aida Neimarlija, Dean James Rasband and Lawrence Stevens.
- Also in Attendance:** Executive Director John C. Baldwin, Assistant Executive Director Richard Dibblee, General Counsel Elizabeth A. Wright, Sean Toomey, Utah State Bar Communications Director, Bar member Peter Strand.

**Minutes: 9:15 a.m. start**

**1. President's Report:**

**1.1. Welcome and Review Calendars.**

**1.2. Report on Northwest States and Jack Rabbit Bar Conferences.** Jim Gilson and John Baldwin reported on the Northwest States and Jack Rabbit Bar Conferences and the inherent value of meeting with other bar leaders to discuss common issues and to share ideas.

**1.3. Report on North Carolina Dental Board Case.** Elizabeth Wright reported on the United States Supreme Court's February 2015 decision that impacts antitrust immunity for regulatory boards. The Bar will discuss the case with the Utah Supreme Court.

**1.4. Credit Card Surcharges.** Jim Gilson reported that the Bar will begin charging a 2% surcharge on licensing and convention credit card transactions. At this point, there will not be surcharges on the NLTP, CLE, luncheons or other Bar credit card charges. The surcharge is necessary to recoup the approximately \$60,000 in credit card merchant fees the Bar pays each year. Members who do not want to pay the surcharge can pay by check.

- 1.5. **OPC Review Committee Update.** Tom Seiler and Susanne Gustin reported that they will have a report by the July 17, 2015 deadline.
- 1.6. **NLTP Review Committee Update.** Kenyon Dove reported that the Review Committee has all the information it needs and is ready to prepare a report. The report will be done by July 17<sup>th</sup>.
- 1.7. **Convention Committee Update.** Angelina Tsu reported for Dickson Burton. The Committee will have a report by July 17<sup>th</sup>.
- 1.8. **Budget and Finance Review Committee Update.** Margaret Plane reported the Committee is on track to have a report with recommendations by July 17<sup>th</sup>.

## 2. Action Items:

- 2.1 **Approve 2015-2016 Budget.** The Commission discussed the proposed budget for 2015-2016 and the losses for the three previous summer conventions. The Commission again discussed the pro and cons of eliminating or changing the location of the summer convention. The Commission discussed changes they would like to the budget reports in order to better understand how expenses are tracked. **Angelina Tsu moved to put off a vote on the 2015-2016 budget until the July 29, 2015 Commission meeting. Herm Olsen seconded the motion which passed unopposed.**

### New Item

**Young Lawyers Division Budget Request.** Chris Wharton requested a YLD budget of \$56,000 for the 2015-2016 fiscal year; the same amount as last year's budget. Mr. Wharton distributed a handout with the YLD's expenditures and a description of each of its programs. YLD is the largest Bar section with 2000 members. The Commission discussed the value of YLDs programs and the section's importance in fostering leadership development and involvement in the Bar. The Commission discussed whether membership in the YLD should remain free for the full seven years of membership. Mr. Wharton reported bars that charge for YLD membership have low membership numbers. It was suggested that perhaps the first year or two should be free and then members would be charged section membership for the remaining six or seven years. Mr. Wharton was questioned about outside funding or grants the YLD receives. The Commission decided it would like to see a budget that reflects any outside grants or funding the YLD receives and how those monies are spent. **John Lund moved to approve the YLD's budget request subject to the YLD's provision of an accounting of outside funding. Herm Olsen seconded the motion which passed unopposed.**

- 2.1A **Utah Dispute Resolution Funding Request.** The Commission considered UDR's formal request for \$20,000 in funding. The Commission discussed the importance of UDR in meeting the unmet legal mediation needs of low income individuals. **Rob Rive moved to give UDR \$10,000 with the provision that this will be the only access to**

**justice donation until the Commission can study and evaluate all access to justice programs. Mike Leavitt seconded the motion which passed with Janise Macanas opposed.**

- 2.2** The Commission selected **Ron Yengich** as Lawyer of the Year.
- 2.3** The Commission selected **Judge Claudia Laycock** as Judge of the Year
- 2.4** The Commission selected **Disaster Legal Response** as Committee of the Year
- 2.5** The Commission selected **Young Lawyers Division** as Section of the Year

**2.6 Futures Committee Report and AAA Committee.** John Lund reported that the Futures Commission was created to investigate the provision of legal services to individuals and small businesses. The Committee is finishing up its investigation and will make a recommendation to the Commission.

Angelina Tsu reported that the AAA Committee is off and running. All sub-committees have co-chairs and the co-chairs will select subcommittee members.

#### **New Item**

Bar Member Peter Strand distributed a handout and proposed a standing committee on access to justice. The proposed committee would identify areas where access to justice is a problem and address those issues through development of special projects. Commissioners pointed out that the Bar already has an Access to Justice Program that would overlap with this new proposed committee. It was pointed out that the Court needs to be informed and involved. Some commissioners liked the idea of a clearing house for all access to justice programs in the state. **John Lund moved to endorse a 90 day investigation into the need for an access to justice committee. Kenyon Dove seconded the motion which passed unopposed.**

#### **HANDOUTS DISTRIBUTED AT MEETING:**

- 1. Young Lawyers Division letter regarding budget for 2015-2016 fiscal year.
- 2. Additional award nominees.
- 3. Access to Justice Committee Standing Committee Proposal

**ADJOURNED: 1:00 p.m.**

#### **CONSENT AGENDA:**

- 1. Approve Minutes of May 1, 2015 Commission Meeting.

# Tab 8

## POSITION DESCRIPTION

**TITLE:** Bar Commissioner  
**REPORTS TO:** Bar President and Constituents  
**EFFECTIVE DATE:** July 2015

### **Basic Functions:**

1. Serves as member of Board of Bar Commissioners in establishing policies to fulfill obligations of the Bar as indicated under the Utah Supreme Court's Rules for Integration and Management and under the Bar's Bylaws and Commission's Policies and Procedures.
2. With Bar Commission, adopts yearly budget for operations and capital.
3. Works towards fulfilling vision of the Bar, which is: *"A just legal system that is understood, valued, and accessible to all."*
4. Strives to uphold mission of the Bar, which is: *"Lawyers serving the public and legal profession with excellence, civility, and integrity."*
5. Attends regularly scheduled Commission meetings, including those associated with Annual and Spring Bar Conventions.
6. Serves on various Commission committees, which may include admissions related reviews, *ad hoc* study or governance committees, long range planning, budget and finance, executive committee, program review committees, or others as assigned.
7. Serves as liaison with sections, committees, and local bars as assigned by Bar President. In this capacity, each commissioner should: (a) call his or her assigned sections, committees and local bars at least once a month; (b) attend at least one meeting for each of his or her assigned sections, committees and local bars per quarter; and (c) provide a status report to the Commission as requested by the President.
8. Attends, if possible, admissions ceremonies and Bar socials.
9. Communicates with lawyers in division and reports on Bar activities and receives input for communication to the Commission.
10. Contacts local state senators and representatives on issues of Bar interests within legislative policies.

## Summary of Bar Commission Reimbursement Policies

### 1. Commission Meetings.

- (a) **Mileage or airfare**, if necessary, for distant meetings – if they are held far enough from your office to make reimbursement appropriate (i.e., travel from Logan, St. George, or Provo to Salt Lake City, or *vice versa*), and;
- (b) **Lodging** for those who must travel some distance (i.e., travel from Logan, St. George to meetings in Salt Lake City, etc.).

### 2. Commission Meetings held at Spring Convention.

- (a) **Mileage** plus tolls and parking or, **reasonable airfare**;
- (b) **Standard per diem** for two day's meals, incidentals, and gratuities;
- (c) **Two night's lodging in a standard room** in the convention hotel, and;
- (d) **Rental car**, if necessary.

### 3. Commission Meetings held at Summer Convention.

- (a) **Mileage** plus tolls and parking or, **reasonable airfare**;
- (b) **Standard per diem** for two day's meals, incidentals, and gratuities;
- (c) **Two night's lodging in a standard room** in the convention hotel, and;
- (d) **Rental car**, if necessary.

### 4. Worthwhile Educational Opportunities.

At the discretion of the Bar President and pursuant to approved travel budgets:

- (a) **Mileage** plus tolls and parking or, **reasonable airfare**;
- (b) **Meals, incidentals, and gratuities** while traveling to and at the event;
- (c) **Lodging at the event hotel**, and;
- (d) **Rental car**, if necessary.

### 5. Other General Office Expenses.

With the advance approval of the Bar President:

- (a) **Telephone, postage, supplies, copying**, and other similar expenses, but *not* expenses for secretarial or clerical assistance.

### 6. Procedures for Receiving Reimbursement.

- (a) **Spring and Summer Convention.** Reimbursement for Commission Meetings held at the Spring and Summer Conventions will be solicited by the Bar's Executive Secretary via e-mail immediately after the conventions. Commissioners indicating a desire for reimbursement will be reimbursed for lodging, per diem, and mileage at standard rates.
- (b) **Reimbursement for other travel** will require supporting documentation.



# Utah State Bar Balance Sheet As of May 31, 2015

	May 31, 15	Apr 30, 15	May 31, 14
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1010 · Petty Cash	625	625	625
1011 · Cash in Bank	174,164	101,958	111,412
1060 · ILM Invested Funds Market Value	3,205,198	3,454,100	2,760,812
Total Checking/Savings	3,379,987	3,556,682	2,872,848
Accounts Receivable			
1071 · Accounts receivable	6,370	(16,274)	10,340
Total Accounts Receivable	6,370	(16,274)	10,340
Other Current Assets			
1070a · Other Accounts Receivable	2,067	1,305	(369)
1089 · Unbilled tenant costs	18,556	14,808	23,501
1100 · Prepaid Expense	78,331	83,072	115,563
1919 · Section ILM net earn recvble	6,029	5,920	5,135
1920 · A/R - Section Funds	6,311	22,123	9,288
Total Other Current Assets	111,294	127,229	153,118
Total Current Assets	3,497,651	3,667,638	3,036,307
Fixed Assets			
1500 · Property & Equipment	4,596,029	4,590,579	4,313,523
1550 · Accumulated Depreciation	(3,357,345)	(3,337,789)	(3,140,097)
1600 · Land	633,142	633,142	633,142
Total Fixed Assets	1,871,825	1,885,933	1,806,568
<b>TOTAL ASSETS</b>	<b>5,369,476</b>	<b>5,553,570</b>	<b>4,842,875</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · A/P - Trade		494	
Total Accounts Payable		494	
Other Current Liabilities			
2910 · A/P - Sections Meeting revenue	1,586	10,371	
2010 · Other Accounts Payable	13,221	18,996	27,230
2100 · Accrued Payables	321,445	319,215	333,316
2350 · Capital Lease Obligations-ST	3,069	3,069	2,710
2920 · A/P - Section Funds	5,360	4,635	4,450
Total Other Current Liabilities	344,680	356,286	367,706
Total Current Liabilities	344,680	356,780	367,706
Long Term Liabilities			
2400 · Capital lease obligations	3,288	3,288	6,356
3000 · Deferred Revenues/Expenses	84,555	35,413	65,030
Total Long Term Liabilities	87,843	38,700	71,386
Total Liabilities	432,523	395,480	439,092
Equity			
3500 · Unrestricted Net Assets (R/E)	4,063,712	4,063,712	3,698,625
Net Income	873,241	1,094,378	705,157
Total Equity	4,936,953	5,158,090	4,403,782
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,369,476</b>	<b>5,553,570</b>	<b>4,842,875</b>

**Utah State Bar**  
**Summary Income Statement**  
**May 31, 2015**

	Year to Date			2014/15
	Actual	Budget	Variance Fav/(Unfav)	Total Budget
<b><u>Revenue</u></b>				
Licensing	\$ 4,064,490	\$ 3,989,915	\$ 74,575	\$ 3,998,400
Admissions	487,965	446,182	41,783	454,900
NLTP	91,500	75,828	15,672	85,300
Mgt - Service	24,264	11,894	12,370	12,000
In Kind Revenue	1,865	2,381	(516)	2,600
Mgt - Interest & Gain	28,488	15,675	12,813	17,100
Property Mgt	280,463	278,478	1,985	312,952
OPC	4,489	12,743	(8,254)	11,600
CMIS/Internet	-	500	(500)	500
CLE	517,910	328,078	189,832	405,200
Summer Convention	115,623	150,600	(34,977)	150,600
Fall Forum	100,032	88,200	11,832	88,200
Spring Convention	124,093	146,202	(22,109)	145,900
Bar Journal	135,324	138,939	(3,615)	139,600
Committees	5,155	1,000	4,155	1,000
Member Benefits	2,267	11,133	(8,866)	11,900
Section Support	-	-	-	92,281
Access to Justice	14,320	9,034	5,286	10,200
Commission/Sp Proj	13,895	7,300	6,595	7,300
Young Lawyers Division	2,046	100	1,946	100
<b>Total Revenue</b>	<b>\$ 6,014,189</b>	<b>\$ 5,714,182</b>	<b>\$ 300,007</b>	<b>\$ 5,947,633</b>
<b><u>Expenses</u></b>			(Fav)/Unfav	
Licensing	110,904	130,260	(19,356)	187,045
Admissions	429,449	437,980	(8,531)	474,411
NLTP	61,184	73,510	(12,326)	81,074
Bar Mgt	663,528	699,334	(35,806)	685,117
Property Mgt	482,316	488,453	(6,137)	537,392
OPC	1,103,740	1,097,785	5,955	1,204,272
General Counsel	186,934	237,987	(51,053)	259,529
Computer/MIS/Internet	179,030	161,129	17,901	176,437
CLE	347,556	298,852	48,704	372,144
Summer Convention	231,382	183,405	47,977	186,979
Fall Forum	86,023	97,363	(11,340)	97,963
Spring Convention	98,078	123,156	(25,078)	123,598
Bar Journal	173,479	176,083	(2,604)	185,181
Committees	103,335	106,013	(2,678)	110,903
Member Benefits	138,604	137,449	1,155	149,320
Section Support	69,723	84,894	(15,171)	92,281
Consumer Assistance	88,539	62,734	25,805	68,879
Access to Justice	150,020	168,882	(18,862)	184,705
Tuesday Night Bar	31,979	36,292	(4,313)	40,765
Legislative	67,761	71,584	(3,823)	71,642
Commission/Sp. Proj	210,189	170,519	39,670	177,475
Public Education	90,356	122,951	(32,595)	165,365
Young Lawyers Division	36,838	46,739	(9,901)	56,100
<b>Total Expenses</b>	<b>\$ 5,140,947</b>	<b>\$ 5,213,354</b>	<b>\$ (72,407)</b>	<b>\$ 5,688,577</b>
<b>Net Revenue/(Expense)</b>	<b>\$ 873,242</b>	<b>\$ 500,828</b>	<b>\$ 372,414</b>	<b>\$ 259,056</b>
<b>Add: Depreciation</b>	<b>177,922</b>	<b>202,036</b>	<b>(24,114)</b>	<b>165,458</b>
<b>Cash Increase/(Decrease) from Operations</b>	<b>\$ 1,051,164</b>	<b>\$ 702,864</b>	<b>\$ 348,300</b>	<b>\$ 424,514</b>
<b>Other Uses of Cash</b>				
Change in Assets/Liabilities	(222,007)	(222,007)	-	
Capital Expenditures	224,115	125,000	99,115	125,000
<b>Net Change in Cash</b>	<b>\$ 605,042</b>	<b>\$ 355,857</b>	<b>\$ 249,185</b>	<b>\$ 299,514</b>

# Utah State Bar

## MEMORANDUM

TO: Utah State Bar Commission  
John C. Baldwin

FROM: Elizabeth A. Wright

DATE: July 10, 2015

RE: Summary of MCLE Rule Changes

---

The Utah Supreme Court met with the MCLE Board Chairs David Hirschi and Ken Wallentine and MCLE Director Sydnie Kuhre on July 8, 2015 and approved the MCLE Board's proposed changes to the MCLE rules. The majority of changes were for clarification or for consistency with other Bar rules.

The substantive change allows lawyers to receive up to six hours of live continuing legal education ("CLE") credit for attending live, interactive webcasts that are broadcast from a Utah state courthouse to a Utah state courthouse or from the Law and Justice Center to a Utah state courthouse. This change was suggested by the Court in order to enable lawyers living away from the Wasatch front to earn live CLE credit for watching live webcasts of programs offered through the Court, such as pro bono training programs, or required CLEs offered by the Bar such as the New Lawyer Ethics Program or OPC ethics school. For now, the Court limited the rule to CLE programs offered by the Court or the Bar.

# *MCLE Rules of the Utah State Board of Continuing Legal Education*

## **Mission Statement:**

*"By continuing legal education throughout the period of practice of law, attorneys can better fulfill their obligation competently to serve their clients. These rules establish minimum requirements for such continuing legal education and the means by which the requirements shall be enforced."*

## **Rules for MCLE are covered in the Supreme Court Rules of Professional Practice Chapter 14 Article 4.**

- Rule 14-401. Purpose
- Rule 14-402. Definitions
- Rule 14-403. Establishment and membership of Board
- Rule 14-404. Active status lawyers: MCLE, NLTP and admission on motion requirements
- Rule 14-405. MCLE requirements for lawyers on inactive status
- Rule 14-406. MCLE requirements for lawyers on active military duty
- Rule 14-407. MCLE requirements for lawyers on active emeritus status
- Rule 14-408. Credit hour defined: application for approval
- Rule 14-409. Self-Study categories of accredited MCLE defined
- Rule 14-410. Accreditation of MCLE; undue hardship and special accreditation
- Rule 14-411. Board accreditation of non-approved sponsor courses
- Rule 14-412. Presumptively approved sponsors; presumptive MCLE accreditation
- Rule 14-413. MCLE credit for qualified audio and video presentations; computer interactive telephonic programs; writing; lecturing; teaching; live attendance
- Rule 14-414. Certificate of compliance; filing, late, and reinstatement fees; suspension; reinstatement
- Rule 14-415. Failure to satisfy MCLE requirements; notice; appeal procedures; reinstatement; waivers and extensions; deferrals
- Rule 14-416. Lawyers on active status not practicing law; certificate of exemption
- Rule 14-417. Miscellaneous fees and expenses

The Utah State Board of Continuing Legal Education, while a government entity, is located in the Utah Law & Justice Center along with the Utah State Bar and several other law and government related entities. The email address and web pages that are presented here in the Utah State Bar Web site are provided as a courtesy to the MCLE by the Utah State Bar.

Mission Statement:

*"By continuing legal education throughout the period of practice of law, attorneys can better fulfill their obligation competently to serve their clients. These rules establish minimum requirements for such continuing legal education and the means by which the requirements shall be enforced."*

Rules for MCLE are covered in the Supreme Court Rules of Professional Practice Chapter 14 Article 4.

## **Article 4. Mandatory Continuing Legal Education**

### **Rule 14-401. Purpose.**

By continuing their legal education throughout the period of practice of law, lawyers can better fulfill their obligation to serve their clients competently. This article establishes minimum requirements for mandatory continuing legal education and the means by which the requirements ~~shall be~~ are enforced.

### **Rule 14-402. Definitions.**

As used in this article:

(a) "~~a~~Active emeritus" or "active emeritus lawyer" means a lawyer who has been a member of the Bar for 50 years or who is 75 years of age as of July 1 of the current year and who qualifies for active emeritus status as defined under the Bar's rules, regulations and policies;

(b) "~~a~~Active status" or "active status lawyer" means a lawyer who has elected to be on active status as defined under the Bar's rules, regulations and policies; state judges; federal judges and magistrates; court commissioners, active senior judges and active justice court judges both full and part time meet CLE requirements through the Administrative office of the Courts.

(c) "~~a~~Admission on motion applicant or lawyer" means a lawyer who has applied for reciprocal admission as defined under Rule 14-705 or has been admitted as such;

(d) "~~a~~Approved law school" means an ABA approved law school as defined under Rule 14-701;

(e) "Bar" means the Utah State Bar;

(f) "Bar Examination" means the Bar Examination as defined in Rules 14-710 and 14-711 and includes the UBE, regardless of where the UBE was taken;

(f)(g) "Board" means the Utah State Board of Mandatory Continuing Legal Education as set forth in Rule 14-403;

(g)(h) "Board of Bar Commissioners" means the governing board of the Bar;

(h)(i) "eCertificate of eCompliance" means a written report evidencing a lawyer's completion of accredited CLE as required and defined under Rule 14-414;

(i)(j) "CLE" means continuing legal education;

(j)(1) "Live CLE" means a CLE program presented in a classroom setting where the lawyer is in the same room as the presenter.

(j)(2) "Live Attendance" means in person attendance at a Utah state courthouse where a course is streamed by live audio-visual communication from another Utah state courthouse or from the Law and Justice Center;

(j)(3) "Self-Study CLE Program" means a program presented in a suitable setting where the lawyer can view approved self-study activities;

(k) "Comity Certificate" is a Certificate that is filed to show MCLE compliance with a reciprocal jurisdiction;

(l) "Compliance Cycle"- means the period of 2 years beginning July 1 through June 30;

(m) "Ethics" means standards set by the Utah Rules of Professional Conduct with which a lawyer must comply to remain authorized to practice law in Utah and remain in good standing;

(j)(n) "Full exam" means all components of the Bar Examination as defined under Rule 14-710;

(o) "House Counsel" means a lawyer admitted with a restricted House Counsel license as defined in Rule 14-719, which is required and limits his or her practice of law to the business of his or her employer;

(k)(p) "inactive status" or "inactive status lawyer" means a lawyer who has elected to be on inactive status as defined under the Bar's rules, regulations and policies;

(j)(q) "MCLE" means mandatory continuing legal education as defined under this article;

(r) "Multi-State Compliance Reciprocity" means Utah has established that MCLE compliance in certain states (Idaho, Oregon, Washington) may be used as MCLE compliance in Utah by an active lawyer whose principal practice is in one of the established reciprocal states;

~~(m)~~(s) "New admittee" means a lawyer newly admitted to the Utah State Bar;

~~(n)~~(t) "NLTP" means the New Lawyer Training Program as set forth in Rule 14-404 and Rule 14-808;

~~(o)~~(u) "pPresumptively approved sponsor" means those CLE sponsors or providers who qualify under the standards set forth in Rule 14-412;

~~(p)~~(v) "pPresumptive CLE accreditation" means those CLE courses or activities that qualify under the standards set forth in Rule 14-412;

~~(w)~~"Professionalism and Civility" means conduct consistent with the tenets of the legal profession by which a lawyer demonstrates civility, honesty, integrity, character, fariness, competence, ethical conduct, public service, and respect for the rules of law, the courts, clients, other lawyers, witnesses and unrepresented parties;

~~(q)~~(x) "OPC" means the Bar's Office of Professional Conduct;

~~(r)~~(y) "OPC ethics school" means the OPC biannual seminar on the Utah Rules of Professional Conduct which provides six CLE or ~~NLCLE~~ credit hours; and

~~(s)~~(z) "Supreme Court" means the Utah Supreme Court; and

(aa) "UBE Transfers" means applicants who gain admission by transferring a uniform bar exam score.

#### **Rule 14-403. Establishment and membership of Board.**

There is hereby established by this Court a Board of Mandatory Continuing Legal Education. The Board ~~shall~~ consists of 15 members, all of whom ~~shall be~~ are lawyers admitted to the Bar. Members ~~shall be~~ are appointed for three-year terms, except that three members of the initial Board ~~shall~~ will be appointed for a one-year term and three members ~~shall~~ will be appointed for a two-year term. Each yearly class of members ~~shall~~ will include one member residing outside of Salt Lake County. No lawyer may serve more than two consecutive terms as a member of the Board.

#### **Rule 14-404. Active status lawyers: MCLE, NLTP and, admission on motion, multi-state compliance reciprocity, house counsel and UBE requirements.**

(a) Active status lawyers. Commencing with calendar year 2009 12, each lawyer admitted to practice in Utah ~~shall~~ must complete, during each two fiscal year period (July 1 through June 30), a minimum of 24 hours of Utah accredited CLE which ~~shall~~ must include a minimum of three hours of accredited ethics or professional responsibility. One of the three hours of ethics or professional responsibility ~~shall~~ must

be in the area of professionalism and civility. Lawyers on inactive status are not subject to the requirements of this rule, including or the NLTP requirements.

(a)(1) Lawyers on active status who reside in Utah and who are subject to the NLTP under Rule 14-808 must complete the NLTP requirements within a 12 month period after admission to the Bar before the end of their first compliance cycle.

~~(a)(2) A new lawyer or mentor who successfully completes the requirements of the Model Mentoring Plan or an approved plan shall receive up to three hours of ethics or professional responsibility credit.~~

~~(b) Adjustment to compliance periods. Commencing with 2009, MCLE compliance periods will comport with the Bar's licensing renewal periods.~~

~~(b)(1) Each lawyer who complies on the even year compliance period, for the first reporting cycle only, is required to complete the mandatory CLE hours by June 30, 2010. The CLE requirement will be reduced to 18 hours of accredited CLE which shall include a minimum of 2 hours of accredited ethics or professional responsibility. One of the hours of ethics or professional responsibility shall be in the area of professionalism and civility.~~

~~(b)(2) Commencing with July 1, 2010, each lawyer shall complete during each two fiscal year period a minimum of 24 hours of accredited CLE.~~

~~(b)(3) Commencing with January 1, 2010, each lawyer who complies on the odd year compliance period, for the first reporting cycle only, is required to complete the mandatory CLE hours by June 30, 2011. The CLE requirement will be reduced to 18 hours of accredited CLE which shall include a minimum of 2 hours of accredited ethics or professional responsibility. One of the hours of ethics or professional responsibility shall be in the area of professionalism and civility.~~

~~(b)(4) (b) Commencing with July 1, 2011, each lawyer shall complete during each two fiscal year period a minimum of 24 hours of accredited CLE.~~

~~(c)(b) NLTP. A lawyer who is obligated to and who successfully does fulfills the requirements of the NLTP shall be deemed to have satisfied will receive 12 accredited MCLE hours for the reporting period ending June 30 of the second complete fiscal year following the lawyer's year of admission to the Bar. Twelve additional MCLE hours must also be completed under this rule during the lawyer's first compliance cycle, not including the New Lawyer Ethics program.~~

(b)(1) New Lawyer Ethics Program. New lawyers are required to attend the New Lawyer Ethics Program. This program satisfies the ethics requirement for the new lawyer's first compliance cycle.

~~(d)(c) Admission on motion. A lawyer who fulfills the requirements by of admission on motion as prescribed in Rule 14-705 shall be deemed to have satisfied satisfies the accredited MCLE requirements of this rule for the reporting cycle ending June 30 of the~~



second complete fiscal year following the lawyer's year of admission. In addition, the admission on motion lawyer must pay the designated filing fee and must complete and certify no later than six months following the lawyer's admission that he or she has attended at least 15 hours of accredited CLE hours on Utah practice and procedure and ethics requirements as follows:

(d)(c)(1) Nine credit hours must be comprised of accredited CLE courses on Utah practice and procedure.

(d)(c)(2) Six credit hours must be comprised of the professional ethics course presented in OPC's ethics school.

(d)(c)(3) Twelve of the 15 hours may be completed through self-study through the Bar's online CLE system. The above 15 hours from (c)(1) and (c)(2) will apply towards the 24 hours required per two-year compliance period cycle. The Board of Bar Commissioners may specify the number of the required 15 hours that must be in particular areas of practice, procedure and ethics.

(d) Multi-State Reciprocity Compliance. An active lawyer whose principal practice of law is in a Multi-State Compliance Reciprocity State may elect to meet the MCLE requirements in that other state and use that state's MCLE compliance as compliance in Utah by filing a "Comity Certificate" for Utah CLE compliance.

(e) House Counsel lawyers. House Counsel lawyers must pay the designated filing fee and file with the MCLE Board by July 31 of each year a House Counsel Certificate signed by the jurisdiction where House Counsel maintains an active license evidencing that the lawyer has completed the hours of continuing legal education required of active lawyers in the jurisdiction where House Counsel is licensed. House Counsel lawyers that do not have a CLE requirement from the jurisdiction where House Counsel maintains an active license must complete 12 hours annually (July 1 – June 30) of Utah approved CLE to include 1 hour of legal ethics and 1 hour of professionalism/civility. At least half of the hours must be completed by attending live, in-person CLE.

(f) UBE Applicants. A lawyer who gains admission by transferring a UBE score and has less than two years of legal practice will comply with the New Lawyer Training Program. If the lawyer gains admission by transferring a UBE score and has less than two years of legal practice and receives a waiver of the New Lawyer Training Program because the lawyer lives out of the state, the lawyer will comply with the same rules as admission on motion lawyers. A lawyer who gains admission by transferring a UBE score and has more than 2 years of active practice will comply with the same rules as admission on motion lawyers. These lawyers must pay the designated filing fee and are required to complete and certify no later than six months following the lawyer's admission that he or she has attended at least 15 hours of accredited CLE hours on Utah practice and procedure and ethics requirements including the OPC's ethics school.

~~(e)~~(g) Out-of-state CLE activities. CLE credit may be awarded for out-of-state activities that the Board determines meet ~~certain~~ standards in furthering a lawyer's legal education. The Board ~~shall~~ determines whether to accredit the activities and, if so accredited, the number of hours of credit to allow for such activities. Out-of-state activities cannot substitute for the 15 mandatory CLE hours described in paragraph (c) and Rules ~~14-705(d)(b)~~ and ~~14-705(d)(3)(b)(1)~~.

~~(f)~~ (h) Activities that may be regarded as equivalent to state-sponsored self-study CLE may include, but are not limited to, viewing of approved CLE audio and video, and webcast presentations, computer interactive telephonic programs, writing and publishing an article in a legal periodical, part-time teaching in an approved law school, or delivering a paper or speech on a professional subject at a meeting primarily attended by lawyers, legal assistants, or law school students.

~~(g)~~ (i) A lawyer's application for accreditation of a CLE activity must be submitted in writing to the Board if the activity has not been previously approved for CLE credit in Utah.

#### **Rule 14-405. MCLE requirements for lawyers on inactive status.**

(a) ~~No requirement.~~ Lawyers on inactive status are not subject to MCLE requirements while on inactive status.

(b) Return to active status. A lawyer on inactive status who returns to active status shall must complete the ~~MCLE requirement of 24 hours~~ MCLE requirement by June 30 of the fiscal year following ~~the lawyer's~~ his or her return to active status; and may use CLE hours completed prior to activation to satisfy part or all of the ~~Lawyers on inactive status may comply with MCLE requirements if those hours were completed during the and use that CLE credit to satisfy this cycle in which the lawyer must complete the MCLE requirement.~~

(c) If a lawyer elects inactive status at the end of the licensing cycle (June 1-September 30) when his or her CLE reporting is due and elects to change back to active status within the first three months of the following licensing cycle, the lawyer will be required to complete the CLE requirement for the previous CLE reporting period before returning to active status.

#### **Rule 14-406. MCLE requirements for lawyers on active military duty.**

(a) Waiver. Lawyers who are serving or called to federal active military duty that will last for 90 concurrent days or longer during any portion of a compliance period shall will have his or her MCLE requirements waived for that particular compliance period.

(b) Statement of compliance. Each lawyer serving or called to federal active military duty that will last for 90 concurrent days or longer shall must file with the Board a statement of compliance providing verification of the date the lawyer was called to federal active military duty. The statement of compliance ~~will be~~ is due by July 31 following the ~~year for~~ end of the compliance cycle in which the report is due.

#### **Rule 14-407. MCLE requirements for lawyers on active emeritus status.**

(a) Commencing with calendar year 2012, Lawyers on active emeritus status shall must comply with MCLE requirements by participation in 12 hours of Utah accredited CLE during each two-fiscal-year (July 1 through June 30) compliance cycle.

(b) Alternative. In the alternative, lawyers on active emeritus status may work in conjunction with another Utah lawyer on active status in lieu of complying with the requirement of 12 hours of Utah accredited CLE. These lawyers must contact the MCLE Board Director prior to working with another active Utah lawyer. Lawyers on active emeritus status who elect to work in conjunction with another Utah lawyer on active status in lieu of complying with 12 hours of Utah accredited CLE; shall must file with the Board a signed statement verifying that he or she has complied with the requirements of this rule by July 31, ~~following the year for end of the compliance cycle in which the report is due; a signed statement verifying that he or she has complied with the requirements of this rule.~~

(c) If an Emeritus lawyer elects inactive status at the end of the licensing cycle (June 1-September 30) when his or her CLE reporting is due and elects to change back to active status within the first three months of the following licensing cycle, the lawyer will be required to complete the active emeritus CLE requirement for the previous CLE reporting period before returning to active status.

#### **Rule 14-408. Credit hour defined; application for approval.**

(a) An hour of accredited CLE means 60 minutes of attendance in a one-hour period in ~~attendance at an accredited CLE program.~~

(b) A lawyer or a sponsoring agency applying for approval of a CLE activity or program shall must submit to the Board all the necessary information required under this article.

#### **Rule 14-409. Self-study categories of accredited MCLE defined.**

(a) Lecturing, ~~and teaching; and~~ panel discussions. Lawyers who lecture in an accredited CLE program ~~shall will~~ receive credit for three hours for each hour spent lecturing. No lecturing or teaching credit is available for participation in a panel discussion or for preparation time.

(b) Final published course schedule. The Board shall will determine the number of accredited CLE hours available for a program based on the final published course schedule.

(c) Equivalent CLE credit for certain self-study activities. Subject to the Board's determination, the Board shall will allow equivalent credit for such activities as, in the Board's determination, that further the purpose of this article and qualify for equivalency. Such equivalent activities may include, but are not limited to, viewing of approved CLE audio and video and webcast presentations, computer interactive telephonic programs, writing and publishing an article in a legal periodical, part-time teaching by a lawyer in an approved law school, or delivering a paper or speech on a professional subject at a meeting primarily attended by lawyers, legal assistants or law students. The number of hours of credit ~~to be allowed~~ for such activities and the procedures for obtaining such equivalent credit may will be determined specifically ~~in particular instances~~ by the Board for each instance.

**Rule 14-410. Accreditation of MCLE; attendance; undue hardship and special accreditation.**

(a) Accredited CLE activities provided by this article shall must:

(a)(1) have as their primary objective to increase lawyers' professional competency;

(a)(2) be comprised of subject matter directly related to the practice of law; and

(a)(3) comply with the specific requirements set forth in this article with respect to each activity.

(b) The Board shall assign an appropriate number of credit hours to each accredited CLE activity.

(c) Attendance. A lawyer may attend a course in person or by live, interactive audio-video communication from a Utah state courthouse to another Utah state courthouse or from the Law and Justice Center to a Utah state courthouse.

(c)(1) The total of all hours allowable for live, interactive webcasts that are broadcast from a Utah state courthouse to another Utah state courthouse or from the Law and Justice Center to a Utah state courthouse must be authorized by the Board and caps at 6 hours during a reporting period.

(e) (d)Ethics and professional responsibility courses. All courses or components of courses offered to fulfill the ethics and professional responsibility requirement under 14-404(a) must be specifically accredited by the Board.

(d)(1) Professionalism and Civility. All courses or components of courses offered to fulfill the professionalism and civility requirement under 14-404(a) must be specifically accredited by the Board.

~~(d)~~ (e)Undue hardship; special accreditation. Formal instruction or educational seminars which meet the requirements of paragraph (a) lend themselves well to the fulfillment of

the educational requirement imposed by this article and will be readily accredited by the Board. It is not intended that compliance with this article will impose any undue hardship upon any lawyer ~~by virtue of the fact that~~ because the lawyer may find it difficult to attend such activities because of health or other special reasons ~~to attend such activities~~. In addition to accrediting formal instruction at centralized locations, the Board, in its discretion, may accredit such educational activities including, but not limited to, audio and video presentations, webcast, computer interactive telephonic programs, teaching, preparation of articles and other meritorious learning experiences as provided in this article.

#### **Rule 14-411. Board accreditation of non-approved sponsor courses.**

The Board in its discretion may accredit CLE courses or activities offered by non-approved sponsors if they meet the following standards.

- (a) The course must be of intellectual or practical content and, where appropriate, should include an ethics or professional responsibility component.
- (b) The course or activity must contribute directly to a lawyer's professional competence or skills, or the lawyer's professional ethical obligations.
- (c) Course or activity leaders or lecturers must have the necessary practical or academic skills to conduct the course effectively.
- (d) Prior to or during the course or activity, each attendee must be provided with written or electronic course materials of a quality and quantity which indicate that adequate time has been devoted to preparation and ~~further reflect that they will be~~ which are of value to lawyers in their practice of the law. One-hour courses or activities meet this requirement by providing an outline of the course or activity's content.
- (e) The course or activity must be presented in an appropriate setting.
- ~~(f) During courses or activities presented by means of video or audio, film, simultaneous broadcast or other such systems or devices, there should be an opportunity to ask questions of course faculty or other qualified commentators~~
- ~~(g)~~(f) The course or activity must be made available to lawyers throughout the state unless the sponsor demonstrates to the satisfaction of the Board that there is good reason to limit availability.
- ~~(h)~~(g) A sponsor or attendee must submit to all reasonable requests for information related to the course or activity.
- ~~(i)~~(h) A sponsor or attendee must submit a written request for accreditation on an approved form within 60 days prior to or following the course or activity. Sponsors who wish to advertise a course or activity as being accredited must submit a request for approval at least 60 days prior to the event.
- (i) The sponsor must submit the registration list in an approved format and CLE fees if applicable within 30 days following the presentation of a course.

**Rule 14-412. Presumptively approved sponsors; presumptive MCLE accreditation.**

(a) The Board may designate an individual or organization as a presumptively approved sponsor of accredited CLE courses or activities if they meet the following standards:

(a)(1) The sponsor ~~shall~~ must be either an approved law school or an organization engaged in CLE ~~which that has~~, during the three years immediately preceding its application, has sponsored at least six separate courses ~~which that~~ comply with the requirements for individual course accreditation under Rule 14-411. Status as a presumptively approved sponsor ~~shall be~~ is subject to periodic review.

(a)(2) Presumptively approved sponsors are required to pay annual presumptive fees.

~~(a)(2)(3)~~ Within 60 days prior to offering a course, the sponsor ~~shall~~ must indicate on a Board-approved form that the course satisfies the provisions of Rule 14-411. ~~Each course shall be accredited as long as the sponsor has presumptive approval. The sponsor should also submit a copy of the brochure or outline describing the course, a description of the method or manner of presentation, and, if specifically requested by the Board, a set of materials.~~

~~(a)(3)(4)~~ The sponsor ~~shall~~ must submit related information within 60 days following the presentation of a course, including the registration list in an approved format, and CLE fees if applicable within 30 days following the presentation of a course. ~~a copy of the brochure describing the course, a description of the method or manner of presentation of course materials, and, if specifically requested by the Board, a set of course materials.~~

~~(a)(4)(5)~~ The sponsor ~~shall~~ must make its courses available to all lawyers throughout the state, unless it can demonstrate to the satisfaction of the Board that there is good reason to limit the availability.

~~(a)(5)(6)~~ The sponsor ~~shall~~ must submit to all reasonable requests for information and comply with this article.

(b) Denial of presumptively approved sponsor status. Notwithstanding a sponsor's compliance with paragraphs (a)(1) through (a)(5 ~~6~~), the Board may deny designation as a presumptively approved sponsor if the Board finds there is just cause for ~~such~~ denial.

(c) Revocation of presumptive approval. ~~Presumptive approval of a sponsor shall entitle courses offered by that sponsor to accreditation until such time that the Board determines that the sponsor is not entitled to presumptive approval.~~ The Board may audit any sponsor having presumptive approval and may revoke the presumptive approval if it determines that the sponsor is offering, as accredited, courses which do not satisfy the standards established under Rule 14-411.

~~(d) Presumptive MCLE accreditation. The Board may establish a list of those entities that have CLE requirements and accreditation standards which are consistent with those of the Board. Courses which are accredited by those entities on the list shall be~~

~~entitled to presumptive accreditation. The Board may review and revise the list at any time in its discretion.~~

**Rule 14-413. MCLE credit for qualified audio and video presentations; webcasts; computer interactive telephonic programs; writing; lecturing; teaching; live attendance.**

(a) Credit will be allowed for self-study with Board accredited audio and video presentations, webcasts or computer interactive telephonic programs in accordance with the following.

(a)(1) One hour of self-study credit will be allowed for viewing and/or listening to 60 minutes of audio or video presentations, webcasts or computer interactive telephonic programs in accordance with Rule 14-408(a).

(a)(2) No more than 12 hours of credit may be obtained through self-study with audio or video presentations, webcasts or computer interactive telephonic programs. Upon application to the Board, the Board may grant a waiver, permitting a lawyer on active status to obtain all required hours of credit through self-study, if the lawyer:

(a)(2)(A) does not reside in Utah; and

(a)(2)(B) is engaged in full-time volunteer work for a religious or charitable organization.

(b) Credit will be allowed for writing and publishing an article in a legal periodical in accordance with the following.

(b)(1) To be eligible for any credit, an article must:

(b)(1)(A) be written to address a lawyer audience;

(b)(1)(B) be at least 3,000 words in length;

(b)(1)(C) be published by a recognized publisher of legal material; and

(b)(1)(D) not be used in conjunction with a seminar.

(b)(2) Three credit hours will be allowed for each 3,000 words in the article. An application for accreditation of the article must be submitted at least 60 days prior to reporting the activity for credit. Two or more authors may share credit obtained pursuant to this paragraph in proportion to their contribution to the article. No more than 12 hours of credit may be obtained through writing and publishing an article or articles.

(c) Credit will be allowed for lecturing in an accredited CLE program, and part-time teaching by a lawyer in an approved law school, or delivering a paper or speech on a professional subject at a meeting primarily attended by lawyers, legal assistants or law students in accordance with the following.

(c)(1) Lecturers in an accredited CLE program and part-time teachers may receive three hours of credit for each hour spent in lecturing or teaching as provided in Rule 14-408(a).

(c)(2) No lecturing or teaching credit is available for participation in a panel discussion.

(c)(3) No more than 12 hours of credit may be obtained through lecturing and part-time teaching.

(d) Credit will be allowed for lecturing and teaching by full-time law school faculty members in accordance with the following.

(d)(1) Full-time law school faculty members may receive credit for lecturing and teaching but only for lecturing and teaching accredited CLE courses.

(d)(2) No lecturing or teaching credit is available for participation in panel discussions.

(d)(3) No more than 12 hours of credit may be obtained through lecturing and teaching by full-time law school faculty members.

(e) Credit will be allowed for attendance at an accredited CLE program in accordance with the following.

(e)(1) Credit is allowed for attendance at an accredited CLE program in accordance with Rule 14-408(a).

(e)(2) ~~There is no~~ A minimum of 12 CLE hours, with no maximum restriction, on the percentage of the credit hour requirement which may must be obtained through attendance at an accredited CLE program. However, a minimum of 12 hours must be obtained through attendance at live in-person CLE programs.

(f) The total of all hours allowable under paragraphs (a), (b), (c), and (d) of this rule may not exceed 12 hours during a reporting period.

(g) No credit is allowed for self-study programs except as expressly permitted under paragraph (a).

**Rule 14-414. Certificate of compliance; filing, late, and reinstatement fees; suspension; reinstatement.**

(a) Certificate of compliance. On or before July 31 of alternate years, each lawyer subject to MCLE requirements ~~shall must~~ file a certificate of compliance with the Board, ~~in such form as the Board shall prescribe,~~ appropriately evidencing the lawyer's completion of accredited CLE courses or activities ending the preceding 30th day of June. The certificate of compliance ~~shall must~~ include the title of programs attended, or the audio or video presentation, the computer interactive webcast, telephonic program attended, viewed or listened to; the sponsoring entity; the number of hours in actual attendance at each program; or the number of hours of such audio or video presentation; and other information as the Board ~~shall~~ requires.

(b) Filing fees, late fees and reinstatement fees.



(b)(1) Each lawyer shall pay a filing fee in the amount of \$15 at the time of filing the eCertificate of eCompliance under paragraph (a).

(b)(2) Any lawyer who fails to complete the MCLE requirement by the June 30 deadline, or fails to file by the July 31 deadline ~~shall~~ will be assessed a \$100 late fee.

(b)(3) Lawyers who fail to comply with the MCLE requirements ~~and but who~~ file within a reasonable time, as determined by the Board ~~in its discretion~~, and who are subject to an administrative suspension pursuant to Rule 14-415, ~~after the late fee has been~~ will be assessed, ~~shall be assessed in addition to the late fee,~~ a \$200 reinstatement fee ~~plus an additional~~ and a \$500 fee if the failure to comply is a repeat violation within the past 5 years.

(c) Maintaining proof of compliance. Each lawyer ~~shall~~ will maintain proof to substantiate the information provided on the filed eCertificate of eCompliance ~~which has been filed~~. The proof may contain, but is not limited to, certificates of completion or attendance from sponsors, certificates from course leaders, or materials related to credit. The lawyer ~~shall~~ must retain this proof for a period of four years from the end of the period for which the Certificate of Compliance is filed. Proof ~~shall~~ must be submitted to the Board upon written request.

(d) Failure to provide proof of compliance; rebuttable presumption. Failure by the lawyer to produce proof of compliance within 15 days after written request by the Board constitutes a rebuttable presumption that the lawyer has not complied with the MCLE requirements for the applicable time period.

(e) Verification period. The Board may, at any time within four years after the eCertificate of eCompliance has been filed, commence verification proceedings to determine a lawyer's compliance with this article.

**Rule 14-415. Failure to satisfy MCLE requirements; notice; appeal procedures; reinstatement; waivers and extensions; deferrals.**

~~(a) Exceptions. Rule 14-415 does not apply to a lawyer who is required under Rule 14-808 to complete NLTP requirements in a timely manner and fails to do so.~~

~~(b)~~(a) Failure to comply; petition for suspension. A lawyer who fails to comply with reporting provisions of Rule 14-414 ~~shall~~ will be assessed a late fee. A lawyer who fails to comply with Rule 14-414 or who files a eCertificate of eCompliance showing that he or she has failed to complete the required number of hours of MCLE ~~shall~~ will be notified that ~~unless all requirements are completed and reported within 30 days,~~ a petition for the lawyer's suspension from the practice of law will be submitted to the Supreme Court unless all requirements are completed and reported within 30 days.

~~(b)~~(a)(1) The lawyer ~~shall be given~~ will have the opportunity during the 30-day period to file an affidavit with the Board, disclosing facts demonstrating that the lawyer's

noncompliance was not willful and to tendering such documents, ~~which that~~, if accepted, would cure the delinquency. A hearing before the Board ~~shall~~ will be granted if requested.

~~(b)(a)~~(2) If, after a hearing, or a failure to cure the delinquency by satisfactory affidavit and compliance, the lawyer is suspended by the Supreme Court, the lawyer ~~shall~~ will be notified by certified mail, return receipt requested.

~~(e)(b)~~ Reinstatement. A lawyer suspended by the Supreme Court under the provisions of this rule may be reinstated by the Court upon motion of the Board showing that the lawyer has cured the delinquency for which the lawyer has been suspended. If a lawyer has been suspended by the Supreme Court for non-compliance with this article, the lawyer must then comply with all applicable rules to be eligible to return to active or inactive status.

~~(d)(c)~~ Waivers and extensions of time. For good cause shown, the Board may, ~~in use~~ its discretion in cases involving hardship or extenuating circumstances, to grant waivers of the minimum MCLE requirements or extensions of time within which to fulfill the requirements. Active Utah lawyers will not be granted a waiver of the CLE requirements in Utah if they are living outside of Utah and practicing law in other jurisdictions. These Active Utah lawyers must comply with the Utah CLE requirements or change from active to inactive status.

~~(e)(d)~~ Deferrals. The Board may ~~in its discretion~~ defer MCLE requirements in the event of the lawyer's serious illness.

~~(f)(e)~~ Petition to appeal. Any lawyer who is aggrieved by any decision of the Board under this rule may, within 30 days from the date of the notice of decision, appeal to the Board by filing a petition setting forth the decision and the relief sought along with the factual and legal basis. Unless a petition is filed, the Board's decision ~~shall be~~ is final.

~~(f)(e)~~(1) The Board may approve a petition without hearing, or may set a date for hearing. If the Board determines to hold a hearing, the lawyer ~~shall be given~~ will have at least 10 days notice of the time and place set for the hearing. Testimony taken at the hearing ~~shall~~ will be under oath. The Board shall enter written findings of fact, conclusions of law and the decision on each petition. A copy ~~shall~~ will be sent by certified mail, return receipt requested, to the lawyer.

~~(f)(e)~~(2) The Board may grant the petitioner an extension of time within which to comply with this rule ~~as the Board considers appropriate.~~

~~(f)(e)~~(3) Decisions of the Board are final, and are not subject to further contest, unless the decision was other than a denial of a request for a waiver or a recommendation of suspension of lawyer's license to practice, are final and are not subject to further contest.

~~(g)(f)~~ Appeal to Supreme Court. A decision denying a request for waiver or a decision to suspend the lawyer is final under paragraph (e)(3) unless within 30 days

after service of the findings of fact, conclusions of law and decision, the lawyer files a written notice of appeal with the Supreme Court.

~~(g)(f)(1)~~ Transcripts. To perfect an appeal to the Supreme Court, ~~if testimony was taken before the Board~~, the lawyer shall must, at the lawyer's expense, obtain a transcript of the proceedings from the Board. If testimony was taken before the Board, ~~the Board shall~~ will certify that the transcript contains a fair and accurate report of the proceedings. The Board shall will prepare and certify a transcript of all orders and other documents pertinent to the proceeding before it, and file these promptly with the clerk of the Supreme Court. The matter shall will be heard by the Supreme Court under this article and other applicable rules.

~~(g)(f)(2)~~ The time set forth in this article for filing notices of appeal are jurisdictional. The Board or the Supreme Court, as to appeals pending before each such body, may, for good cause shown either extend the time for the filing or certification of any material or dismiss the appeal for failure to prosecute.

**Rule 14-416. Lawyers on active status not practicing law in Utah; certificate of exemption. Lawyers on active status engaged in full-time volunteer work in remote locations.**

(a) A lawyer on active status who is not engaged in the practice of law in Utah may, upon application to the Board, be granted a waiver of the MCLE requirements of Rule 14-404 and obtain a certificate of exemption. file and attach to his or her Utah Certificate of Compliance evidence showing that the lawyer has met the Utah MCLE requirements in Rule 14-404 with CLE courses accredited in the state in which the lawyer resides and practices. This may include certificates of compliance, certificates of attendance or other information indicating the identity of the accrediting jurisdiction.

(a)(1) The lawyer must attach to his or her Utah Certificate of Compliance a copy of the member's Certificate of Compliance with the MCLE requirements from that jurisdiction together with evidence that the member has completed a minimum of three hours of accredited ethics or professional responsibility. One of the three hours of ethics or professional responsibility must be in the area of professionalism and civility.

(a)(2) If the lawyer lives in a jurisdiction where there is not a CLE requirement, the lawyer must comply with the Utah CLE requirements or place his or her license on inactive status

(b) Upon application by a lawyer on active status, the Board may grant a waiver of the MCLE requirements of Rule 14-404 and issue a certificate of exemption if the lawyer:

(b)(1) resides in a remote location outside of Utah where audio or video presentations or computer interactive telephonic programs sufficient to allow the

lawyer to participate in CLE credit hours are not reasonably available to the lawyer;  
and

(b)(2) is engaged in full-time volunteer work for a religious or charitable organization.

#### **Rule 14-417. Miscellaneous fees and expenses.**

(a) All fees under this article ~~shall~~ will be deposited in a special account of the Board and used to defray the costs of administering this article.

(b) A lawyer shall must pay an administrative fee of \$25 for preparation and mailing of ~~C~~certificates of CLE compliance to other MCLE states, for filing of Reciprocal Certificates for lawyers admitted on ~~M~~motion to the Utah State Bar, or for filing of House Counsel Certificates of Compliance from the jurisdiction where the House Counsel maintains an active license, ~~or for lawyers on active status who are not engaged in the practice of law in Utah and request a Certificate of Exemption.~~ The Board may establish other fees to defer administrative costs related to requests for accreditation with Supreme Court approval.

(c) Members of the Board ~~shall~~ are not be compensated, but shall will be reimbursed for reasonable and necessary expenses incurred ~~by them~~ in the performance of their duties under this article.

(d) All CLE sponsors who offer any course for a fee Utah approved CLE credit; shall must pay to the Board, within ~~60~~ 30 days of ~~presenting~~ following the course, a fee of \$1.50 per credit hour per attendee. The required fee must accompany the required registration list. The \$1.50 per credit hour fee will cap at \$15 per attendee.

(d)(1) All CLE sponsors that submit more than 50 programs annually must pay additional application fees to the Board.

(d)(2) All CLE sponsors that do not charge registration fees but submit more than 50 programs annually must pay to the Board additional application fees.

(d)(3) If the CLE sponsor is a government or non-profit agency that is offering a program free of charge, the fees may be waived.

(e) Any lawyer who is required by this article to apply to the Board for any special accreditation or approval of an educational activity shall must pay a fee of \$10 at the time of application.

(f) Any lawyer subject to NLTP requirements shall must pay a separate and additional fee of \$300 to the Bar as specified in the NLTP Manual.

(g) Presumptive providers are required to pay an annual fee. The presumptive provider fee must be paid by January 1<sup>st</sup> of each year and is good through December 31<sup>st</sup> of each year.

(g)(1) Presumptive providers that submit more than 50 applications annually will be required to pay additional presumptive fees.

The Utah State Board of Continuing Legal Education, while a government entity, is located in the Utah Law & Justice Center along with the Utah State Bar and several other law and government related entities. The email address and web pages that are presented here in the Utah State Bar Web site are provided as a courtesy to the MCLE by the Utah State Bar.



### Community Mediation

The Law and Justice Center  
645 South 200 East  
Salt Lake City, Utah 84111  
phone 801-532-4841

fax 801-531-0660

e-mail [info@utahdisputeresolution.org](mailto:info@utahdisputeresolution.org)  
toll free 877-697-7175  
[www.utahdisputeresolution.org](http://www.utahdisputeresolution.org)

Northern Office  
YCC Center  
2261 Adams Avenue  
Ogden, Utah 84401



### STAFF

Nancy McGahey  
*Executive Director*

Kate Larimer  
*Case Management*

Lauren Cunico  
*Spanish Program  
Case Management*

Lynette Wendel  
*Training Coordinator*

Rachelle Geary  
*Youth & Court Programs*



### BOARD OF TRUSTEES

William W. Downes, Jr.  
*President*

Michele Mattsson  
*Vice-President*

Palmer DePaulis  
*Secretary-Treasurer*

George A. Lopez

Julie Schleck

Adam Mow

David Leta

Stephen Kelson

*Emeritus*

Diane Hamilton

Hardin A. Whitney

July 10, 2015

John Baldwin, Executive Director  
Utah State Bar Association  
645 South 200 East  
Salt Lake City, Utah 84111

Dear John:

I am pleased to accept the Utah State Bar's very generous contribution of \$10,000 in support of Utah Dispute Resolution's mediation programs. This funding will help our organization continue to provide mediation services to low- and middle-income Utah residents during the 2015-2016 fiscal year.

The demand for affordable mediation services continues to grow. This summer, Utah Dispute Resolution (UDR) initiated a pilot program to offer on-demand mediation at no cost to unrepresented parties assigned to the Pro Se calendars overseen by the Third Judicial District Commissioners. UDR is partnering in this program with the Legal Aid Society of Salt Lake, which provides volunteer attorneys, and the Court Self-Help Clinic, which assists in preparing legal documents for these disputants. The Bar's funding will help UDR continue to assist in this effort.

In addition to your financial support, I want to acknowledge the Bar's continued generosity in providing office space, phone system, Internet access, and accounting services to our organization. Because of this contribution, we are able to reduce overhead costs and devote a higher percentage of our operating dollars to fund direct services.

We are grateful to the Utah State Bar Commission and staff for your commitment to mediation and for the confidence you have placed in Utah Dispute Resolution to carry out our mission. On behalf of our Board of Trustees, staff, volunteers, and clients, I extend our gratitude.

Sincerely,

Nancy McGahey  
Executive Director