

# Practical Skills for New Lawyers




**\$95**  
if licensed  
5 years  
or less

**LIVE** Austin • March 28, 2017 • Texas Law Center

Or **LIVE WEBCAST** • WATCH from your computer or mobile device via **LIVE WEBCAST**



**MCLE CREDIT**  
6.25 Hours (1 Ethic)

**DOWNLOADABLE**  
Course Materials 

TexasBarCLE.com  
800.204.2222 x1574

*Education by the Bar,  
for the Bar*

# Practical Skills for New Lawyers

Cosponsored by the Texas Young Lawyers Association of the State Bar of Texas

**LIVE Austin**  
 March 28, 2017  
 Texas Law Center

Texas Young Lawyers Association member can **save \$25!**

Attorneys licensed 5 years or less attend for **\$95!**

-OR-

Watch from your computer or mobile device

**LIVE Webcast**  
 March 28, 2017

 #TBCLE



## MCLE CREDIT

6.25 Hours (1 Ethic)  
 MCLE Course No: 901366934  
 Applies to the Texas Bar College.

## Purpose and Scope

This course covers a wide range of useful information that will benefit every new lawyer. You will learn from experienced attorneys many key lessons and skills they have used to propel their careers. The course topics include managing client relationships and legal staff, successful billing tips, managing documents and communications, legal writing mechanics, and making the most of your State Bar resources. In addition, you will obtain advice from a panel of distinguished state and federal judges, gain tips on business development, marketing, and networking strategies from rainmakers and in-house counsel, and obtain advice on career transitions and evaluating whether to make a move. This CLE is a must for every young lawyer in Texas.

## Tuesday

6.25 hours including 1 ethic

8:00 **Registration**  
**Coffee & Pastries Provided**

8:55 **Welcoming Remarks**  
**Course Director**  
 John Ellis, *Austin*  
 Scott Douglass & McConnico

9:00 **Client Intake, Engagement Letters, Retainer Agreements and Conflicts Checks** .5 hr  
 R. Hal Moorman, *Brenham*  
 Moorman Tate Haley Upchurch & Yates

9:30 **Staff Management Resources: What Can Your Paralegal Legally Do?** .5 hr  
 Kay Redburn, *Dallas*  
 The Webb Family Law Firm

10:00 **The Top 10 Ways to Avoid a Meeting with the State Bar of Texas CDC** .5 hr ethics  
 Mark T. Murray, *Houston*  
 Stevenson & Murray

10:30 **Break**

10:45 **State Bar Resources Including TYLA, TLAP, Free Legal Research, and Member Benefits** .25 hr  
 Samuel Houston, *San Antonio*  
 Houston Dunn

11:00 **Writing Mechanics and Why You Should Care** .5 hr  
 Jeremy Daniel Kernodle, *Dallas*  
 Haynes and Boone

11:30 **Business Development, Marketing and Networking Strategies** .75 hr  
**Moderator**  
 John Ellis, *Austin*  
 Scott Douglass & McConnico

**Panelists**  
 Collin Cox, *Houston*  
 Yetter Coleman  
 Asher Griffin, *Austin*  
 Scott Douglass & McConnico  
 Lauren Leahy, *Plano*  
 Yum! Brands

12:15 **Break - Lunch Provided**

12:30 **Luncheon Presentation: Judicial Panel-What to Present and How to Present It in Court** .75 hr

**Moderator**

Mike McKetta, *Austin*  
 Graves Dougherty Hearon & Moody

**Panelists**

Hon. Eva Martinez Guzman, *Austin*  
 Justice, Supreme Court of Texas  
 Hon. Tonya Parker, *Dallas*  
 Judge, 116th Civil District Court  
 Hon. Robert L. Pitman, *Austin*  
 Judge, Western District of Texas

1:15 **Break**

1:30 **Good Billing Habits: What They Don't Teach You in Law School** .5 hr ethics  
 Claude E. Ducloux, *Austin*  
 Attorney at Law

2:00 **Managing Your Communication and Documents** .5 hr  
 Chris Meuse, *Plano*  
 KoonsFuller

2:30 **Networking Break Sponsored by TYLA - Bring Your Business Cards!**

3:00 **Negotiation Techniques to Use in Settling Cases and Everyday Life** .75 hr  
 Donald R. Philbin, Jr., *San Antonio*  
 Donald R. Philbin, Jr., PC

3:45 **Navigating Career Transitions - Private Practice to Government/In-House Positions** .75 hr  
**Moderator**

Jason Jordan, *Dallas*  
 Haynes and Boone

**Panelists**

James Edward Davis, *Austin*  
 Office of the Attorney General  
 Jennifer Evans Morris, *Dallas*  
 AT&T Services, Inc.

Jennifer Cafferty Patton, *Houston*  
 Vinson & Elkins

4:30 **Adjourn**

## Ways to Save on This Course!

### Texas Young Lawyers Association Members Can Save \$25

See the registration form. To learn more about TYLA membership, visit [www.tyla.org](http://www.tyla.org) or phone 800-204-2222 ext. 1529.

### Earn Discounts by Registering Five or More

from your firm or agency. Contact Firm & Group Sales Manager Laura Angle at 512-263-2802 or [laura.angle@texasbar.com](mailto:laura.angle@texasbar.com)

### \$95 for Attorneys Licensed 5 Years or Less!

You read that right! See the registration form.

## Scholarship Information

TexasBarCLE offers scholarships for live courses, video replays, online classes, and webcasts. To apply or learn more, call 800-204-2222, x1490, Mon-Fri 8am-5pm CT. Please apply at least two weeks prior to any live/video replay course or at least one week prior to any webcast or online class.

### Active State, County, and Texas-Area Federal Judges, Administrative Law Judges, Hearing Examiners, and Judge's Staff Attorneys may attend for free, provided:

- (1) the course directly relates to the judge's/tribunal's jurisdiction,
- (2) the judge is a full-time judge or retired under a judicial retirement system and
- (3) space is available for all paying registrants.

This privilege does not extend to prosecutors, receivers, trustees, other court staff, or persons serving part-time in a judicial capacity. Actual attendance is required to receive course materials.

### Parking Information

Parking is available at the Moody Bank/Deloitte Building at 400 W. 15th Street for \$15 per day. The Capitol Visitors Parking Garage on San Jacinto between 12th and 13th Streets has public parking available for a maximum daily charge of \$12.

### If You Need Special Accommodations to Attend or Have a Food Allergy,

please contact us as soon as possible at 800-204-2222 x1748.

### Registered but Can't Attend? Still Earn MCLE Credit

and receive course materials by taking the course online later, in which case you'll automatically be sent the course materials. If you wish a refund instead, mail or fax (512-427-4443) your request so that we receive it at least one business day before the program.

### FREE TO OUR REGISTRANTS! Online Videos and MP3s of the Topics

will be available to registrants 6-8 weeks after the course. Provide your e-mail address when preregistering to be notified when and how these benefits may be accessed. (Note: Presentation lengths may vary from that which was advertised.) There's no extra charge; as a registrant, you're already entitled!

### Interested in Sponsoring or Exhibiting at This Course or Others?

Contact Julie Marshall at 512-427-1797 or [julie.marshall@texasbar.com](mailto:julie.marshall@texasbar.com).

### Policy of Impartiality

The State Bar of Texas does not endorse political candidates. When a candidate for the public office is included in promotion for or participates in a TexasBarCLE event, the State Bar is not taking a position for or against anyone's candidacy.

## Benefits of Attending a Live Course

- Make the connections you need for the business you want: 80% of clients come from trusted sources such as fellow attorneys.
- Be the first to learn of vital developments and potential changes in your practice area.
- Gain guidance and insight from face to face Q & A with course faculty.
- Get inspired and motivated by connecting with judges, fellow attorneys, and other professionals - many with the same issues and concerns you may have.
- Take time away from the office to focus on CLE without distractions!

## Event Location

### LIVE Austin

Texas Law Center  
1414 Colorado Street  
Austin, TX 78701  
(800) 204-2222, Ext. 1574



### Not From Austin? May we Suggest:

#### DoubleTree Guest Suites

303 W. 15th Street  
Austin, TX 78701  
512-478-7000\*  
[www.austinsuites.doubletree.com](http://www.austinsuites.doubletree.com)



#### Hampton Inn and Suites at The University/Capitol

1701 Lavaca Street  
Austin, TX 78701  
512-499-8881\*  
[www.hamptoninnaustintx.com](http://www.hamptoninnaustintx.com)



\*Ask for the SBOT corporate rate and mention the ID number 0560034650.

No hotel rooms have been blocked for this course. Room availability may be limited.

#### Course Director

John Ellis.....Austin

#### Planning Committee

Jason Jordan.....Dallas

#### TexasBarCLE Planning Team

Mary McDonald..... Program Planner  
Sheena Taylor..... Program Coordinator  
Yvette Ramirez..... Written Materials Coordinator  
Tiffany Clay..... Meeting Planner

#### Texas Young Lawyers Association of the State Bar of Texas

Sam Houston..... President  
Sally Pretorius..... Vice-President  
Zeke Fortenberry..... Chair  
Amanda A. Abraham..... Secretary  
Nick Guinn..... Treasurer  
C. Barrett Thomas..... Immediate Past President

#### State Bar of Texas

Frank Stevenson..... President  
Joe Escobedo, Jr. .... Chair of the Board  
Tom Vick..... President-Elect  
Allan K. DuBois..... Immediate Past President  
Sam Houston..... TYLA President  
Hon. Xavier Rodriguez..... Chair, CLE Committee  
Joe Indelicato..... Chair, Board PDP Committee  
Michelle E. Hunter..... Executive Director  
Hedy Bower..... Director, TexasBarCLE

**How to Register for the Webcast**

Webcast registration is only online and by using a credit card. Go to TexasBarCLE.com and click on **Webcasts**. Then under the listing for **Practical Skills for New Lawyers**, click **Register for Webcast**. Mail, fax, or phone registrations will not be accepted.

**Webcast Registration Fee and Course Material**

The fee is \$195 per webcast registrant. Course materials are included as PDFs for viewing, downloading, or printing during and after the webcast.

**Claiming MCLE Credit**

For the webcast, the MCLE number will be provided to you online at the conclusion of your viewing, along with instructions on how to claim your MCLE credit while still online.

**Replaying the Webcast on Your Computer**

About a week after the webcast, webcast registrants will have 9-12 months to finish viewing or reviewing the program online.

**REGISTRATION FORM**

**WAYS TO REGISTER**

**ONLINE**  
TexasBarCLE.com  
credit card only

**PHONE**  
800-204-2222, x1574  
during business hours  
credit card only

**FAX**  
512-427-4443  
credit card only

**MAIL**  
State Bar of Texas  
LB# 972298  
P.O. Box 972298  
Dallas, TX 75397-2298  
check or credit card

**REGISTERING FIVE OR MORE?**  
E-mail Laura Angle at  
laura.angle@texasbar.com  
for group discount  
information

Lawyers licensed 5 years or less  
attend for **ONLY \$95**

**Practical Skills for New Lawyers**

**1 Practical Skills for New Lawyers** [8205]

**Austin LIVE, March 28, 2017**

- Regular Registrant..... \$195
- Licensed 5 years or less..... \$95  
*(No discounts in section 3 may be taken)*

I may attend complimentary because I am (see p.3):  
 Qualifying judge       Judge's staff attorney

**Your live course registration includes:**

- Coffee and pastries provided
- Working lunch
- Complimentary wireless connection in the meeting room
- Networking Break – Bring your business cards
- Course materials provided via download – Bring your laptop

**LIVE WEBCAST, March 28, 2017, \$195**

To register for the webcast, please **DO NOT USE THIS FORM**. Instead, register online at TexasBarCLE.com. No discounts apply for the webcast.

**2 Written materials** will be provided as a PDF download only.

Register in advance and we'll send you an email to download/print the materials when they become available. (You must be a registered user of TexasBarCLE.com to use this feature. Becoming a registered user is free and only takes a moment.) **Note:** Please download the materials **before** you arrive at the course, since internet access may be limited.

**3 I am entitled to this discount on the course**

- \$25 OFF** because (choose 1 box only) I'm a member of the
- Texas Young Lawyers Association
  - Texas Bar College       Paralegal Division

For more information on joining TYLA, see page 3.

**4 I can't attend, but would like the materials.**  
PDF download \$45 (plus tax).

To order a PDF of course materials, search Publications at TexasBarCLE.com (available 1-2 weeks after the course).

**5 My total is \$ \_\_\_\_\_ . I am paying by:**

- Check (enclosed) payable to the State Bar of Texas for \$ \_\_\_\_\_
- Visa       Mastercard       Amex       Discover

**PLEASE PRINT LEGIBLY** Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on card (Please print) \_\_\_\_\_

Signature \_\_\_\_\_

**State Bar Membership No.** \_ \_ \_ \_ \_

Registrant Name \_\_\_\_\_

Firm Name/Court \_\_\_\_\_

Address for Bar-Related Mail \_\_\_\_\_

City/State Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-Mail (required for registrant's PDF download option): \_\_\_\_\_

A confirmation of your registration will be sent to the e-mail address you provide.

*For information on audio CDs of course topics, contact our Flash CLE service at 800-204-2222, x1575. MP3 files of topics will be downloadable from TexasBarCLE.com 6-8 weeks after the course.*

**QUESTIONS?**

800-204-2222, x1574 • 512-427-1574