



THE STATE BAR OF CALIFORNIA
CALIFORNIA YOUNG LAWYERS
ASSOCIATION (CYLA)
PRESENTS

Earn 7
Hours MCLE (which
includes Legal Ethics)
Credits!



THE ANNUAL PRACTICAL SKILLS TRAINING SYMPOSIUM

THU, MAY 21, 2015

The State Bar of California

180 Howard Street, 4th Fl
San Francisco, CA 94105
(415) 538-2000

FRI, MAY 22, 2015

The State Bar of California

845 S. Figueroa Street, 2nd Fl
Los Angeles, CA 90017
(213) 765-1000

Registration Online: www.cyla.calbar.ca.gov

PROGRAM SCHEDULE

PRACTICAL SKILLS TRAINING SYMPOSIUM

THURSDAY, MAY 21, 2015 – SAN FRANCISCO

8:30 – 9:00 a.m.

REGISTRATION AND CONTINENTAL BREAKFAST

9:00 – 9:30 a.m.

WELCOME

9:30 – 10:30 a.m. – 1.0 Hour of CLE Credit

NEW ATTORNEY SKILLS: (TRIAL PREP)

PREPPING YOUR WITNESS AND PREPARING/TAKING A DEPOSITION

This nuts and bolts course covers how to prepare your witness and multiple phases of discovery – from goal setting, through defending and trial conclusion.

10:30 – 10:40 a.m.

BREAK

10:40 – 11:40 a.m. – 1.0 Hour of CLE (which includes 0.5 Hour of Legal Ethics)

NEW ATTORNEY SKILLS: (ADR)

PREPARING YOUR CASE FOR SUCCESSFUL RESOLUTION THROUGH MEDIATION

In California, fewer than 5% of civil cases filed actually go to trial. Some actions are dismissed or terminated on motion, but most cases settle. Given this reality, you need to be ready for a successful mediation. This course will cover both practical and ethical considerations in the negotiation process.

11:40 – 11:50 a.m.

BREAK

11:50 a.m. – 12:50 p.m. – 1.0 Hour of CLE Credit

NEW ATTORNEY SKILLS: (TECHNOLOGY)

LEGAL CASE MANAGEMENT AND TECHNOLOGY

LUNCH SPEAKER

Hands on presentation of legal case management software and online tools. Take away essential tips on how to effectively manage your practice in the cloud.

12:50 – 1:50 p.m. – 1.0 Hour of CLE Credit

NEW ATTORNEY SKILLS

TIPS FOR SURVIVING YOUR FIRST YEARS OF LEGAL PRACTICE

This course covers both substantive (knowing the law), as well as procedural tips (knowing how to act like an attorney). Learn how to prepare for the professional transition.

1:50 – 2:00 p.m.

BREAK

2:00 – 3:00 p.m. – 1.0 Hour of CLE Credit

NEW ATTORNEY SKILLS

CORPORATE FORMATION, BRIDGE FUNDING, AND EQUITY FINANCING

This course will cover the basics of forming an entity through common bridge funding transactions and basics of an initial equity funding round. The program includes the basics of forming a corporation and comparison between an equity funding involving angels, venture capitalists, and strategic investors.

3:00 – 3:10 p.m.

BREAK

3:10 – 4:10 p.m. – 1.0 Hour of Legal Ethics

NEW ATTORNEY SKILLS: (ATTORNEY/CLIENT PRIVILEGE)

ETHICAL OBLIGATIONS IN ATTORNEY-CLIENT PRIVILEGE

Attorney-client privilege is one of the oldest and most important legal concepts. This course will cover the attorney work product doctrine, the duty of confidentiality under both Federal and California law, and a special focus on ethical obligations.

4:10 – 4:20 p.m.

BREAK

4:20 – 5:20 p.m. – 1.0 Hour of Legal Ethics

NEW ATTORNEY SKILLS: (CLIENT TRUST ACCOUNTS)

ETHICAL CONSIDERATIONS IN ESTABLISHING AND OPERATING CLIENT TRUST ACCOUNTS

This course will cover the basic requirements for handling client funds. Learn how to establish and operate a Client Trust Account, best practices and tips for avoiding common ethical pitfalls.

5:30 – 6:30 p.m.

NETWORKING SPEED MENTORING

Meet and greet seasoned legal practitioners.

FRIDAY, MAY 22, 2015 – LOS ANGELES

8:30 – 9:00 a.m.

REGISTRATION AND CONTINENTAL BREAKFAST

9:00 – 9:30 a.m.

WELCOME

9:30 – 10:30 a.m. – 1.0 Hour of CLE Credit

NEW ATTORNEY SKILLS: (DISCOVERY)

WHEN TO OBJECT AND HOW TO CRAFT STRATEGIC RESPONSES

This course highlights the importance of a discovery response. Learn the rules and the realities to discovery to maximize results and minimize frustration.

10:30 – 10:40 a.m.

BREAK

10:40 – 11:40 a.m. – 1.0 Hour of CLE (which includes 0.5 Hour of Legal Ethics)

NEW ATTORNEY SKILLS: (CLIENT INTAKE)

MAKING GOOD CLIENT CHOICES

Knowing which potential clients to accept can be a difficult task. This course will include best practices and strategies for new legal client intake and ethical considerations such as conflicts.

11:40 – 11:50 a.m.

BREAK

11:50 a.m. – 12:50 p.m. – 1.0 Hour of CLE Credit

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LUNCH SPEAKER

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1:50 – 2:00 p.m.

BREAK

2:00 – 3:00 p.m. – 1.0 Hour of CLE Credit

NEW ATTORNEY SKILLS: (ATTORNEY ADVERTISING)

ETHICAL ATTORNEY ADVERTISEMENT AND MARKETING

This course will discuss how to advertise your legal services on the Internet. Learn how to design and operate your website, correspond with clients or prospective clients online, and use social media to maximize your business objectives.

3:00 – 3:10 p.m.

BREAK

3:10 – 4:10 p.m. – 1.0 Hour of Legal Ethics

NEW ATTORNEY SKILLS: (FEE AGREEMENTS)

EFFECTIVE FEE AGREEMENTS – DRAFTING AND PRESENTING

This course will cover the essential elements of an effective retainer agreement including termination. Learn best practices for preparing fee agreements that help you get paid.

4:10 – 4:20 p.m.

BREAK

4:20 – 5:20 p.m. – 1.0 Hour of Legal Ethics

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REGISTRATION INFORMATION

CANCELLATIONS/REFUND POLICY:

Cancellations and requests for refunds must be received in writing no later than Tuesday, May 12, 2015 and are subject to a \$25 service charge. Refunds will not be available after this date.

QUESTIONS:

For registration information call (415) 538-2508. Telephone registrations will not be accepted. For program content and/or CYLA information call (415) 538-2597.

SPECIAL ASSISTANCE:

For special assistance, please call (415) 538-2597.

ON-SITE:

Limited and subject to availability. Please register in advance.

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REGISTRATION FORM

Note: One registrant per form. Photocopies may be used.

May 21 • San Francisco

May 22 • Los Angeles

Bar Number: _____

Name: _____

Firm: _____

Firm Address: _____

City, State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

(Required for email confirmation)

Check here if you do not want your information released.

Registration includes CLE Credits, Breakfast and Lunch, and Networking Event.

REGISTRATION FEES (Due by 1pm on Tuesday, May 12, 2015)

\$175 CYLA Members

(All CA members that have been in practice for 5 years or less OR are 36 years old or younger.)

\$270 Non-CYLA Members

**Onsite registration fees are \$195 for CYLA Members and \$290 for Non-CYLA Members

NETWORKING EVENT (RSVP Required)

I Plan to attend the Speed Mentoring networking event.

AMOUNT ENCLOSED OR TO BE CHARGED \$ _____

CREDIT CARD INFORMATION (VISA/MasterCard Only)

I authorize The State Bar of California to charge my program registration to my VISA/MasterCard account. (No other credit card will be accepted.)

Account Number: _____

(VISA or MasterCard only)

Expiration Date: _____

Cardholder's Name: _____

Cardholder's Signature: _____

Deadline: In order to pre-register, your form and check, payable to The State Bar of California, or credit card information, must be received by 1 pm on Tuesday, May 12, 2015.

Register Online: www.cyla.calbar.ca.gov

Mail To: Program Registrations, The State Bar of California,
180 Howard Street, San Francisco, CA 94105.

Fax To: Program Registrations at 415-538-2368. In order to fax your registration, credit card information is MANDATORY.

(Photocopies of checks will NOT be accepted.)



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LAWYERS ASSOCIATION
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