**Legal Ethics and Practice Program**

The Legal Ethics and Practice Program (LEAPP) is a collaborative effort between the Office of Disciplinary Counsel to the Supreme Court of South Carolina and the Professional Responsibility Committee and CLE Division of the South Carolina Bar. LEAPP is a three-part program that is held three times each year, in February, September, and December.  LEAPP Advertising School is a two-hour program outlining the restrictions and requirements of attorney advertising and solicitation, with a particular focus on new media. Participants review and analyze sample advertisements and solicitation letters to identify potential problems. LEAPP Trust Account School is a three-hour session addressing mandatory accounting and recordkeeping requirements for client trust accounts. Participants also explore hypotheticals based on actual disciplinary cases and discuss tools, techniques, and law office policies that can help the practitioner effectively avoid mistakes, misappropriation, and discipline. Participants work in small groups and conduct a monthly trust account reconciliation. LEAPP Ethics School is a full-day program that addresses a variety of issues that arise in the practice of law that can lead to ethical dilemmas, including case management, attorney/client relations, communication, diligence, marketing, employee supervision, succession planning, and stress management.  It is an intensive, comprehensive workshop on practice management solutions and ethical compliance. All three programs are taught in a classroom setting and are limited to twenty-four participants each.

LEAPP incorporates innovative and interactive teaching methods and requires group participation in class discussions and problem solving. The faculty includes knowledgeable and experienced members of the Bar who deal with various aspects of attorney discipline cases and matters involving ethics, professionalism, and attorney malpractice.

**Advertising School Agenda**

**Barbara M. Seymour, Esquire**

**Michael J. Virzi, Esquire**

10:30 a.m. **Advertising Rules & Cases**

11:30 a.m. **Solicitation Rules & Cases**

12:00 p.m. **Social Media & Online Professional Networking**

12:30 p.m. **Adjourn**

**Trust Account School Agenda**

1:45 p.m. **Trust Account Management**

*Desa A. Ballard*

Rule 417 – Recordkeeping

Good Funds Rule

2:45 p.m. **Avoiding Discipline**

*Barbara M. Seymour*

Commingling

Detecting Misappropriation

3:45 p.m. **Break**

4:00 p.m. **The Reconciliation Process**

*Desa A. Ballard*

*Barbara M. Seymour*

*Mara Ballard*

5:00 p.m. **Adjourn**

**Ethics School Agenda**

**8:45 a.m.   Welcome & Introduction**                                       **9:00 a.m.   Office Systems Management**                  Barbara M. Seymour, Esquire                  **Document Control  
                   Communication  
                   Calendar Management  
                    Diligence**

**10:00 a.m.  Stress Management Techniques**  
                   Nicki Musick

**10:30 a.m.  Mid-morning Break**

**10:45 a.m.  Office Systems Management**                    Courtney G. Kennaday, Esquire                  **Law Office Technology  
                   Internet Applications  
                   Storage and Security**

**12:15 p.m.  Lunch (Provided)**

**1:15 p.m.   Managing the Lawyer/Client Relationship**                   Elizabeth Van Doren Gray, Esquire                    William O. Higgins, Esquire                   Lesley M. Coggiola, Esquire                 **Recognizing Problem Clients  
                   Fee Agreements  
                   Limiting the Scope of Representation  
                   Conflicts Checking  
                   Personal Boundaries (Friendships, Sex, Business Transactions)   
                   Ending the Relationship**

**2:45 p.m.  Mid-afternoon Break**

**3:00 p.m.  Personnel Management**                   Elizabeth Van Doren Gray, Esquire                    William O. Higgins, Esquire                   Lesley M. Coggiola, Esquire                   **Hiring, Training, Supervising, Terminating Nonlawyer Staff**

**4:00 p.m.   Succession Planning**  
                   Jill Rothstein, Esquire

Deborah S. McKeown, Esquire

**Preparing for Disaster, Disability, and Death**

**4:45 p.m.    Adjourn**

**Faculty**

**Lee Coggiola** is the Disciplinary Counsel for the South Carolina Supreme Court, formerly Chief Staff Attorney for the South Carolina Court of Appeals. Before coming to the Court of Appeals she served as the Chief Public Defender of Richland County. Her Bar memberships include the South Carolina Supreme Court, United States District Court, District of South Carolina, Fourth Circuit Court of Appeals and the United States Supreme Court. She is a graduate of the University of Miami and received her JD from the University of South Carolina School of Law in 1988. Prior to attending law school she spent eleven years with IBM in systems and marketing. Since admission to the Bar she served as Law Clerk to the Honorable Carol Connor, Assistant Public Defender, Assistant Appellate Defender, and Of Counsel at Nelson Mullins Riley and Scarborough. As chair of the Criminal Law Section, she served on the House of Delegates for the South Carolina Bar Additionally, she served on the board of the South Carolina Association of Criminal Lawyers, was former President of the South Carolina Public Defender Association, and a former member of the American Council of Chief Defenders, the Commission of the Office of Indigent Defense, the National Association of Appellate Court Attorneys and is a current member of the National Organization of Bar Counsel and the Ethics Advisory Committee of the Bar. She is co-editor of the Fifth Edition of The Criminal Law of South Carolina. Currently she is a member of the John Belton O’Neall Inn of Court and appointed to the Chief Justice’s Commission on the Profession and is an adjunct instructor at USC School of Law.

**Elizabeth VanDoren Gray** graduated from the University of South Carolina School of Law where she received her J.D., cum laude, in 1976, and the University of South Carolina where she received her B.A.(International Studies) in 1970. During law school, she was a member of the Society of Wig and Robe and served as Comments Editor of the South Carolina Law Review. She was admitted to the Bar in 1977. She has been active in and is a member of the American Bar Association, the Richland County Bar Association, the South Carolina Bar, and the South Carolina Women Lawyers Association. She is a Past President of the South Carolina Bar, a permanent member of the Fourth Circuit Judicial Conference and a Fellow of the American College of Trial Lawyers. She has previously served as an Attorney Appointed to Assist Disciplinary Counsel. In 1997, she received the Compleat Lawyer Award *Gold Medallion* from the University of South Carolina Law School Alumni Association, and in 2000, she received the South Carolina Women Lawyers Association *Jean Galloway Bissell Award*. Betsy limits her practice to litigation in the state and federal courts, with an emphasis on commercial and probate litigation. She regularly represents lawyers in matters involving the Office of Disciplinary Counsel and the Commission on Lawyer Conduct.

**William O. Higgins** is a shareholder in the Columbia law firm of Ellis, Lawhorne & Sims, P.A., where he practices in the areas of commercial real estate law, tax law, tax-deferred exchanges of real estate, business acquisitions, entity formation, professional responsibility, legal ethics, and lawyer misconduct.  He received his B.S. degree from Presbyterian College, his J.D. degree from the University of South Carolina, and his LL.M. degree in taxation from New York University School of Law.  Active in the South Carolina Bar, he is a former chairperson of the Professional Responsibility Committee and of the Ethics 2000 subcommittee.  He was a member of the Task Force on Multi-Disciplinary Practice and currently serves on the Real Estate Practice Section Council, the Professional Responsibility Committee, and the Ethics Advisory Opinion Committee.

**Courtney Kennaday** is the Director of the South Carolina Bar Practice Management Assistance Program (PMAP), which she founded in 2002. In her role as practice management advisor, she assists lawyers in large and small firms with law office technology and management issues. She is a frequent author on technology topics, including numerous articles for ABA publications. She was co-author with Jim Calloway of *Sites for Sore Eyes* for GPSolo magazine and Technology eReport from 2007-2010. As a speaker, she appeared at ABA TECHSHOW in the 1990’s and 2000’s, and numerous state and local bar events through the years. She is a member of the ABA Law Practice Management Section and the ABA GP Solo Division.  A former practicing attorney and member of the South Carolina Bar since 1990, she turned her focus toward technology full-time in 1998, when she became Director of Information Technology at a mid-size law firm. She tweets at SCBar\_PMAP and blogs at [www.scsmallfirm.com](http://www.scsmallfirm.com). Her PMAP pages [www.scbar.org/pmap](http://www.scbar.org/pmap) are some of the most popular on the Bar’s website and were ranked number five for best state bar resources by the ABA in 2006.

**Deborah S.McKeown** is a 1996 graduate of the University of South Carolina School of Law.  After law school, Debbie worked as a Judicial Clerk for the Honorable Larry R. Patterson in the Thirteenth Judicial Circuit and also as a Staff Attorney for the South Carolina Court of Appeals. In 1998, Debbie accepted a position with the Office of Disciplinary Counsel and was responsible for the investigation and prosecution of judicial grievances. In July 2008, Debbie was appointed by the Supreme Court of South Carolina as Commission Counsel to the Commission on Judicial Conduct and the Commission on Lawyer Conduct.

**Nicki Musick, “Anahata”**, is director of the Yoga and Wellness Center of Columbia.  She began her yoga studies in 1972 with the 3HO Foundation in Phoenix, Az. and has studied with Harbhajan Singh Yogi - ji, an internationally renowned spiritual leader and yoga master from Northern India.  She is certified through the International Kundalini Yoga Teacher’s Association and registered with the national “Yoga Alliance”.  She is trained in Yoga and stress management for medical symptom reduction through the Mind-Body Institute of the Beth Israel Deaconess Medical Center and Harvard University. She is also certified in Pregnancy Yoga and teaches prenatal yoga and an interactive postnatal yoga class for new moms and babies.  She has been practicing massage therapy since the seventies and was licensed in South Carolina at the onset of the state’s licensing program. She continues with her education in both professions.

**Jill C. Rothstein** is the Risk Management Director for the SC Bar. She graduated from USC School of Law in 1996. She holds undergraduate degrees in English Literature and Political Science from Meredith College in Raleigh, NC. Ms. Rothstein serves as the staff liaison to the Professional Responsibility Committee, the Ethics Advisory Committee, the Task Force on Professional Potential and the Unauthorized Practice of Law Committee. Ms. Rothstein is the South Carolina Delegate to the American Inns of Court, a member of the John Belton O’Neall Inn of Court, and a member of the ABA Center for Professional Responsibility. She has been on the faculty of several CLEs, including the world-famous Ethics Roadshow. Her husband Dave practices employment law. She is active with the Friends of the Richland County Public Library.

**Barbara Seymour** is the Deputy Disciplinary Counsel to the Supreme Court of South Carolina where she investigates and prosecutes grievances filed against lawyers. In 1990, she earned her Bachelor’s degree in Management and Marketing from the University of North Carolina at Greensboro. She received her Juris Doctorate from the University of Georgia School of Law in 1993. She worked as a trial lawyer from 1993 to 2000. Barbara served as an adjunct instructor in the Professional Legal Assistants Program at Converse College and currently teaches as an adjunct in the Paralegal Degree Program at Midlands Technical College. Her courses have included Civil Litigation, Legal Research and Writing, Business Law, Torts, Ethics, and Law Office Management. Barbara is a member of the South Carolina Bar, the Georgia Bar (inactive), the National Organization of Bar Counsel, and the South Carolina Women Lawyers Association. She currently serves on the Law Related Education Committee and the Professional Responsibility Committee at the South Carolina Bar. Barbara was named the 2006 Law Related Education Lawyer of the Year. She was a 2006 Fellow of the National Institute for the Teaching of Ethics and Professionalism. Barbara is the creator and co-coordinator of the Legal Ethics and Practice Program (LEAPP).