

Table of Contents

Preface **iii**

Introduction **v**



CH. 1: Admission to the Bar **1**

Earl Lawson Application

- **Skills:** Counsel Your Client About Issues Related to Bar Admission



CH. 2: Unauthorized Practice of Law **7**

Document Review

- **Skills:** Plan Your Response to the State Bar's Suggestion Your Client Is Engaged in the Unauthorized Practice of Law and Advise Your Client



CH. 3: Attorney Advertising & Solicitation **15**

An Attorney's Solicitation Letter

- **Skills:** Draft Revisions to a Solicitation Letter



CH. 4: Billing the Client **21**

Recording Your Life in Six Minute Increments

- **Skills:** Use Three Different Methods to Prepare Time Entries to Bill Your Clients



CH. 5: Confidentiality of Information **33**

Disclosing Client Confidences Online

- **Skills:** Draft an Information Seeking Attorney Discipline

**CH. 6: Representing Multiple Clients: 45****Concurrent Conflicts of Interest***The Law Firm Merger*

- **Skills:** Prepare a Letter to Your Client Explaining How the Firm Will Address a Possible Concurrent Conflict of Interest

**CH. 7: Former Client Conflicts 51***St. Luke's Conflict*

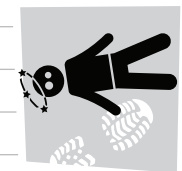
- **Skills:** Research and Draft a Letter to Opposing Counsel Addressing a Former Client Conflict of Interest

**CH. 8: Transactional Practice—****Honesty in Negotiations 59***Champion Burgers Sale*

- **Skills:** Negotiate a Deal for the Sale of a Business

**CH. 9: Representing Organizational Clients 65***Triad Motors and the Emissions**Standards Fix Memo*

- **Skills:** Research Rules Governing the Appropriate Response to an Organizational Client's Planned Violation of Law and Plan How to Advise Your Client

**CH. 10: Pretrial Litigation 73***The Discovery Dispute*

- **Skills:** Negotiate the Resolution of a Discovery Dispute

Appendix 85*Professional Conduct Rules, Local Rules, and Links*