

SEMINAR

Ethical Issues & Solutions for Practicing in a Hybrid Workplace

Confidentiality, competence and communication in and out of the office

Legal practices are projected to continue with hybrid working environments well after the pandemic has passed. While less attention may have been given to ethical implications of remote work when it was thought to be temporary, now it is here to stay and so are some ethical concerns. This panel delves into ethical issues and solutions for distributed workforces practicing from various locations.

The panel addresses recent ethics opinions, focusing on ABA Formal Opinion 495 (“Lawyers Working Remotely”) and ABA Formal Opinion 498 (“Virtual Practice”).

Core ethical tenets of confidentiality, competence, diligence, communication, avoiding the unauthorized practice of law, and supervision are examined, with an eye toward how technology and hybrid workplaces intersect with each of these principles.

Agenda

- Discussion of Recent Ethics Opinions Focused on Lawyers Working Remotely and Virtual Practices That Directly Affect Practicing in Hybrid Workplaces
- How to Mentor, Train, and Propagate a Sense of Office Culture When People Are Not in the Main Office Every Day
- Thinking Through Messaging, Engagement and Supervision
- Impact of a Virtual or Hybrid Workplace on Work-Life Balance, Interpersonal Relationships, and Career Development
- Thinking Beyond the Former Notions of How to Secure Data When Practicing in a Coffee Shop: How Vigilance, Training and Technology Are Needed When Working from Home or Coworking Environments
- “Ask the Experts” Q&A Session

Faculty

Laura Keeler, *Certified Paralegal, Mass LOMAP, Boston, Chair*

Stacey A.L. Best, Esq., *Executive Director, Lawyers Concerned for Lawyers, Inc., Boston*

David M. Majchrzak, Esq., *Klinedinst Law, San Diego, CA*

Jayne R. Reardon, Esq., *Illinois Supreme Court Commission on Professionalism, Chicago, IL*

Frederic S. Ury, Esq., *Ury & Moskow LLC, Fairfield, CT*

Dates & Location

Register at www.mcle.org

LIVE WEBCAST

Monday, January 24, 2022

2:00 pm–4:00 pm

Program Number: 2220165WBC

REBROADCAST

Tuesday, February 8, 2022

9:30 am–11:30 am

Program Number: 2220165RBC

REBROADCAST

Wednesday, February 16, 2022

12:00 noon–2:00 pm

Program Number: 2220165RB1

ON DEMAND WEBCAST

View after Wednesday, February 16, 2022

Program Number: 2220165WBA

Tuition *(includes written materials)*

- \$125
- \$112.50 MCLE Sponsor Members
- \$93.75 New Lawyers admitted to law practice after 2019, Pending Admittees, Law Students, and Paralegals

To apply for a need-based scholarship, email scholarships@mcle.org.

Materials

The materials for this program are available *online only* and can be downloaded via the link emailed to you upon registration.

Also, there is no need to take extensive notes. Two weeks after the live webcast, all registrants receive a link to a verbatim transcript of this program.

CLE Credits

Earn up to 2 CLE credits including up to 2 ethics credits



Subscribe to the MCLE OnlinePass®

for instant access to this program and everything else MCLE offers online.

Learn more at www.mcle.org

About MCLE

Massachusetts Continuing Legal Education, Inc. (MCLE | New England™) has been the Massachusetts legal community's premier provider of hands-on programs, practical reference materials, and online resources for over 50 years.

MCLE is a self-supporting, independent, not-for-profit educational institution. We depend solely upon sponsor membership dues, program registration fees, publications sales, online subscriptions, and charitable contributions to finance our instructional activities and to sustain growth and innovation in our programs, publications, and online products and services.

Board of Trustees

Eric P. Hayes, *President*

Brendan T. St. Amant,
First Vice President

Michael P. Sams,
Second Vice President

Katherine A. Hesse, *Treasurer*

Kendi E. Ozmon, *Secretary*

Heidi S. Alexander

Christa A. Arcos

Kendra L. Berardi

Joshua M. Bowman

Gabriel Cheong

Robert P. Cooper

Kara M. DelTufo

Prasant D. Desai

Shira M. Diner

Hon. Alexander
Mitchell-Munevar

Peter M. Moldave

Terrence L. Parker

C. Max Perlman

Rebecca G. Pontikes

Ingrid C. Schroffner

Sunila Thomas-George

Richard C. Van Nostrand

Joseph P.J. Vrabell

Richard S. Milstein,
Founding Director

John M. (Jack) Reilly,
Executive Director

Salvatore Ricciardone,
*Director of Philanthropy &
Special Projects*

Policies and Information

Register early!

For course agendas, hours, fees, and discounts, please refer to the respective seminar pages. The fee includes program instruction and all electronic written materials unless otherwise noted.

To gain early access to online materials, please register in advance of the program.


Upon registration, MCLE will e-mail a confirmation.

Day-of-the-program registrations are welcome, with the exception of limited enrollment programs, or as otherwise noted.

We accept cash, checks, MasterCard, Visa, American Express, and Discover.

Need special assistance?

If you are a person with a disability or special needs, please let us know in advance so that we can make your experience as convenient and comfortable as possible. Call Customer Service at 800-966-6253 to make arrangements.

For your convenience, MCLE also offers closed captioning  and verbatim transcripts of all recorded webcast programs, available to you online two weeks after the original program date.

Mandatory CLE credits

Individual attorneys are responsible for checking with their particular state CLE accreditation authority about whether and how much credit will be granted. Although MCLE does not pursue state-based credit, MCLE programs are regularly approved in many jurisdictions. It is the responsibility of the individual attorney to submit the information and certifications required under the respective state rule to the appropriate authorities in the jurisdictions in which they seek credit.

Depending on the jurisdiction, lawyers can satisfy their mandatory CLE requirements online with MCLE's webcasts, which feature periodic attendance prompts, electronic written materials, and the opportunity to receive a certificate of attendance.

If your plans change

If you're unable to participate in a program on the date for which you registered, you will receive an email about how to access the program on demand via webcast and/or downloadable mp3 file, including the written materials in electronic form, in full satisfaction of the tuition paid. If you prefer a refund, let us know by the end of the business day prior to the program and we'll refund your tuition after deducting a \$35 processing fee. Note that limited enrollment programs are an exception, cancellation of which require two weeks notice and are subject to a \$55 processing fee.

New lawyer discounts—always the lowest price

For the first three years of practice, MCLE offers new lawyers a 25% discount on all of its products, including programs, books, audio CDs and mp3 recordings. If you were admitted to the bar after 2018, take advantage of the new lawyer prices listed throughout the catalog.

Pending admittees, law students and paralegals are also eligible for a 25% discount on most MCLE programs.

Attorney scholarships

Attorneys with financial need who certify that they are unable to attend a program without financial aid may request a partial tuition scholarship in confidence by writing or emailing scholarships@mcle.org at least two weeks in advance of the program.

Save all year long—become an MCLE Sponsor Member!

Become a Sponsor Member and receive:

- **Public recognition** on our website;
- Significant savings on a **subscription to MCLE's OnlinePass®**;
- **10% discount** on all programs, books, audio CDs, and mp3 recordings;
- Weekly **e-mail updates** and **advance notice** of sales and new product releases; and
- The **highest level of service** offered by your own Sponsor Account Specialist.

MCLE Sponsorship runs for 12 months beginning September 1. The fee for firm,

corporate law department, or agency membership is calculated based on the number of Massachusetts admittees within the organization. Benefits of membership extend to all lawyers and non-lawyer professionals associated with the organization.

- Solo Practitioners \$95
- Firms by number of Massachusetts attorneys:
 - 2-5 \$ 150 ■ 76-150 ... \$ 2,500
 - 6-10 250 ■ 151-250 .. 3,500
 - 11-25 ... 500 ■ 251+ 4,500
 - 26-75 ... 1,000

Order Form Winter 2022

REFERENCE # 22-020

Choose from 5 easy ways to order!

- **ONLINE** enter your credit card order at www.mcle.org.
- **MAIL** this order form with payment to MCLE, Inc., Ten Winter Place, Boston, MA 02108-4751.
- **FAX** your credit card order 24 hours a day to 617-482-9498.
- **CALL IN** your credit card order to (800) 966-6253, Monday – Friday, 8:30 am–5:00 pm
- **WALK UP** on the day of the program or **DROP IN** to MCLE's bookstore, Monday – Friday, 8:30 am–5:00 pm

1 CUSTOMER INFORMATION

Year Admitted to MA Bar _____ Title (if any) _____ BBO # _____

Last Name _____ First Name _____ Middle Initial _____

Firm/Agency _____

Street Address _____ Suite/Floor _____

City _____ State _____ ZIP+4 _____

Telephone _____ Fax _____

Order confirmation? Enter your email address: _____

2 ORDER DETAILS

Not an MCLE Sponsor Member? Become one today and receive the MCLE Sponsor Member discounted prices on this order!

MCLE SPONSOR MEMBER DUES

(see fee chart on previous page)

\$ _____

PROGRAMS

| Product No. | Title | Automatic book update | Cost |
|-------------------------|-------|----------------------------------|----------|
| _____ | _____ | Opt-out <input type="checkbox"/> | \$ _____ |
| _____ | _____ | Opt-out <input type="checkbox"/> | \$ _____ |
| _____ | _____ | Opt-out <input type="checkbox"/> | \$ _____ |
| PROGRAMS SUBTOTAL | | | \$ _____ |

BOOKS & AUDIO CDs (For eBook options, visit www.mcle.org)

| Product No. | Title | Automatic book update | Cost |
|----------------------------------|-------|----------------------------------|----------|
| _____ | _____ | Opt-out <input type="checkbox"/> | \$ _____ |
| _____ | _____ | Opt-out <input type="checkbox"/> | \$ _____ |
| _____ | _____ | Opt-out <input type="checkbox"/> | \$ _____ |
| _____ | _____ | Opt-out <input type="checkbox"/> | \$ _____ |
| Shipping & handling | | | \$ 8.50 |
| BOOKS & AUDIO CDs SUBTOTAL | | | \$ _____ |

3 PAYMENT METHOD

GRAND TOTAL \$ _____

☐ Check payable to MCLE enclosed



Card number _____ Expiration date _____ CVC _____

Cardholder's name _____ Cardholder's signature _____

MCLE
NEW ENGLAND

Keep raising the bar.®

Massachusetts Continuing Legal Education, Inc.

Ten Winter Place, Boston, MA 02108-4751 | 617-482-2205 | MA toll free 800-966-6253 | FAX 617-482-9498 | www.mcle.org