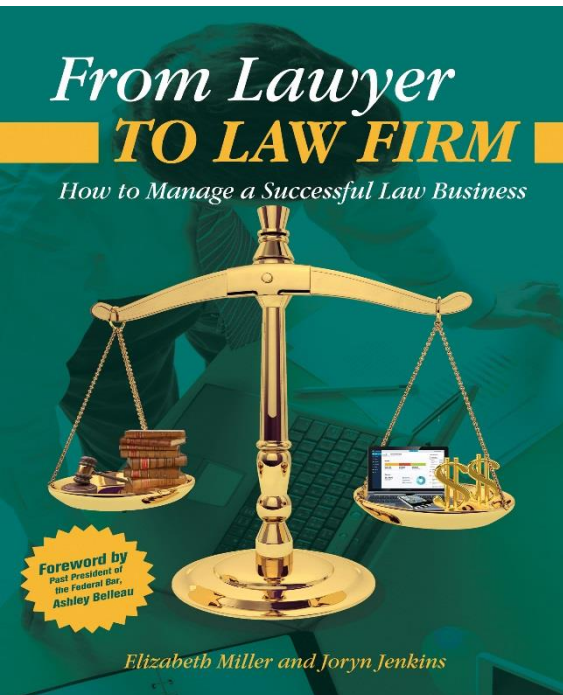


# DON'T LET YOUR TRUST ACCOUNT GET YOU DISBARRED!!



*Learn How to Maintain Your Trust Account  
And Avoid a Bar Audit!!*

*Elizabeth M. Miller, MBA – Independent Law Firm Administrator,  
Management Consultant and Best Selling Author 813-340-9569  
[liz.managementconsultant@gmail.com](mailto:liz.managementconsultant@gmail.com)*

*Joryn Jenkins, Esquire – Divorce Attorney, CEO, Collaborative Trainer,  
and Best Selling Author 813-870-3839  
[joryn@openpalmllaw.com](mailto:joryn@openpalmllaw.com)*



# Five Trust Account Errors That Will Get You in Trouble With the Bar



# Five Trust Account Errors That Will Get You in Trouble With the Bar

## 1. Drawing On Funds Too Early

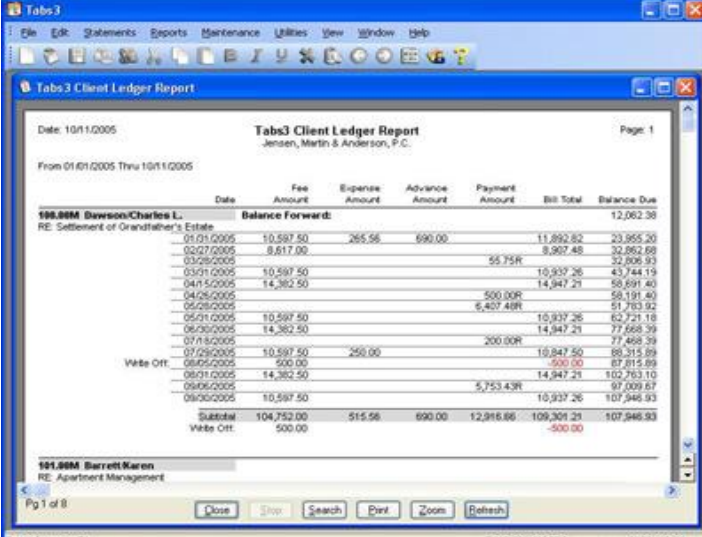


by  
Elizabeth Miller and Joryn Jenkins

# Five Trust Account Errors That Will Get You in Trouble With the Bar

## 2. Not Maintaining Individual Client Ledgers – To Which Client Does The Money Belong?

Trust Client Ledger					File No. 90719			
As at July 11, 2008					NEWTON, Andrew Dwight			
Fisher-Fleming & Company					Purchase of 5663 - 201A St			
© Brief Legal Software - www.brieflegal.com					BRIEF ACCOUNTING™ - Legal Accounting Solution		(604) 629-0928	
Date	Particulars	GJE	Folio	Form	Deposits	✓	Checks	Balance
Aug 13, 2002	Newton	107	10007	5536	15,779.44	✓		15,779.44
Aug 14, 2002	Newton	109	10009	2555	72,229.34	✓		88,008.78
Aug 14, 2002	Newton	124	1675	0		✓	690.80	87,317.98
Aug 14, 2002	Fisher-Fleming & Company	125	1676	0		✓	1,733.00	85,584.98
Aug 14, 2002	Minten & Critchley	126	1677	0		✓	85,583.98	1.00
Aug 14, 2002	Totals				88,008.78		88,007.78	1.00
Resp Attorney: JONES, Ronald					Bank: SeaFirst Bank			
Opened: July 2, 1999					Main Branch			
Closed: 00/00/00					Trust Account 123-456-7			

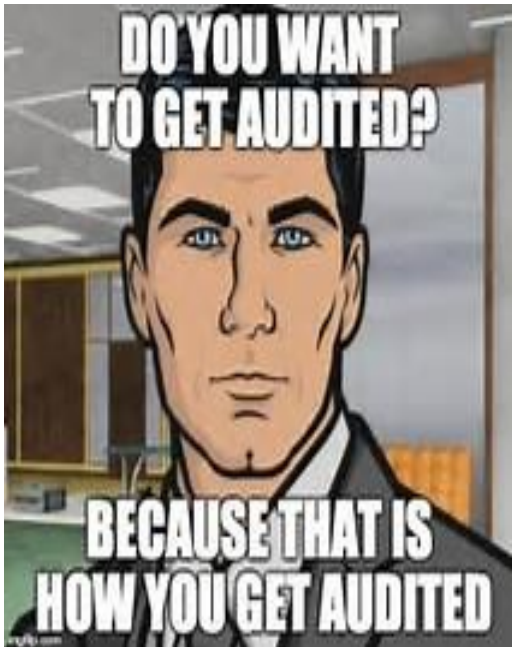


Date	Fee Amount	Expense Amount	Advance Amount	Payment Amount	Bill Total	Balance Due
01/01/2005	10,597.50				11,892.82	23,955.20
02/02/2005	8,817.00	265.56	690.00		8,907.45	32,862.65
03/03/2005	10,597.50			55.75R		32,806.93
04/04/2005	14,382.50				14,947.21	47,744.19
05/05/2005	10,597.50			500.00R		58,691.40
06/06/2005	14,382.50			6,407.49R		58,191.40
07/07/2005	10,597.50				10,937.26	51,253.92
08/08/2005	14,382.50				14,947.21	62,721.18
09/09/2005	10,597.50			200.00R		77,468.39
10/10/2005	10,597.50	250.00			10,847.50	88,315.89
11/11/2005	500.00				500.00	87,815.89
12/12/2005	14,382.50				14,947.21	102,763.10
01/01/2006	10,597.50			5,753.43R		97,009.67
02/02/2006	10,597.50				10,937.26	107,946.93
03/03/2006	104,750.00	515.56	690.00	12,916.86	109,201.21	107,946.93
04/04/2006	500.00				500.00	



# Five Trust Account Errors That Will Get You in Trouble With the Bar

## 3. Not Reconciling Your Trust Account EVERY MONTH



# Five Trust Account Errors That Will Get You in Trouble With the Bar

## 4. Credit Card Merchants Debiting Trust Accounts for Service Fees



*Elizabeth Miller and Joryn Jenkins*



*From Lawyer*

*TO LAW FIRM*

*How to Build a Successful Law Business*

# Five Trust Account Errors That Will Get You in Trouble With the Bar

## 5. Paying fees to your firm from client trust monies without a billing statement



Attorney Sample Using QuickBooks

111 Any Street  
FL 32003

904.8254.4480

A Client  
P.O. Box 8750  
Fleming Island, FL 32006

### Statement

Date 1/31/2012

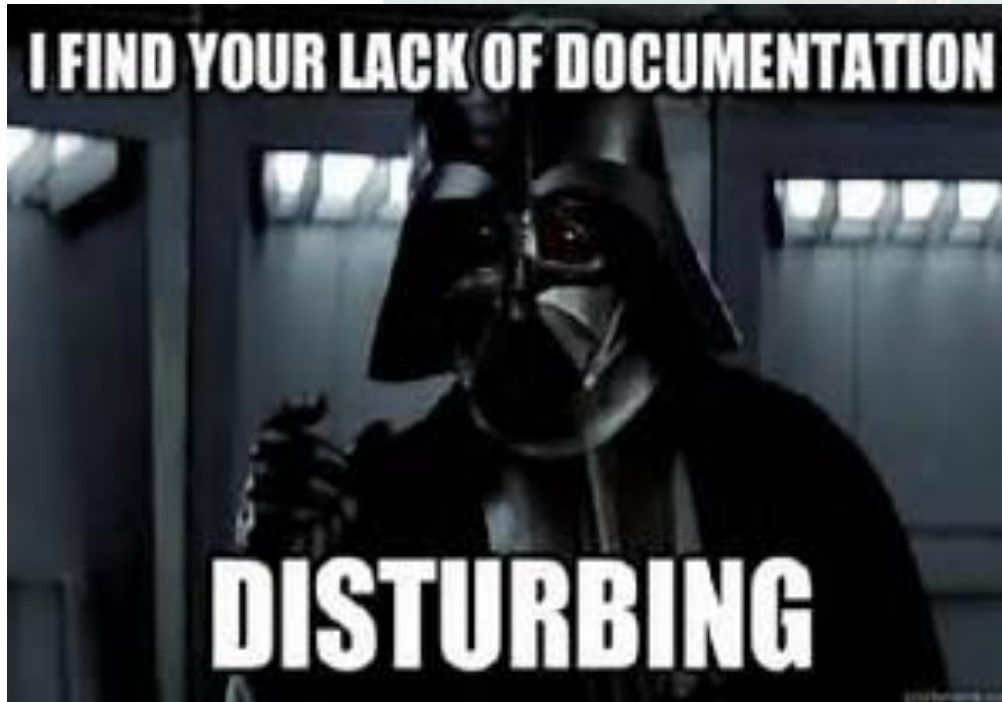
Amount Due \$1,650.00

Date	Description	Time	Rate	Amount	Balance
12/31/2011	Balance forward				0.00
01/30/2012	1 Matter- TC with client to discuss and review notes and questions regarding case and Mrs. Smith	1	275.00	275.00	275.00
01/30/2012	Draft pleading	2	275.00	550.00	825.00
01/30/2012	Meeting with client. Review and outline additional notes regarding ... Something else will go here. You can see you have plenty of room to type lots of notes about what you did.	3	275.00	825.00	1,650.00
01/31/2012	Amount Due				1,650.00

Past President of  
the Federal Bar,  
Ashley Belleau

Elizabeth Miller and Joryn Jenkins

# *From Lawyer* **Simply Put – No Room for Errors** *TO LAW FIRM* *How to Build a Successful Law Business*



**#1 Trust Account  
Rule: Protect the  
Client**

Past President  
the Federal Bar,  
Ashley Belleau

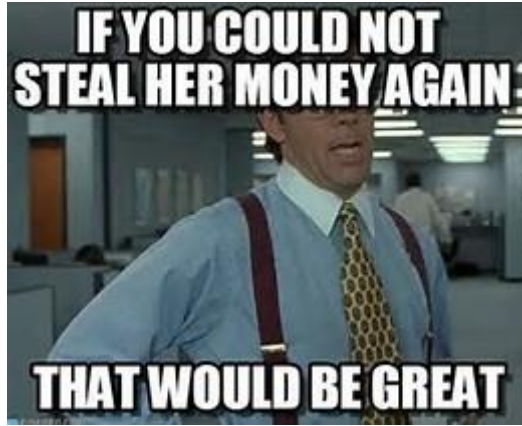
*Elizabeth Miller and Joryn Jenkins*



# Simply Put – No Room for Errors

Hire Someone Who Knows  
How to Maintain Trust  
Accounts and Prepare The  
Monthly Reconciliations  
And That is Not Necessarily  
a CPA





# Simply Put— No Room for Errors

*How to Build a Successful Law Business*

A technical violation or true bookkeeping error will generally not get you suspended or disbarred.

Misappropriating or stealing client monies will.





*From Lawyer*

*TO LAW FIRM*

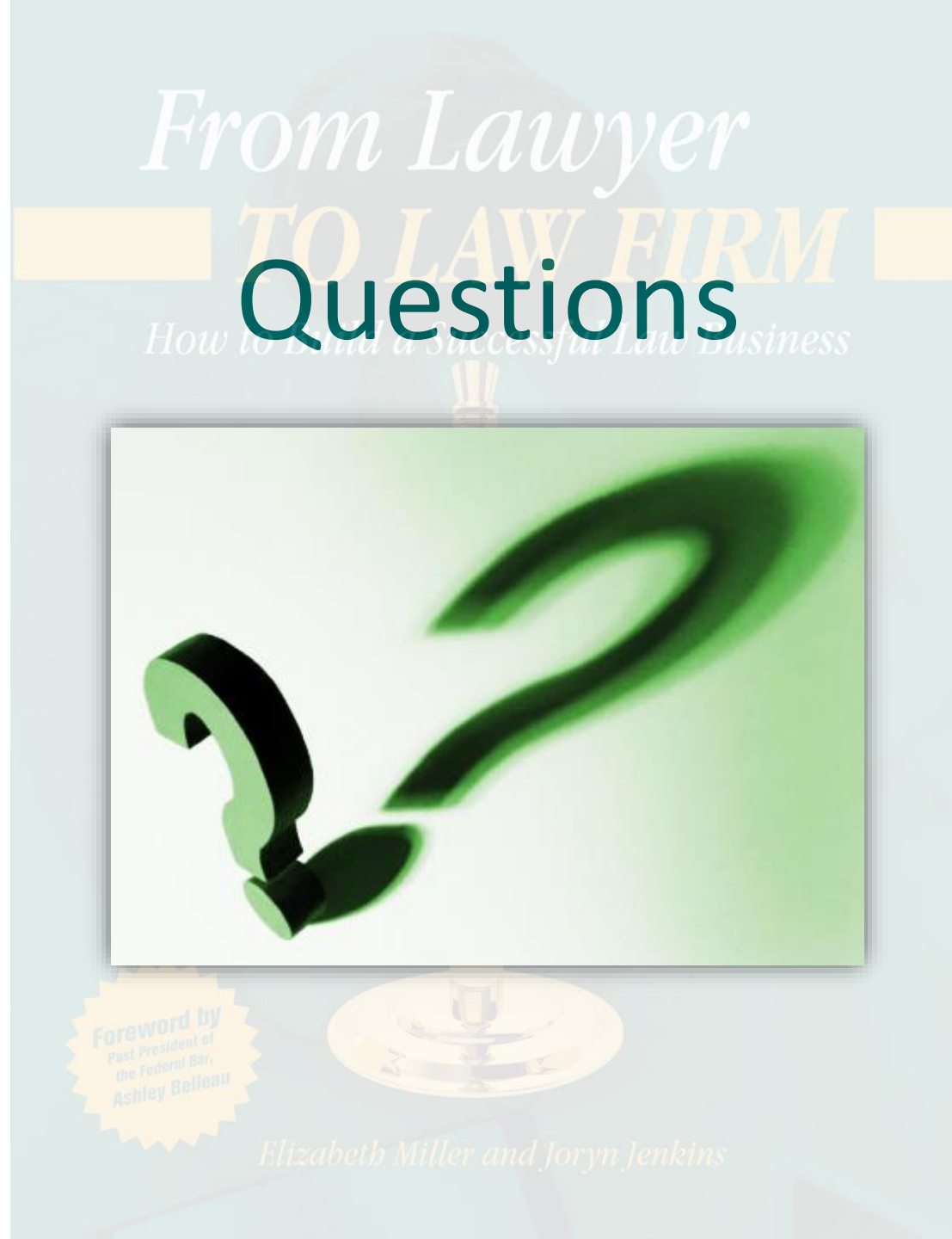
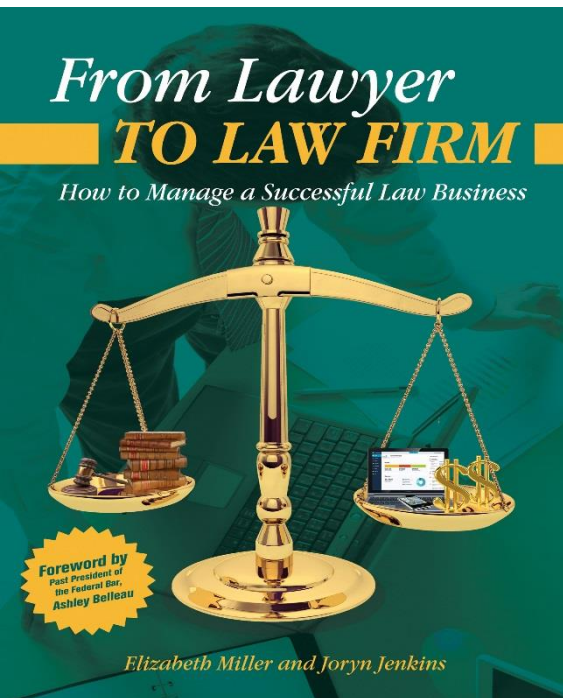
*How to Build a Successful Law Business*

## Conclusion

The Bar does not consider  
ignorance of the rules an excuse for  
Trust Account violations  
Remember – it is your name on  
that bar license

Foreword by  
Past President of  
the Federal Bar,  
Ashley Belleau

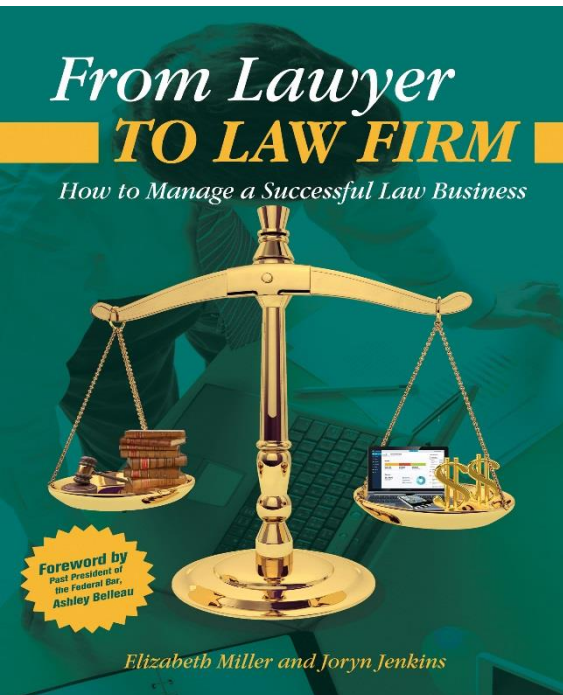
*Elizabeth Miller and Joryn Jenkins*





# *From Lawyer to Law Firm*

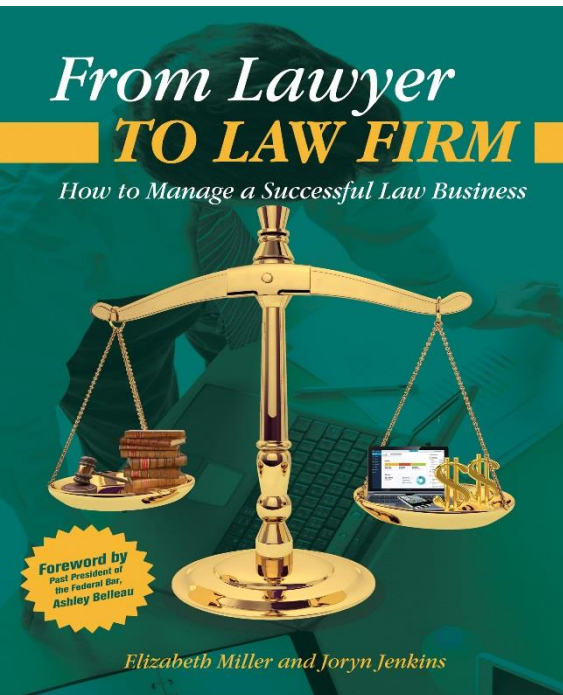
## *How to Manage a Successful Law Business*



Managing the business of practicing law should be as important to the lawyer as the practice of law itself. It is pivotal to the success or failure of a law practice. The lawyer who considers hanging his own shingle cannot appreciate all of the moving parts involved in managing a profitable law practice until he has actually done it. When you do venture out, on your own or in a partnership with others, you soon realize that there is much more to the business of practicing law than you ever expected. Everything about your law firm affects the most important asset that your law firm owns: the attorney/client relationship.

# *From Lawyer to Law Firm*

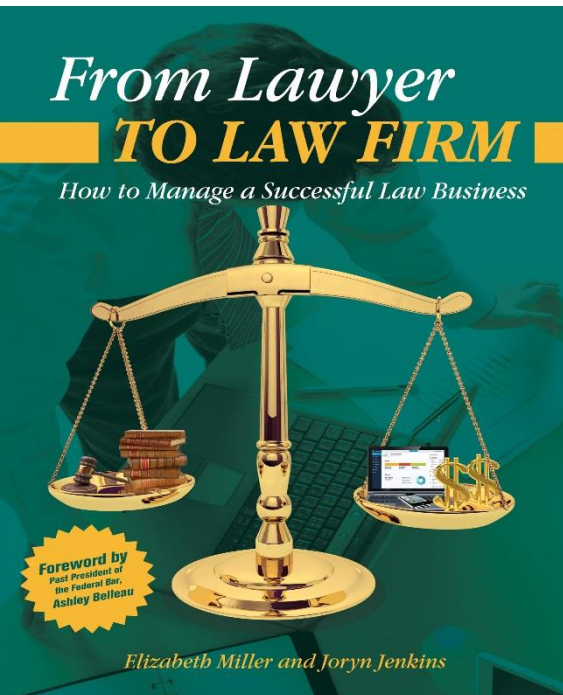
## *How to Manage a Successful Law Business*



In *From Lawyer to Law Firm*, we address the commercial aspects of practicing law that are unique to a law firm. During our combined 70+ years in the legal profession, we have both experienced situations which may seem unbelievable. No matter where you are in your legal career, we offer you guidance and insights based on those experiences that will help to ensure success for both you and your law firm.

# *From Lawyer to Law Firm*

## *How to Manage a Successful Law Business*



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