



## March Newsletter

### Jarvis Law Firm now offers CLE courses both in-house and on-demand:

CLE courses offered are approved by the Minnesota State Board of Continuing Legal Education in the following category of credit:

- a) Professional development and law office management (3 credit hours)
- b) Elimination of Bias (2 credit hours)
- c) Ethics and professional responsibility (1.5 credit hours).

For more information, please feel free to contact us at:  
 jarvislawfirm@msn.com or Info@a-tbooks.com Tel# 763 425 5447.



## Now available on demand

### Professional development and law office Management:

The program is designed to help attorneys understand the current issues and trends in the legal profession. It will help them hone their professional and law firm management skills. Participants will obtain the tools needed for networking and maximizing success. They will also learn real world applications in achieving optimal client services.

### Elimination of Bias:

The course is designed to discuss predictable problems and solutions of real- world examples of bias within the legal profession. The course will provide attorneys with necessary tools to professionally deal with and prevent bias. In two hours, the course will cover various topics in bias in legal practices and how to prevent them

For more information and registration, please visit our website: <https://a-tbooks.com/cle/>

## In-House

### Ethics and Professional Responsibility

To be held in July 6<sup>th</sup> 2018

This CLE program examines many ethical issues in the context of U.S. immigration law. Tentative topics to be covered in this program are:

- 1- Overview of Minnesota state
- 2-State and federal ethics rules.
- 3- Ethics in marketing and virtual presence (social media, advertising and in disclaimers)
- 4-Ethics and attorney fees.
- 5- Ethics and professional conducts.
- 6- Confidentiality and obligations.
- 7- Conflict of interest.
- 8- The trap of multiple representations.
- 9- Employing practices and providing help that exceed a client's expectations.

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# CLE