This CLE is the first in a series showcasing practical tips on how to keep in compliance (and out of ODC’s office!) You’ve heard that lawyers can get in serious trouble for even small trust account mistakes, but no one teaches this type of accounting in law school. Whether you manage the books yourself or oversee a bookkeeper, this class will help you learn the basics: how to charge fees under the new rules, how to safely track funds, how to open and close an IOLTA account, what records you need to keep, and how long you need to keep them. We’ll also cover 10 of the most common trust accounting errors that ODC sees -- and how to avoid making them yourself.