

Table of Contents

About the Author *v*
Acknowledgments *vii*
Introduction: Getting Started *ix*

THE LESSONS

LESSON 1: *Ethical Obligations* *1*
LESSON 2: *Safeguarding Property* *15*
LESSON 3: *Selecting Your Trust Account* *27*
LESSON 4: *Understanding the IOLTA Program* *37*
LESSON 5: *Accounting Basics* *43*
LESSON 6: *Technology for Trust Accounting* *55*
LESSON 7: *Managing Your Trust Account* *67*
LESSON 8: *Balancing Your Trust Account* *91*
LESSON 9: *Providing Reports to Clients and Third Parties* *99*
LESSON 10: *Closing Your Trust Account* *107*
BEYOND THE LESSONS: *Guiding Rules and Concepts* *111*

CONCLUSION129

RESOURCES131

APPENDICES

APPENDIX A: *ABA Model Rules for Professional Conduct*133

APPENDIX B: *Federation Model Code of Professional Conduct* ...137

APPENDIX C: *ABA Model Rules for Client Trust Account Records* ...141

APPENDIX D: *Sample Chart of Accounts for Law Firms*147

APPENDIX E: *Sample Client Ledger or Transaction Report*153

APPENDIX F: *Sample Reconciliation Statement Form*155

APPENDIX G: *Sample Trust Account Journal
or Transaction Register*157

INDEX159