

**OLR ANNUAL TRUST ACCOUNT UPDATE 2024**  
**SEPTEMBER 20, 2024**

<b>9:00 - 9:50</b>	<b>Do I Need a Trust Account?</b> Types of Funds to be Held in Trust Types of Accounts Opening a Trust Account IOLTA and Overdraft Reporting Account Responsibility and Security Availability of Funds & Disbursement Commingling and Firm Funds Prohibited Transactions <i>Question and Answer Period</i>	Travis Stieren Administrator, OLR Trust Account Program
<b>9:50 - 10:00</b>	<i>Break</i>	
<b>10:00 - 10:50</b>	<b>How Do I Handle Legal Fees and Costs?</b> Advanced Fees, Flat Fees & Retainers Withdrawal of Earned Fees from Trust Account Alternative to Holding Unearned Fees in Trust	Timothy Pierce Ethics Counsel, State Bar of Wisconsin
<b>10:50 - 11:00</b>	<i>Break</i>	
<b>11:00 - 11:30</b>	<b>What Records Should I Keep?</b> SCR 22.39 Overview of Records Maintenance Accounts Record Keeping Step-by-Step Monthly Reconciliations Electronic Record keeping	Emily Kokie Lead Investigative Counsel, OLR
<b>11:30-11:50</b>	<b>Wisconsin Trust Account Foundation – The Role of Trust Accounts in Increasing Access to Justice</b>	Tehmina Islam Wisconsin Trust Account Foundation IOLTA Program Manager
<b>11:50 - 12:00</b>	<i>Break</i>	
<b>12:00 - 12:40</b>	<b>E-Banking Is Great, But What about Fraud?</b> 2023 E-Banking Changes Commercially Reasonable Security Fees, Reversals, Chargebacks Fraud and Electronic Scams	Travis Stieren
<b>12:40 - 1:00</b>	<b>What If I Want to Close a Trust Account?</b> Unclaimed Funds Notifying OLR Record Retention <i>Question and Answer Period</i>	Emily Kokie