

Index to Ethics Opinions

Editor's Note:

"RPC" denotes an ethics opinion that was adopted prior to July 24, 1997, under the superseded 1985 Rules of Professional Conduct. "FEO" denotes a "Formal Ethics Opinion" adopted under the Rules of Professional Conduct as comprehensively revised on July 24, 1997, and on February 27, 2003. See the editor's note that precedes the Rules, *supra*, for background on the 1997 and 2003 revisions of the Rules. The editor's note also explains the effect of the adoption and amendment of the Rules on ethics opinions promulgated under the 1985 Rules and the 1997 and 2003 versions of the Rules.

ACADEMIC DEGREES

Advertising and solicitation, see ADVERTISING AND SOLICITATION

Doctor designation, use by lawyer with Juris Doctor degree RPC 5, 07 FEO 5

ADVANCING FUNDS TO CLIENTS

See also COSTS AND EXPENSES OF REPRESENTATION

Bail bond RPC 173

Class action RPC 124

Court reporter fees 13 FEO 3

Criminal fines RPC 76

Recording costs RPC 47

Rental car, 01 FEO 7

Trust accounting for electronic transfer 13 FEO 3

ADVERTISING AND SOLICITATION

See also INTERNET, MAILINGS, TRADE NAME

Address requirement

-Leased office address, use of 12 FEO 6

-Promotional merchandise, omitting address on 12 FEO 14

Bankruptcy, television advertising RPC 161

Barter Exchange, advertising participation in 10 FEO 4

"Best lawyers," characterization as in advertising for lawyer referral service RPC 135

Branding of firm owner's name and likeness 06 FEO 20

Brochure RPC 98

Business cards 07 FEO 4

Class action solicitation letter 04 FEO 5

Client endorsements 07 FEO 4

Cold calls to solicit professional employment RPC 20

Combined legal experience 04 FEO 7

Comparison of size of firm RPC 20

Corporate officers or employees, soliciting professional employment from RPC 6

Daily discount or group coupons, participation in website that offers 11 FEO 10

Departing lawyer, solicitation of clients by lawyers remaining with firm RPC 200

Directory on Internet, participating in RPC 241

Distribution of advertising material by brokerage firm RPC 98

Doctor designation, use by lawyer with Juris Doctor degree RPC 5, 07 FEO 5

Dramatizations

-in television advertisement RPC 164, 00 FEO 6, 10 FEO 9

-stock photographs, disclaimer not required if not misleading 10 FEO 9

Employment of nonlawyer to represent Social Security claimants, disclosure in advertising 05 FEO 2

Experience, advertising for employment in practice areas in which lawyer has no 10 FEO 6

Fees and costs, misrepresentation regarding payment of 04 FEO 8, 2010 FEO 10

Fees, solicitation of from third parties 98 FEO 14

Firm owner, sale of surname and likeness to firm 06 FEO 20

Gifts for referrals 07 FEO 4

Gifts to clients 07 FEO 4

Hotel hospitality suite, law firm hosting RPC 146, 07 FEO 4

Intermediary used to solicit prospective client RPC 20

Internet

-advertising on RPC 239, RPC 241, 00 FEO 1, 00 FEO 3, 09 FEO 16, 11 FEO 10

-daily discount or group coupons, participation in website that offers 11 FEO 10

-judge, connecting with on professional networking website 14 FEO 8

-judge, endorsements/recommendations on professional networking website 14 FEO 8

-keyword advertising, selecting another lawyer's name as keyword 10 FEO 14

-online legal matching service 04 FEO 1, 13 FEO 10

-professional networking website, accepting and soliciting endorsements/recommendations for 12 FEO 8, 14 FEO 8

-responding to inquiries on message board on 00 FEO 3

-websites RPC 239, 00 FEO 1, 09 FEO 16, 11 FEO 8

Jury verdict record, advertising of on Web page 00 FEO 1, 09 FEO 16

Jury verdicts 99 FEO 7, 00 FEO 1, 09 FEO 16

Keyword advertising, selecting another lawyer's name as keyword 10 FEO 14

Lawyer referral services, see LAWYER REFERRAL SERVICES

Legal directories, see LEGAL DIRECTORIES

Leased office address, use in advertising 12 FEO 6

Letterhead, see LETTERHEAD

Likeness of retired or deceased lawyer, use in firm advertisements 06 FEO 20

Live chat support services, use on website 11 FEO 8

Mailings

-address of lawyer required on direct mail 97 FEO 6

-advertising notice required at beginning of body of letter 07 FEO 15

-client endorsements 07 FEO 4

-envelope, extraneous statements on 06 FEO 6, 07 FEO 15

-insignias in return address 07 FEO 15

-mottos in return address 07 FEO 15

-incorporators of business, letter soliciting business must contain advertising disclosure RPC 242

-limitations on mailings to persons known to need legal services in a particular matter RPC 98

-promotional materials 04 FEO 2

Membership in an organization with self-laudatory title 03 FEO 3, 07 FEO 14, 09 FEO 16, 10 FEO 11

Million Dollar Advocates Forum, advertising membership in 03 FEO 3, 09 FEO 16, 10 FEO 11

Networking organizations, lawyer participation in 06 FEO 7

Networking website, accepting and soliciting endorsements/recommendations for 12 FEO 8, 14 FEO 8

Newcomers listed by Chamber of Commerce, solicitation of RPC 26

Nonlawyer employee representing Social Security claimants, disclosure of 05 FEO 2

Nonlawyer, hiring to hold educational seminars 08 FEO 6

Online legal matching service 04 FEO 1

Partner in partnership, soliciting professional employment from RPC 6
Photographs, dramatization disclaimer not required for stock photographs 10 FEO 9
Prior professional relationship with prospective client RPC 98
Professional networking website, accepting and soliciting endorsements/recommendations for 12 FEO 8, 14 FEO 8
Promotional merchandise in targeted direct mail solicitation letter 04 FEO 2
Promotional merchandise, omitting office address on 12 FEO 14
"Reasonable prices", advertisement of 13 FEO 9
Recommendations on professional networking website, accepting and soliciting 12 FEO 8, 14 FEO 8
Referrals
-advertising with intent to refer 10 FEO 6
-gifts for 07 FEO 4
Remote call forwarding telephone number RPC 217, 12 FEO 6
Remote consultations 10 FEO 10
Search engine company's keyword advertising, use of 10 FEO 14
Seminars on law for members of public RPC 36, RPC 98, 07 FEO 4, 08 FEO 6
Settlement record, advertising 99 FEO 7, 00 FEO 1, 09 FEO 16
Social functions RPC 146, 07 FEO 4
Solicitation
-autodialed recorded message to potential client 06 FEO 17
-business cards 07 FEO 4
-class action, letters to prospective members of 04 FEO 5
-departing lawyer's clients, guidelines for lawyers remaining with firm RPC 200
-employee contacting clients of former employer 09 FEO 3
-guidelines for lawyer leaving a firm RPC 98
-live chat support services, use on website 11 FEO 8
Specialization, see SPECIALIZATION
Super Lawyers, advertising listing in 07 FEO 14, 09 FEO 16
Telephone number listing, misrepresentation of local presence RPC 217
Telephoning
-autodialed recorded message to potential client 06 FEO 17
-client endorsements 07 FEO 4
-free legal information, recorded telephone message from for-profit company, participation in RPC 115
Television
-bankruptcy advertisements RPC 161
-dramatizations RPC 164
-misrepresentation in ad by implying early settlement 00 FEO 6
Testimonials 07 FEO 4, 12 FEO 1
-recommendations on professional networking website, accepting and soliciting 12 FEO 8, 14 FEO 8
Tip club, lawyer participation in 06 FEO 7
Trade name, misleading 04 FEO 9
Trade name, website URL is 05 FEO 8
URL, misleading 05 FEO 14
Verdict record, advertising 00 FEO 1, 09 FEO 16
Virtual law practice 05 FEO 10, 12 FEO 6
Web page, see ADVERTISING, Internet

ALIMONY

Fee agreement, obtaining interest in client's support payments RPC 187
Past due alimony, collection of RPC 2

ALTERNATIVE DISPUTE RESOLUTION

Arbitration, partner as arbitrator RPC 138
Collaborative resolution process in domestic cases 02 FEO 1
Conflict
-consultation with lawyer as prospective mediator disqualifies 10 FEO 8
-lawyer-mediator's preparation of contract for parties to mediation prohibited 12 FEO 2
Fee agreement condition, see FEE AGREEMENTS

Mandatory arbitration of fee disputes, see FEE AGREEMENTS and FEES

ARBITRATION

See ALTERNATIVE DISPUTE RESOLUTION

ATTORNEY GENERAL STAFF LAWYERS

See GOVERNMENT LAWYERS

AUTOMOBILE ACCIDENT REPRESENTATION

See INSURANCE REPRESENTATION

BANKRUPTCY PRACTICE

See also CONFLICTS

Advertising on television RPC 161
Corporation in bankruptcy, representation of bankruptcy estate and trustee in civil action 97 FEO 7
Disclosing confidential information about debtor's property after chapter 7 case is closed 98 FEO 20
Foreclosure, trustee on deed of trust filing motion to set aside automatic stay RPC 46
Joint representation of spouses in Chapter 13
-effect of disappearance of one spouse 00 FEO 2
-effect of divorce 07 FEO 7
Recommending services of a third party to bankruptcy client 05 FEO 7
Representing debtor when lender is current client 09 FEO 11
Trustee on deed of trust, resignation to represent lender seeking removal of automatic stay RPC 90

BILLING

See FEE AGREEMENTS, FEES, COSTS AND EXPENSES OF REPRESENTATION

BUSINESS ACTIVITIES

See also MULTIDISCIPLINARY PRACTICE

Accounting practice and law practice combined 00 FEO 9
Adoption agency 14 FEO 10
Fees or commissions for law-related services 10 FEO 13
Financial planning services RPC 238
Financial products, sale to legal client of 01 FEO 9
Law related services RPC 238, 10 FEO 13
Network lawyer for company that provides litigation and administrative support services 12 FEO 10
Real estate brokerage RPC 49, RPC 201

CANDOR TOWARD TRIBUNAL

See also COMMUNICATION WITH JUDGES

Adverse evidence, disclosure in disability hearing before Social Security administrative law judge RPC 230, 98 FEO 1
Alias, disclosure of client alias in workers' compensation action 08 FEO 1
Attribution when using written work of another 08 FEO 14
Citizenship status, reporting to ICE 09 FEO 5
Clerk's error dismissing criminal charge, disclosure of 11 FEO 12
Client identity, disclosure of see DISCLOSURE OF CLIENT IDENTITY
Client perjury in deposition RPC 203
Consent judgment, submission to court that includes false information 99 FEO 16
Driving record, disclosure of on application for limited driving privilege 98 FEO 5
Fee petition, attorney must disclose discounted hourly rate 01 FEO 1
Filing notice of appeal although client may be deported 11 FEO 3
Insured's absence, misleading court about 10 FEO 1
Misrepresentation of prior record level in sentencing proceeding 03 FEO 5
Pro se litigant, assisting without making an appearance or disclosing assistance 08 FEO 3

CHILD CUSTODY AND SUPPORT

Child support enforcement, no client-lawyer relationship between government lawyer and custodial parent 10 FEO 5
Contingent fees RPC 2
Fee agreement, obtaining interest in client's support payments RPC 187
Past due amounts, collection of RPC 2, RPC 155

CITY COUNCILMAN, LAWYER SERVING AS

See PUBLIC OFFICIAL, LAWYER SERVING AS

CIVILITY

See PROFESSIONALISM AND COURTESY

CLIENT FUNDS AND PROPERTY

See also FEES, FILES OF CLIENT
Abandoned funds RPC 89, RPC 149, RPC 226
Assignment of interest in settlement proceeds to finance company 00 FEO 4
Cashing check for client RPC 4
Disbursement
-against deposited items in reliance upon bank's funding schedule 06 FEO 8
-against funds credited to trust account by ACH transfer or electronic funds transfer 13 FEO 13
-of client funds without client's consent prohibited RPC 75
-of estate assets in trust account upon request of personal representative, not held to pay disputed legal fee 11 FEO 13
-of tort claim settlement upon deposit of provisionally credited funds 01 FEO 3
-to medical providers in absence of lien 01 FEO 11
-to pay firm for advancing expenses 13 FEO 3
Disputed fees
-fees previously paid and transferred to operating account 13 FEO 9
-funds that may be retained in trust account to pay explained 11 FEO 13
-transfer from trust account to lawyer upon certain conditions 06 FEO 16
Division of fee with former firm 03 FEO 11
Dormancy fee on unclaimed funds, charging 06 FEO 15
Escheating funds RPC 89, RPC 149
Files, see FILES OF CLIENT
Financing litigation 00 FEO 04
Purchasing money order for client RPC 4
Recording costs, depositing client's funds for RPC 47
Trust accounts, see TRUST ACCOUNTS

CLIENT-LAWYER RELATIONSHIP

Child support enforcement, no relationship between government lawyer and custodial parent 10 FEO 5
Role of lawyer appointed to represent child in custody case 12 FEO 9
Insurance defense, no relationship with insured who cannot be located 10 FEO 1

CLIENTS

See FORMER CLIENTS, PROSPECTIVE CLIENTS

COLLECTIONS

See also FEES
Collection agency, use permitted RPC 7

COMMON REPRESENTATION

See MULTIPLE REPRESENTATION

COMMUNICATION WITH ADVERSE PARTIES

See also COMMUNICATIONS WITH WITNESSES
Adoption, communication with biological parent by lawyer representing adoption agency and adopting parents 14 FEO 10
Agent of lawyer
-instructing fraud investigator to interview employees of opposing party 99 FEO 10

-use of private investigator to communicate with represented party 03 FEO 4

Attorney general staff lawyer representing state on death sentence appeal, receipt of letter from defendant RPC 233

Authorized by law RPC 219, 11 FEO 15

Child represented by GAL and attorney advocate RPC 249

Child who is prosecuting witness in criminal case RPC 61, 09 FEO 7

Corporate legal counsel appearing in case as corporate manager RPC 128

Criminal representation

-interviewing child who is prosecuting witness in abuse or molestation case RPC 61, 09 FEO 7

-interviewing codefendants RPC 93

-investigation by prosecution, interviewing employees of corporate target 99 FEO 10

District attorney with represented criminal defendant RPC 30

Elected officials RPC 132, RPC 202

-government employees and 05 FEO 5

Email, responding to email in which opposing party is copied 12 FEO 7

Employee's email communications on employer's email system, review of 2012 FEO 5

Employees of represented opposing party RPC 67, 99 FEO 10

Evidence, proffering when gained during prohibited communication with represented party 03 FEO 4

Former employees of represented opposing party RPC 81, 97 FEO 2

Government employees RPC 132, 05 FEO 5

Guardian ad litem in child neglect or abuse proceeding

-communication with child represented by attorney advocate and RPC 249

-lawyer as, direct communication with represented person 02 FEO 8

-nonlawyer as, communication with parent 06 FEO 19

Insurance litigation, see INSURANCE REPRESENTATION

Letter from represented criminal defendant, receipt by member of attorney general's staff RPC 233

Mental health problem of opposing counsel 03 FEO 2

Opposing parties, communications between RPC 119

Providing confession of judgment to unrepresented adverse party RPC 165

Providing pleading to unrepresented adverse party 02 FEO 6

Public records, communication with adverse government official who is custodian of RPC 219, 11 FEO 15

"Reply All" email function, use of when responding to email copying opposing party 12 FEO 7

Settlement negotiations, communications between opposing parties RPC 119

Threatening criminal prosecution 98 FEO 19

Threatening immigration prosecution 05 FEO 3

Undercover officer planted in jail cell of represented criminal defendant 97 FEO 10

Unrepresented adverse party, see PRO SE REPRESENTATION

Unrepresented uninsured motorist, communication with after uninsured motorist carrier has elected to defend in the name of defendant RPC 193

Witness who is adverse party in unrelated litigation 04 FEO 4

COMMUNICATION WITH CLIENT

Discovery materials in criminal case, providing to incarcerated client 13 FEO 2

Nonlawyer field representative meeting with prospective client to obtain representation contract 12 FEO 11

COMMUNICATION WITH JUDGES

Administrative and scheduling matters, *ex parte* communications with judge about 97 FEO 3

Attorney general staff lawyer RPC 122

Disability hearing before Social Security administrative law judge, with-
holding adverse evidence in RPC 230, 98 FEO 1
Elected official with adjudicatory authority RPC 132
Ex parte communications
-administrative or scheduling matter 97 FEO 3
-authorized by law 01 FEO 15
-disclosures to judge prior to 98 FEO 12
-*ex parte* order, seeking RPC 237
-proposed order, submission to judge 97 FEO 5
-written communications 98 FEO 13, 03 FEO 17
Professional networking website, interaction with judge on 14 FEO 8

COMMUNICATION WITH JURORS

Questionnaire, sending to prospective jurors RPC 214

COMMUNICATION WITH WITNESSES

See also COMMUNICATION WITH ADVERSE PARTIES

Adverse party is witness in unrelated litigation 04 FEO 4
Authorized by law, deposition as 10 FEO 5
Child witness in molestation or abuse criminal case
-interviewing without consent of prosecutor RPC 61
-interviewing without parental consent 09 FEO 7
Custodial parent in child support enforcement action 10 FEO 5
Employees of represented opposing party RPC 67, 97 FEO 2,
99 FEO 10
Former employees of represented opposing party RPC 81, 97 FEO 2
Government employees RPC 132, 05 FEO 5
Guardian ad litem, prohibition on communication with represented
person does not apply to lawyer acting solely as 06 FEO 19
Heirs of estate, estate lawyers communication with 07 FEO 1
Lawyer for witness, consent required RPC 87
Pathologist who performed autopsy on plaintiff's decedent RPC 184
Physician providing treatment in Workers' Compensation case
RPC 224
Physician who treated opposing party RPC 162, RPC 180
Prosecuting witness in criminal action, seeking cooperation on plea
agreement and settling civil claim against defendant RPC 225
Prosecuting witness in criminal case RPC 61
Subpoenas
-containing misrepresentations RPC 236, 10 FEO 2, 14 FEO 7
-health care providers covered by HIPAA 14 FEO 4
-out of state records 10 FEO 2, 14 FEO 7
-records custodian 99 FEO 2

COMPETENCE

Associating another lawyer to ensure 10 FEO 6
Mental impairment of firm lawyer, responding to 13 FEO 8
Social media, advising client about 14 FEO 5

CONFIDENTIALITY

See also DISCLOSURE (IN GENERAL), SCREENING
Alias, disclosure of client alias in workers' compensation action
08 FEO 1
Attorney-client privilege, review of employee's email prohibited if pro-
tected by 12 FEO 5
Authorization to disclose, see DISCLOSURE (IN GENERAL)
Case management, settlement and litigation policies, protected as confi-
dential information of former corporate client 12 FEO 4
Cellular telephone, communication of confidential information on
RPC 215
Child abuse and neglect, reporting RPC 120, RPC 175
Clerk's error dismissing criminal charge, disclosure of 11 FEO 12
Client assets, disclosure of, see BANKRUPTCY PRACTICE
Client contraband, disclosure to authorities 07 FEO 2
Client identity, see DISCLOSURE OF CLIENT IDENTITY
Clients' electronic files, storage on vendor's computers accessible via
Internet 08 FEO 5, 11 FEO 6
Collaborative resolution process, participation in notwithstanding dis-

closure requirements 02 FEO 1
Computer records, conditions for storing on software vendor's comput-
ers 11 FEO 6
Corporate client
-disclosure of information by former in-house counsel to support
wrongful discharge claim 00 FEO 11
-disclosure of information pursuant to SEC regulations 05 FEO 9
Contagious disease of client RPC 117
Cordless telephone, communication of confidential information on
RPC 215
Cross examination of former client 03 FEO 14, 10 FEO 3
Deceased client, disclosure of confidences of in a will contest proceeding
02 FEO 7
Deceased client, disclosure of confidential information to personal rep-
resentative of estate RPC 206
Disclaimer of client-lawyer relationship to avoid duty RPC 244
Disclosure in suit to collect fee 04 FEO 6
Disclosure of confidences
-by mortgagor to trustee in foreclosure may create bar to adverse rep-
resentation 13 FEO 5
-in suit to collect fee 04 FEO 6
-of parent seeking representation for minor 05 FEO 4
Driving record, withholding and disclosing information about in court
98 FEO 5
Electronic mail
-communication of confidential information by RPC 215
-employee's email on employer's email system, review of 2012 FEO 5
Employee of lawyer, see EMPLOYEES OF LAWYERS
Erroneous deed benefiting client RPC 12
Estates, see ESTATES
Evidence of crime RPC 221, 07 FEO 2
Fees, disclosure of information about insured's representation in bills
submitted to insurer's auditor 98 FEO 10, 99 FEO 11
Former employee of lawyer, see EMPLOYEES OF LAWYERS
Fraud upon tribunal by former client 99 FEO 15
Health information of client or third party 06 FEO 10
Implied authorization to disclose, see DISCLOSURE (IN GENERAL)
Ineffective assistance of counsel claim, disclosure of confidential infor-
mation in response to 11 FEO 16
IRS Form 1099 disclosure RPC 23
Insured, disclosure of information about representation in bills submit-
ted to insurer's auditor 98 FEO 10
Internet, storing client files on computers accessible via 08 FEO 5,
11 FEO 6
LAP support groups 01 FEO 5
Lawyers moving between firms, disclosure of conflict information for
10 FEO 12
Metadata, duty to prevent disclosure of and prohibition of use of
09 FEO 1
Minor client
-disclosure of confidential information to parents 98 FEO 18
-disclosure of confidential information of parent seeking representa-
tion of 05 FEO 4
Mistake in closing documents RPC 12
Multiple representation RPC 153, 06 FEO 1, 07 FEO 7
Outsourcing
-clerical or administrative tasks 11 FEO 14
-legal support services 07 FEO 12
Prospective client, duty to RPC 246, 06 FEO 14
Providing an accounting of disbursements to medical lienholders in per-
sonal injury cases 03 FEO 15
Real estate transaction, see REAL ESTATE TRANSACTIONS
Recycling waste paper RPC 133
Settlement agreement
-disclosure of terms to former lawyer asserting claim for fee division
13 FEO 12

-representation of similar claimants after RPC 179, 03 FEO 9
Software as a service, conditions for use with electronic client files
11 FEO 6
Spouses, receipt of confidential information from prohibits subsequent
representation of spouse in domestic action RPC 32
Waste paper, disposal of RPC 133
Wrongful termination claim of former in-house counsel, disclosure of
employer's information to support 00 FEO 11
Will contest proceeding, disclosure of deceased client's confidences in
02 FEO 7

CONFLICTS OF INTEREST

See also FORECLOSURES, IMPUTED DISQUALIFICATION,
MULTIPLE REPRESENTATION
Administrator, see PERSONAL REPRESENTATIVES OF ESTATES
Adoption agency, financial interest in while representing adopting couples
14 FEO 10
Adverse party, preparation of pleading for pro se 02 FEO 6,
09 FEO 12
Advisory committee for hospital, service on RPC 100
Attorney general staff lawyers, see GOVERNMENT LAWYERS
Bankruptcy
-representation of debtor when lender is current client 09 FEO 11
-representation of husband and wife in joint Chapter 13 after divorce
07 FEO 7
-representation of remaining spouse in joint Chapter 13 petition
after other spouse disappears 00 FEO 2
Bidding at tax foreclosure sale conducted by attorney 06 FEO 5
Board of trustees of nonprofit hospital, lawyer's service on, bringing suit
against hospital RPC 160
Bureau of Indian Affairs, prosecutor for representing criminal defendants
in state and federal court RPC 72
Business transaction with client, sale of financial products as 01 FEO 9
Computer based conflict checking system 09 FEO 9
Consent
-bankruptcy representation of debtor when lender is current client
09 FEO 11
-revocation of 07 FEO 11
-to multiple representation, effect of one client's revocation of
07 FEO 11
-when failure to timely object to former lawyer conflict constitutes
11 FEO 2
Consultation with lawyer as prospective mediator 10 FEO 8
Cross examination of current client 10 FEO 3
Cross examination of former client 03 FEO 14, 10 FEO 3
Deed of Trust
See also FORECLOSURES
-common representation of lender and trustee 04 FEO 3, 08 FEO
11, 14 FEO 2
-disqualification from representing trustee and secured creditor in
contested proceeding 04 FEO 3, 14 FEO 2
-spouse and paralegal own interest in closely-held corporate trustee,
lawyer may not represent beneficiary in contested foreclosure of
11 FEO 5
-to secure client's fee, foreclosure on 08 FEO 12
Disclaimer of client-lawyer relationship in advance does not prevent
conflict RPC 244
District attorneys, see PROSECUTORS
Divorce, see DIVORCE
Domestic relations, see DOMESTIC RELATIONS
Escrow agreement, waiver of future conflict 99 FEO 8
Estate, see ESTATES
Estate planning
-joint representation of husband and wife RPC 229
-joint representation of trusts and fiduciaries RPC 144
Execution sale, purchase of client's property at RPC 24

Executor, see PERSONAL REPRESENTATIVES OF ESTATES
Foreclosure, see FORECLOSURES, CONFLICTS OF INTEREST,
Deed of Trust
Former clients, see FORMER CLIENTS
Former employee of opposing counsel, effect of hiring, see EMPLOY-
EES OF LAWYERS
Future conflicts of interest RPC 168, 07 FEO 11
General contractor and surety, representation of 03 FEO 1
Government lawyers, see GOVERNMENT LAWYERS
Guardian ad litem, lawyer appointed as 04 FEO 11
Guardian of minor child
-child/father conflict of interest RPC 163
-lump sum settlement, representation of parents individually and as
guardians RPC 109
Incompetency proceeding, representation of respondent when spouse is
former client 98 FEO 16
Indemnifying liability carrier for unpaid liens of medical providers
RPC 228
Insurance representation, see INSURANCE REPRESENTATION
Joint representation in bankruptcy
-representation of remaining spouse after other spouse disappears
00 FEO 2
-representation of husband and wife in bankruptcy after divorce
07 FEO 7
Judge as client, appearance before 97 FEO 1
Judge as family member, appearance before 05 FEO 1
Law related service, referral to 10 FEO 13
Lateral lawyer, screening of 12 FEO 4
Lawyer as public official, see PUBLIC OFFICIAL, LAWYER SERV-
ING AS
Lawyer as witness, see WITNESS, LAWYER AS
Lawyers moving between firms, disclosure of conflict information for
10 FEO 12
Legal services lawyers, representation of adverse interests by 99 FEO 3
Limited legal services programs' limited conflict duties under Rule 6.5
inapplicable to consultations with members of nonprofit organiza-
tion 14 FEO 6
Mediation
-consultation with lawyer as prospective mediator 10 FEO 8
-lawyer-mediator's preparation of contract for parties to mediation
12 FEO 2
Minor client
-appointment of guardian, child/father conflict of interest RPC 163
-lump sum settlement, representation of parents individually and as
guardians RPC 109
-representation in court approval of settlement while paid by insurer
RPC 167
-representation of parent and minor child RPC 123
Nonconsentable conflicts
-commercial real estate loan closing 13 FEO 14
Nonprofit organization, duty to screen for conflicts when advising 14
FEO 6
Outsourcing
-clerical or administrative tasks 11 FEO 14
-legal support services 07 FEO 12
Partition proceedings 09 FEO 8
Partner's suit against public body upon which lawyer serves 02 FEO 2
Payment by third party
-representation of minor in court approval of settlement while paid
by insurer RPC 167
Personal representative, seeking removal of 02 FEO 3
Pilot and passenger in private airplane crash, simultaneous representa-
tion RPC 28
Police organization, simultaneous representation of criminal defendants
RPC 60

Preparation of

- affidavit and confession of judgment for unrepresented adverse party 09 FEO 12
- legal documents at request of another 03 FEO 7, 06 FEO 11
- power of attorney for principal upon request of prospective attorney-in-fact 03 FEO 7

Prosecutors, see PROSECUTORS

Prospective clients, see PROSPECTIVE CLIENTS

Prospective client, duty of confidentiality may prevent adverse representation RPC 246

Public defenders, see PUBLIC DEFENDERS

Public official as client, appearance before public body on which client serves RPC 143

Real estate transactions, see REAL ESTATE TRANSACTIONS

Reciprocal referral agreements, participation in 11 FEO 4

Referral fees

- acceptance of from investment advisor 99 FEO 1
- acceptance of from financing company 06 FEO 2

Referral to law related service 10 FEO 13

Relatives

- married clients, pilot and passenger in private airplane crash RPC 28
- married lawyers RPC 11

Representing condominium association against unit owner RPC 97

School board

- in-house counsel serving as administrative hearing officer in disciplinary matters, 07 FEO 10
- representation on criminal forfeitures RPC 54
- roles of school board lawyers in administrative proceedings 08 FEO 2

Screening, see SCREENING

Settlement

- multiple representation, parent and child RPC 109
- participation in confidential settlement agreement, representation of clients with similar claims after 03 FEO 9
- restricting a lawyer's practice RPC 179

Tax foreclosure sale, county tax attorney bidding at 06 FEO 5

Waiver

- for failure to object to conflict of former lawyer 11 FEO 2
- of objection to future conflict RPC 168, 07 FEO 11

Workers' compensation, see WORKERS' COMPENSATION

CONSENT

See CONFIDENTIALITY, CONFLICTS OF INTEREST.

Informed consent to multiple representation in real estate closing, requirements for 13 FEO 4

Nonconsentable conflicts

- commercial real estate loan closing 13 FEO 14

CONTINGENT FEES

Alimony, see ALIMONY

Child Support, see CHILD SUPPORT

Court awarded fee, collecting both 02 FEO 4

Definition of RPC 158

Division of in departure provision of law firm employment agreement 08 FEO 8

Fixed amount for representation and costs, forfeiture to lawyer of amount in excess of costs RPC 149, RPC 158

Flat fee including costs and fine RPC 158

Hourly rate charge in addition to RPC 235

Medical payments insurance, contingent and sliding fees for collection of RPC 35, RPC 174

Medical insurance reimbursement and gross recovery, collecting fee on both RPC 231

Settlements, see SETTLEMENTS

Structured settlements RPC 141

CORPORATE REPRESENTATION

See also COMMUNICATION WITH ADVERSE PARTIES, COMMUNICATION WITH WITNESSES

Board of directors, duty of lawyer-director when board decision results in unauthorized practice of law 07 FEO 3

Conflicts of interest

- hiring lawyer who previously represented adverse corporation 12 FEO 4
- representing condominium association against unit owner RPC 97

Disclosure of confidential information pursuant to SEC regulations 05 FEO 9

Executive director of public interest law organization engaged in wrongful conduct, duty of lawyer when 13 FEO 9

In-house counsel

- disclosure of confidential information by to support personal claim against former employer 00 FEO 11
- other clients, representation of while serving as in-house counsel RPC 9, RPC 151

Public interest law organization 13 FEO 9

Wrongful termination claim of in-house counsel 00 FEO 11

COSTS AND EXPENSES OF REPRESENTATION

See also ADVANCING FUNDS TO CLIENTS, FINANCING LITIGATION

Advancing costs

- class action RPC 124
- court reporter 13 FEO 3
- deposition, unconditional release to client 06 FEO 18
- medical records, unconditional release to client RPC 79
- rental car 01 FEO 7

Barter exchange, advance payment by cash or credit card required for 10 FEO 4

Court reporting service, selection of RPC 102

Fixed charge for representation and costs RPC 149, RPC 158

Dormancy fee on unclaimed funds, charging 06 FEO 15

Litigation expenses

- advance payment of RPC 51, 13 FEO 3
- financing of by client's assignment of prospective settlement proceeds 00 FEO 4
- lawyer obtaining loan to fund litigation costs 06 FEO 12
- loan to personal injury client RPC 80
- paying with barter dollars 10 FEO 4

Outsourcing

- clerical or administrative tasks 11 FEO 14
- legal support services 07 FEO 12

Real estate costs, establishing interim account for 05 FEO 11

Remote consultations, charging flat amount for 10 FEO 10

Storage of file and retrieval, charging client for 98 FEO 9

Trust accounts, see TRUST ACCOUNTS

COUNTY ATTORNEYS

See GOVERNMENT LAWYERS

COUNTY COMMISSIONER, LAWYER SERVING AS

See PUBLIC OFFICIAL, LAWYER SERVING AS

COURT-APPOINTED LAWYERS

See also PUBLIC DEFENDERS

Capital case, lawyer's lack of competence RPC 199

Indigent client offers payment, responsibilities when RPC 52

Notice of appeal, filing to preserve client's rights although without merit 08 FEO 17

Substitution of counsel RPC 58

Withdrawal, charging for a motion allowing 07 FEO 8

COURTESY

See PROFESSIONALISM AND COURTESY

CREDITORS OF CLIENT

- Finance company
 - secured interest in settlement proceeds 00 FEO 4
 - referring client to 06 FEO 2
- Liens
 - accounting to medical lienholders in personal injury case 03 FEO 15
 - disbursement of settlement proceeds to pay RPC 125
 - lawyer's retaining lien prohibited, 06 FEO 18
 - medical providers' liens, payment without client's consent RPC 75
 - medical providers, payment in absence of lien 01 FEO 11
- Settlement funds
 - payment of medical providers from RPC 69
 - withholding from client in absence of medical lien 01 FEO 11

CRIMINAL REPRESENTATION

- See also PROSECUTORS
- Bond, lending money to client for RPC 173
- Calendar call, paralegal appearing for lawyer 00 FEO 10
- Candor to court in sentencing proceeding 03 FEO 5
- Capital case
 - court-appointed lawyer's lack of competence RPC 199
 - stand-by defense counsel RPC 198
- Child witness in molestation or abuse criminal case
 - interviewing without consent of prosecutor RPC 61
 - interviewing without parental consent 09 FEO 7
- Client contraband, taking possession or disclosing to authorities 07 FEO 2
- Communications by government investigators with employees of corporate target 99 FEO 10
- Defendant, representation on habitual felon charge when previously prosecuted 03 FEO 14
- Discovery, providing defendant with during representation 13 FEO 2
- Driving record, disclosure of 98 FEO 5
- Evidence of crime, taking possession of RPC 221, 07 FEO 2
- Fees RPC 158
- Forfeitures RPC 54
- Government lawyer's oversight of investigator's communications with employees of corporate target 99 FEO 10
- Ineffective assistance of counsel claim, responding to 11 FEO 16
- Legal defense fund 98 FEO 14
- Order for arrest, asking for when defendant detained by ICE 13 FEO 6
- Plea agreements
 - disclosure of material terms RPC 152
 - waiver of allegation of ineffective assistance of counsel RPC 129
 - waiver of allegation of prosecutorial misconduct RPC 129
 - waiver of appellate and post-conviction rights RPC 129
- Prosecuting witness
 - representing criminal defendant when prosecuting witness is current client 10 FEO 3
 - seeking cooperation on plea agreement and settling civil claim against defendant RPC 225
- Public official, defense of criminal defendants while serving as, RPC 63, 07 FEO 16
- Release/dismissal agreements 13 FEO 1
- Sentencing proceeding, misrepresentation of prior record level at 98 FEO 5, 03 FEO 5
- Settlement of civil claim, including agreement not to report to law enforcement 08 FEO 15
- Stand-by defense counsel in capital case RPC 198
- Threatening criminal prosecution 98 FEO 19
- Undocumented alien, advising that deportation may avoid conviction 11 FEO 3

DECEASED LAWYERS

- Files of clients RPC 16

DISABLED CLIENT

- Ed. Note: This heading refers to clients with diminished capacity in general.*
- See also CONFIDENTIALITY
- Custody/visitation, role of lawyer appointed to represent child 12 FEO 9
- Guardian, seeking appointment of guardian for client RPC 157
- Guardian ad litem, lawyer appointed as 04 FEO 11
- Incompetent client
 - seeking appointment of guardian RPC 157
- Incompetency proceeding
 - representation of respondent in 98 FEO 16
- Power of attorney, preparation upon request of prospective attorney-in-fact 03 FEO 7

DISAPPEARANCE OF CLIENT

- Filing complaint after RPC 223
- Insurance carrier, representation of after insured disappears 10 FEO 1
- Withdrawal upon 03 FEO 16

DISBARRED LAWYER

- Employment of 98 FEO 7

DISCHARGE OF LAWYER

- Files of client, see FILES OF CLIENT

DISCLOSURE (IN GENERAL)

- See also CANDOR TOWARD TRIBUNAL, CONFIDENTIALITY, DISCLOSURE OF CLIENT IDENTITY
- Accounting for disbursements to medical lienholders in personal injury cases 03 FEO 15
- Adverse evidence, withholding in disability hearing RPC 230, 98 FEO 1
- Agreement in civil settlement not to report to law enforcement 08 FEO 15
- Alias, disclosure of client alias in workers' compensation action 08 FEO 1
- Audit of real estate trust account by title insurer 08 FEO 13
- Authorization to disclose confidential information RPC 12
- Child abuse, reporting to county department of social services RPC 120, RPC 175
- Citizenship status of opposing party, disclosure to ICE 09 FEO 5
- Clerk's error dismissing charge, disclosure of 11 FEO 12
- Client assets, disclosure of after chapter 7 bankruptcy case is closed 98 FEO 20
- Client contraband, disclosure of location to authorities 07 FEO 2
- Contagious disease of client, reporting to public health authority RPC 117
- Death of client during settlement negotiations RPC 182
- Deceased client, disclosure of confidences of in will contest proceeding 02 FEO 7
- Deceased client, disclosure of confidential information of RPC 206
- Disability hearing, withholding adverse medical evidence, RPC 230
- Driving record, disclosure of on application for limited driving privilege 98 FEO 5
- Estate, confidential information of, see ESTATES
- Fees, disclosure necessary in suit to collect 04 FEO 6
- Files, material in, see FILES OF CLIENT
- Fraud upon tribunal
 - by former client 99 FEO 15
 - in consent judgment based on false information from client 99 FEO 16
- Hiring law firm, disclosure of client identities to detect conflicts 10 FEO 12
- Impaired firm lawyer, disclosure to clients and State Bar 13 FEO 8
- Implied authorization to disclose confidential information RPC 12
- Ineffective assistance of counsel claim, responding to 11 FEO 16
- Information of parent seeking representation for minor child 05 FEO 4
- Lawyers moving between firms, disclosure of client identities to detect conflicts 10 FEO 12
- Legal malpractice, rebuttal of client's assertions in action against liability carrier that employed lawyer RPC 62

Liability carrier for lawyer, disclosure of client information to in anticipation of claim RPC 77
Metadata, duty to prevent disclosure of and prohibition of use of 09 FEO 1
Minor client, disclosure of confidential information to parents 98 FEO 18, 05 FEO 4
Opposing counsel's mental health problem 03 FEO 2
Receipt of inadvertently disclosed documents from opposing party RPC 252
Recorded conversations, see RECORDED CONVERSATIONS
Reporting out, as permitted by SEC regulations 05 FEO 7
Settlement of civil action that includes agreement not to report to law enforcement 08 FEO 15
Subpoena to witness RPC 236, 14 FEO 7
Tape recording opposing counsel RPC 171
Wrongful termination claim, disclosure of corporate information to support 00 FEO 11

DISCLOSURE OF CLIENT IDENTITY

Alias, disclosure of client alias in worker compensation action 08 FEO 1
Demand letter RPC 21
False identity, client testifying under RPC 33
Liability carrier for lawyer, disclosure of client's identity to in anticipation of claim RPC 77

DISCOVERY FOR LITIGATION

Citizenship status of opposing party, discovery request seeking 09 FEO 5
Metadata, duty to prevent disclosure of and prohibition of use of 09 FEO 1
Providing defendant with during representation 13 FEO 2

DISQUALIFICATION

See also CONFLICTS OF INTEREST
Imputed disqualification, see IMPUTED DISQUALIFICATION
Instructing client to consult other lawyers to disqualify RPC 181
Multiple representation, see MULTIPLE REPRESENTATION
Prosecutors, see PROSECUTORS
Public officials, see PUBLIC OFFICIALS
Witness, lawyer as, see WITNESS, LAWYER AS

DISTRICT ATTORNEYS

See PROSECUTORS

DIVISION OF FEES

Between lawyer and nonlawyer
-in barter exchange program 10 FEO 4
-in Social Security disability case 03 FEO 10
-in tax appeal 13 FEO 7
-network lawyer for company providing litigation and administrative support services 12 FEO 10
Between lawyers in different firms
-referral fees RPC 205, 10 FEO 6
-retirement benefits RPC 13
-with former firm 03 FEO 11
-with former lawyer, disclosure of settlement terms to facilitate 13 FEO 12
Between lawyers in same firm
-upon departure 08 FEO 8, 12 FEO 12
Public interest law corporation, charging of fees by 13 FEO 9

DIVORCE

See DOMESTIC RELATIONS

DOMESTIC RELATIONS

Alimony, see ALIMONY
Child custody, see CHILD CUSTODY
Child support, see CHILD SUPPORT
Collaborative resolution process, participation in notwithstanding mandatory withdrawal prior to court proceedings 02 FEO 1
Confidentiality, see CONFIDENTIALITY

Conflicts of interest

-bankruptcy, representation of husband and wife after divorce 07 FEO 7
-consultation with lawyer as prospective mediator 10 FEO 8
-former client, representation of spouse in action against former domestic relations client RPC 42
-partner's former firm represented opposing party RPC 45
-preparing pleading for unrepresented adverse party 02 FEO 6
Custody/visitation, role of lawyer appointed to represent child 12 FEO 9
Estate planning, joint representation of husband and wife RPC 229
Fee agreement, obtaining interest in client's support payments to secure fee RPC 187
Fee agreement, promissory note secured by interest in marital property as fee payment RPC 186
Former client
-representation of spouse in action against former domestic relations client RPC 42
Imputed disqualification, see IMPUTED DISQUALIFICATION
Income, presentation of consent judgment based on false information about received from client 99 FEO 16
Instructing client to consult with other lawyers to disqualify RPC 181
Social media, advising client about 14 FEO 5
Spouses, receipt of confidential information from prohibits subsequent representation of spouse in domestic action RPC 32

DUTY TO REPORT

Ed. Note: This heading refers to the reporting of lawyer misconduct unless otherwise indicated.
Child abuse perpetrated by client to department of social services RPC 120, RPC 175
District attorney's duty to report defense lawyer RPC 30
Fraudulent general warranty deed, reporting lawyer's preparation of RPC 17
Impaired firm lawyer 13 FEO 8
LAP support groups, no duty to report 01 FEO 5
Mental health professional, sexual impropriety, agreement not to report to appropriate licensing authority RPC 159
Opposing counsel's mental health problem 03 FEO 2
Release of settlement proceeds without satisfying conditions precedent RPC 127
Remedial measures by lawyer irrelevant to reporting requirement RPC 17
Settlement with lawyer prohibiting disclosure of misconduct RPC 84

EMPLOYEES OF LAWYERS

See also NONLAWYERS and TEMPORARY LAWYERS
Bail Bondsman RPC 1
Bonus RPC 147
Compensation of nonlawyer representing Social Security claimants 05 FEO 6
Contacting clients of former employer 09 FEO 3
Contracting with outside company to administer law office 01 FEO 2, 03 FEO 6
Confidentiality, effect of hiring former employee of opposing counsel RPC 176
Delegation of tasks to nonlawyers, standard for RPC 70, RPC 216, 99 FEO 6, 02 FEO 9, 12 FEO 11
Depositions, role of paralegal in RPC 183
Disbarred lawyer 98 FEO 7
Division of fees
-percentage bonus as RPC 147
-with nonlawyer employee representing Social Security claimants 05 FEO 6
Field representatives, use of to obtain representation contracts 12 FEO 11
Former employee of opposing counsel, hiring RPC 74, RPC 176
Gifts from court reporting service RPC 102
Independent contractor, using services of RPC 216, 99 FEO 6

Investigator RPC 1
Management firm, contracting with to administer law office 01 FEO 2, 03 FEO 6
Negotiating with claims adjusters RPC 70
Nonlawyer representing Social Security claimants 05 FEO 2, 05 FEO 6
Public interest law corporations, employment of lawyers and nonlawyers to provide services 13 FEO 9
Outsourcing
-clerical or administrative tasks 11 FEO 14
-legal support services 07 FEO 12
Part-time employees RPC 1
Secretary who is also real estate agent RPC 88
Signing lawyer's name to pleadings 06 FEO 13
Supervision of
-conflicts of interest RPC 102
-independent paralegal searching real estate titles 99 FEO 6
-employee negotiating with claims adjusters RPC 70
-paralegal appearing at calendar call 00 FEO 10
-paralegal closing a residential real estate transaction 99 FEO 13, 01 FEO 4, 01 FEO 8, 02 FEO 9, Authorized Practice 2002-1.
-paralegal signing lawyer's name to pleadings 06 FEO 13
-unemployment hearing, nonlawyer appearing for party at 09 FEO 10
Title abstract services RPC 29, 99 FEO 6
Witness in litigation RPC 19, RPC 213

EMPLOYEES OF OPPOSING COUNSEL

See EMPLOYEES OF LAWYERS

ESCHEAT OF CLIENT PROPERTY

Charity, donating client funds to without consent RPC 149
Trust funds RPC 89

ESCROW ACCOUNTS

See also TRUST ACCOUNTS
Conflict of interest absent, representation of party after resignation as escrow agent 98 FEO 11
Disbursement of escrowed funds, dispute over RPC 66
Dispute over disbursement, representation of one party pursuant to waiver of future conflict 99 FEO 8
Guidelines for maintaining RPC 66
Real estate transactions
-disbursement of escrowed funds RPC 66
Resignation as escrow agent to represent obligor or obligee 98 FEO 11

ESTATES

Administrators, see PERSONAL REPRESENTATIVES OF ESTATES
Authority to act, drafting estate documents at request of third party 06 FEO 11
Confidential information of deceased client, disclosure in a will contest proceeding 02 FEO 7
Confidential information of deceased client, disclosure to personal representative RPC 206
Confidential information, disclosure to substitute personal representative RPC 195
Conflicts of interest
-defending former personal representative against claim brought by estate RPC 137
-personal representative, representing in individual and official capacities RPC 22
-seeking to remove co-executor of an estate 99 FEO 4
Decedent's confidential information, disclosure to personal representative RPC 206
Executors, see PERSONAL REPRESENTATIVES OF ESTATES
Financial products, sale to client as part of estate plan 01 FEO 9
Heirs, duty to when filing wrongful death action for estate 07 FEO 1

Identity of client, lawyer represents estate as entity and personal representative in official capacity RPC 137, 07 FEO 1
Multiple representation RPC 144
Personal representatives, see PERSONAL REPRESENTATIVES OF ESTATES
Principal, drafting documents for at the request of a third party 06 FEO 11
Seeking removal of personal representative 02 FEO 3
Spouses, joint representation in estate planning RPC 229
Witness, lawyer as RPC 142

EX PARTE COMMUNICATIONS

See COMMUNICATIONS WITH JUDGES
See also COMMUNICATIONS WITH ADVERSE PARTIES, COMMUNICATIONS WITH WITNESSES

FAMILY LAW

See ALIMONY, CHILD SUPPORT, DOMESTIC RELATIONS

FEE AGREEMENTS

See also CONTINGENT FEES, FEES, RETAINER AGREEMENTS
Advance fees, guidelines for 08 FEO 10
Alternative dispute resolution, requiring in fee dispute RPC 107
Court awarded fee and contingent fee, collection of both 02 FEO 04
Fee schedule for services provided by public interest law organization, inclusion in retainer agreement 13 FEO 9
Fee sharing with nonlawyer/claimant's representative in Social Security case 03 FEO 10
Finance charges, advance agreement not required if allowed by law 12 FEO 3
Guidelines for fees paid in advance 08 FEO 10
Hourly billing, guidelines for agreement based on 07 FEO 13
Minimum fees earned upon payment 08 FEO 10
Model provisions for 08 FEO 10
Nonrefundable retainers, see RETAINER AGREEMENTS
Nonlawyer field representative obtaining from prospective client 12 FEO 11
Renegotiation, increase in hourly rate RPC 166
Security for fee, see FEES
Settlements, see SETTLEMENTS
Support payments of domestic client, obtaining interest in to secure legal fee RPC 187

FEES

See also COLLECTIONS, CONTINGENT FEES, COSTS AND EXPENSES OF REPRESENTATION, DIVISION OF FEES, FEE AGREEMENTS
Acceptance of referral fee from investment advisor 99 FEO 1
Advance payment of RPC 50, RPC 158, 97 FEO 4, 00 FEO 5, 05 FEO 13, 08 FEO 10
Arbitration of fee dispute, purpose of mandatory requirement RPC 222
Assignment of client's judgment as payment or security for fee RPC 134
Barter exchange, participation in 10 FEO 4
Client-lawyer relationship created by collecting fee 06 FEO 14
Contingent fee and court awarded attorney fee, collecting both 02 FEO 4
Collection of
-collection agency, use permitted RPC 7
-disclosure of confidential information to collect 04 FEO 6
-foreclosure on deed of trust, 08 FEO 12
Commission for law related services 10 FEO 13, 14 FEO 10
Court petition for, disclosure of discounted legal fees in 01 FEO 1
Credit card, payment by 97 FEO 9, 09 FEO 4
Deed of trust to secure fee, initiating foreclosure on 08 FEO 12
Definitions of 08 FEO 10
Disclosure of settlement terms to resolve fee dispute with former lawyer 13 FEO 12

Disputed fees

- explanation of funds that may be retained in trust account to pay 11 FEO 13
 - fees previously paid and transferred to operating account 13 FEO 9
 - transfer from trust account to lawyer upon certain conditions 06 FEO 16
- ### Division of fees
- with departed lawyer 12 FEO 12
 - with former lawyer 13 FEO 12
 - with lawyer for referral RPC 148, 10 FEO 6
 - with nonlawyer
 - barter exchange program 10 FEO 4
 - company providing litigation and administrative support services 12 FEO 10
 - group coupon website company 11 FEO 10
 - nonprofit public interest law corporation 13 FEO 9
 - percentage bonus paid to employee RPC 147
 - representing Social Security claimants 05 FEO 6
 - tax appeal 13 FEO 7

Duty to return fees to third party payor 05 FEO 12

Earned upon receipt RPC 50, 97 FEO 4, 00 FEO 5, 08 FEO 10

Electronic transfer, payment of fees by RPC 247

Fee agreement, see FEE AGREEMENTS

Fee dispute resolution program of the State Bar

- alternative fee dispute resolution process of public interest law organization included in fee agreement 13 FEO 9
- charging for time expended to participate in 00 FEO 7
- disputed fees, transfer to lawyer after dismissal of petition 06 FEO 16

Finance charge on 98 FEO 3, 12 FEO 3

Flat fees 97 FEO 4, 00 FEO 5, 08 FEO 10

Hourly billing, guidelines for 07 FEO 13

Insurer's billing guidelines, compliance with 98 FEO 17

Judgment, assignment of as payment for legal fee RPC 134

Legal defense fund 98 FEO 14

Medical payments insurance, prohibition on contingent and sliding fees for collection of RPC 35, RPC 174

Minimum fees earned upon payment 08 FEO 10

Minor plaintiff, court approval of settlement, compensation of minor's lawyer paid by carrier RPC 167

Mixed fee based on hourly rate and contingent fee RPC 235

Nonrefundable fees RPC 158, 00 FEO 5, 08 FEO 10

Nonrefundable retainers, see RETAINER FEES

Proceeds from client's medical payments insurance and gross recovery, collecting fee on both RPC 231

Recovering legal fees from opposing party RPC 196

Referral fees, see DIVISION OF FEES BETWEEN LAWYERS

Refund of

- advance fee RPC 158, 00 FEO 5, 08 FEO 10
- client's appeal bond, application to fees RPC 37
- flat fee 97 FEO 4, 00 FEO 5, 08 FEO 10
- prepaid fee RPC 106, 08 FEO 10, 13 FEO 9
- to third party payor 05 FEO 12
- unearned fee 05 FEO 13, 08 FEO 10

Remote consultation, fee for 10 FEO 10

Reused work product, billing for RPC 190

Security for fee

- confession of judgment RPC 222
- promissory note and deed of trust in domestic case RPC 186, 08 FEO 12
- retaining file prohibited as 06 FEO 18

Sliding fee for collecting proceeds from insured's medical payments liability insurance RPC 174

Solicitation of, from third parties 98 FEO 14

Third party payors 98 FEO 14, 05 FEO 12

Trust account, client funds on deposit in

- not designated for payment of legal fees, may not be retained in account as disputed fees 11 FEO 13
- paid to lawyer as fee although disputed, upon certain conditions 06 FEO 16

Withdrawal, charging client for motion to allow 07 FEO 8

FILES OF CLIENT

Access to by incarcerated defendant 13 FEO 2

Access to by lawyer who departs firm RPC 227

Computer based conflict checking system 09 FEO 9

Co-party, release of file to RPC 245

Correspondence with insurance carrier, surrendering copies to insured RPC 92

Costs of copying and retrieving, charging to client 98 FEO 9

Deceased lawyer's files RPC 16, 12 FEO 13

Deposition transcript, unconditional release to client upon termination of representation 06 FEO 18

Disbarred lawyer's files 12 FEO 13

Discovery, providing defendant with during representation 13 FEO 2

Disposing of closed files, guidelines RPC 16, RPC 209, 09 FEO 9

Documents, releasing original documents to client upon termination of representation RPC 169

Electronic files, storage on vendor's computers accessible via Internet 08 FEO 5, 11 FEO 6

Electronic mail (email), retention of 02 FEO 5, 13 FEO 15

Electronic storage of RPC 234, 13 FEO 15

Guardian, release of client's file to 98 FEO 16

Internet, storing client files on website accessible by 08 FEO 5, 11 FEO 6

Medical records obtained during case evaluation, unconditional release to client upon termination of representation RPC 79

Missing lawyer's files 12 FEO 13

Multiple representation

- delivery of file upon termination of representation RPC 178
- delivery of information entrusted to lawyer by other client RPC 153

New lawyer hired by client, providing information to RPC 153

Original documents, delivery to client RPC 178

Partners and managing lawyers duties relative to files of suspended, disbarred, missing lawyer of firm 12 FEO 13

Photocopies of documents in file, lawyer's responsibility for cost upon termination of representation RPC 169, RPC 178

Recycling office waste paper RPC 133

Storage of

- on website accessible by Internet 08 FEO 5, 11 FEO 6
- retrieval, charging client for 98 FEO 9

Suspended lawyer's files 12 FEO 13

Termination of representation

- delivery of file to client RPC 178
- format of file delivered to client 13 FEO 15
- photocopies of documents in file, lawyer's responsibility for cost upon termination of representation RPC 169
- surrender of deposition transcript upon 06 FEO 18

Title notes, releasing to client RPC 169, RPC 227

FINANCING LITIGATION

Financing company taking interest in litigation 00FEO 4

Lawyer obtaining loan for 06 FEO 12

Referring client to financing company 06 FEO 2

FORECLOSURES

Bankruptcy, see BANKRUPTCY

County attorney bidding on real property at tax foreclosure sale 06 FEO 5

Confidential information, disclosure to trustee by unsophisticated debtor, consequences of 13 FEO 5

Deed of trust, common representation of lender and trustee on 04 FEO 3, 14 FEO 2

Disqualification from representing lender in contested foreclosure when spouse and paralegal own interests in closely held corporate trustee 11 FEO 5

Disqualification from representing trustee and secured creditor in contested proceeding 14 FEO 2

Foreclosing deed of trust on client's property 08 FEO 12

Multiple representation

- of lender and trustee in ancillary action 04 FEO 3
- of lender and trustee in contested foreclosure is nonconsentable conflict 14 FEO 2

Real estate owned (REO) property

- representation of buyer 06 FEO 3
- representation of buyer and lender 13 FEO 4
- representation of lender 13 FEO 4

Role of trustee, duty to explain to unsophisticated debtor 13 FEO 5

Spouse and paralegal own interest in closely-held corporate trustee, lawyer may not represent lender in contested foreclosure 11 FEO 5

Trustee, lawyer as

- disqualification from representing lender after acting as trustee and obtaining confidential information from borrower 13 FEO 5
- disqualification not imputed to other lawyers of firm 08 FEO 11
- filing motion to set aside automatic stay in bankruptcy RPC 46
- preparing work-out agreement RPC 90
- representation of beneficiary on other matters while serving as 08 FEO 11
- resignation to represent lender RPC 90, 13 FEO 5
- responsibilities and limitations on, comprehensive guidelines RPC 82
- service as after representing seller RPC 3
- suing former debtor after foreclosure is complete RPC 64

FORMER CLIENTS

Ed. Note: This heading refers primarily to conflicts of interest.

See also FILES OF CLIENT

Borrower in real estate transaction, service as trustee in foreclosure against RPC 3

Client who pays consultation fee is former client 06 FEO 14

Confidential settlement agreement, representation of similar claimants after participation in 03 FEO 9

Consultation with lawyer as prospective mediator 10 FEO 8

Corporate client, case management, settlement and litigation policies protected as confidential information of former 12 FEO 4

Employee contacting clients of former employer 09 FEO 3

Escrow dispute, waiver of future conflict 99 FEO 8

Estate, defending former personal representative against claim brought by estate RPC 137

Failure to object to former lawyer's representation of adverse party, when delay constitutes waiver of objection 11 FEO 2

File

- delivery of information entrusted to lawyer by other client RPC 153
- retention of email correspondence 02 FEO 5

Lateral hire, restrictions on representation adverse to formerly represented organization 12 FEO 4

Mediation, prior consultation with lawyer as prospective mediator 10 FEO 8

Medical malpractice claim against RPC 27

Multiple representation, see MULTIPLE REPRESENTATION

Objection to representation of adverse party, when delay constitutes waiver of objection 11 FEO 2

Screening lateral hire as to matters involving former corporate client 12 FEO 4

FRIVOLOUS CLAIMS AND CONTENTIONS

Notice of appeal, filing although client may be deported 11 FEO 3

GOVERNMENT LAWYERS

Attorney general staff lawyers

- judicial consultations prohibit representation in appeal RPC 122
- representation of adverse interests RPC 55

Communications with judges RPC 122

Conflicts of interest

- appellate representation of county does not prohibit suit against county on unrelated matters RPC 131
- attorney general staff lawyers RPC 55
- county attorney acting as guardian ad litem in child abuse case RPC 14
- county attorney bidding on real property at tax foreclosure sale 06 FEO 5
- school board, representation on criminal forfeitures RPC 54
- sheriff's department, representation of prohibits representation of criminal defendants RPC 73, 07 FEO 16

Cross-examination of former client 03 FEO 14

District attorneys, see PROSECUTORS

Imputed disqualification

- representation of sheriff's department disqualifies other members of firm from representing criminal defendants RPC 73, 07 FEO 16

Law firm for county, partner's election to board of county commissioners does not disqualify RPC 130

Oversight of investigation and communications with employees of corporate target 99 FEO 10

Pro bono legal services provided by 14 FEO 3

Public officials, see PUBLIC OFFICIAL, LAWYER SERVING AS

School board lawyers

- in-house counsel serving as administrative hearing officer in disciplinary matters 07 FEO 10
- representation on criminal forfeitures RPC 54
- roles of school board lawyers in administrative proceedings 08 FEO 2

Unauthorized practice of law in quasi-judicial proceeding before local government, government lawyer's response to 07 FEO 3

GUARDIANS

Conflicts of interest, see CONFLICTS OF INTEREST

Child represented by GAL and attorney, communication with RPC 249

Custody/visitation, role of lawyer appointed to represent child 12 FEO 9

Direct communication with represented GAL 02 FEO 8

Disabled clients, see DISABLED CLIENTS

Guardian ad litem in child neglect or abuse proceeding

- lawyer serving as GAL for incompetent parent 04 FEO 11
- prohibition on communication with represented person does not apply to lawyer acting solely as 06 FEO 19
- prohibition on communication with represented person does not apply to nonlawyer serving as 06 FEO 19

Incompetent client, see DISABLED CLIENTS

Minors, child/father conflict of interest RPC 163

Revealing confidential information to parents of minor client 98 FEO 18

Seeking to remove guardian ad litem 06 FEO 9

IMPUTED DISQUALIFICATION

Attorney general staff lawyer RPC 122

Firm member's service on board of trustees of nonprofit hospital, filing suit against hospital RPC 160

Former partner jointly represented spouses, subsequent representation of spouse in domestic action RPC 32

Government lawyers, see GOVERNMENT LAWYERS

Judge related to firm lawyer, appearance before 05 FEO 1

Law clerk, conflicts of not imputed 10 FEO 12

Legal services lawyers, representation of adverse interests by 99 FEO 3

Partner's former firm represented opposing party RPC 45

Partner serving as public official, see PUBLIC OFFICIAL, LAWYER SERVING AS

Screening later hire to avoid 12 FEO 4

Trustee for foreclosure, see FORECLOSURE

INCOMPETENT CLIENT

See DISABLED CLIENT

INDIGENT PERSONS

Court-appointed lawyers, see COURT-APPOINTED LAWYERS

Pro se representation, see PRO SE REPRESENTATION

IN-HOUSE COUNSEL

See CORPORATE REPRESENTATION

INSURANCE REPRESENTATION

Advising insured and insurer on settlement value of case 03 FEO 12
Arbitration, in-house legal counsel for carrier, representation of insured
RPC 151

Audited legal bills, disclosure of information about insured's representation
in bills submitted to insurer's auditor 98 FEO 10, 99 FEO 11

Billing guidelines of insurance carrier 98 FEO 17

Communication with adverse insurance carrier RPC 39

Communication with adverse party RPC 15

Communication with defendant/insured in personal injury action prior
to carrier's appointment of lawyer to represent RPC 194

Conflicts of interest

-audited legal bills 98 FEO 10

-bad faith action against insurer for failure to pay liability claim,
simultaneous representation of insured and claimant RPC 207

-billing, compliance with carrier's requirements and guidelines
98 FEO 17

-demanding carrier settle within policy limits on behalf of insured
RPC 91

-dismissal of insured's counterclaim RPC 103

-indemnifying liability carrier for unpaid liens of medical providers
RPC 228

-in-house counsel for carrier, representation of insured and carrier
RPC 151

-insured's compulsory counterclaim, representation on RPC 172

-minor plaintiff, court approval of settlement, compensation of
minor's lawyer paid by carrier RPC 167

-personal injury victim and medical insurance carrier with subrogation
agreement, simultaneous representation RPC 170

-plaintiff's offer to limit insured's liability in exchange for admission
of liability RPC 112

-plaintiff's offer to limit insured's liability in exchange for consent to
amend complaint RPC 111

-settlement advice and 03 FEO 12

-suing insured while defending other persons insured by same carrier
RPC 56

-underinsured motorist carrier, representation of carrier in name of
underinsured motorist RPC 110

-underinsured motorist carrier, representation of insured, carrier, and
same carrier relative to underinsured motorist coverage carried by
plaintiff RPC 177

-uninsured motorist carrier, representation of insured, carrier, and
same carrier relative to uninsured motorist coverage carried by
plaintiff RPC 154

Correspondence with carrier, surrendering copies to insured RPC 92

Declaratory judgment action

-representation of carrier and insured as coplaintiffs RPC 59, RPC
151

-representation of insured during pendency of carrier's declaratory
judgment action against insured RPC 140

Duty to insured RPC 92

Fees

-contingent and sliding fees for collecting proceeds from insured's
medical payments liability insurance RPC 35, RPC 174

-disclosure of information about insured's representation in bills sub-
mitted to insurer's auditor 98 FEO 10, 99 FEO 11

Insured's disappearance, representation of insurance carrier after
10 FEO 1

Interpleader, in-house legal counsel for carrier filing action for allocation
of settlement proceeds RPC 151

Medical payments insurance,

-prohibition on contingent and sliding fees for collection of RPC
35, RPC 174

-proceeds from policy and gross recovery, collecting fee on both
RPC 231

Minor, representation of in court approval of settlement RPC 167

Multiple representation

-disclosure of information to employer and workers' compensation
carrier 06 FEO 1

-in-house legal counsel for carrier, representation of insured and car-
rier RPC 151

-representation of carrier and insured in declaratory judgment action
RPC 59

-representation of insured, carrier, and same carrier relative to under-
insured motorist coverage carried by plaintiff RPC 177

-representation of insured, carrier, and same carrier relative to unin-
sured motorist coverage carried by plaintiff RPC 154, RPC 177

-representation of insured during pendency of carrier's declaratory
judgment action against insured RPC 140

-representation of personal injury victim and medical insurance carri-
er with subrogation agreement RPC 170

Settlement advice to multiple clients 03 FEO 12

Subrogation claim, in-house legal counsel for carrier, representation of
carrier and insured RPC 151

Uncooperative insured, following carrier's instructions while represent-
ing 99 FEO 14, 10 FEO 1

Uninsured and underinsured motorist coverage

-communication with represented defendant by lawyer for underin-
sured motorist carrier RPC 110

-communication with unrepresented defendant after uninsured
motorist carrier has elected to defend in the name of defendant
RPC 193

-in-house legal counsel for carrier, appearing as attorney for unin-
sured motorist to defend UIM claim RPC 151

-representation of insured, carrier, and same carrier relative to unin-
sured motorist coverage carried by plaintiff RPC 154

-representation of insured, insurer, and uninsured motorist carrier
RPC 177

-underinsured motorist, UIM action pending, withdrawal of lawyer
appointed by motorist's liability carrier upon payment of policy
limits RPC 156

-uninsured motorist, withdrawal from representation of RPC 8

Waiver of affirmative defense by insured, insured's consent required
RPC 118

INTERNET

See also ADVERTISING AND SOLICITATION

Advertising RPC 239, RPC 241, 00 FEO 1, 00 FEO 3

Case summaries, including on webpage 09 FEO 6

Client files, storing on website accessible by clients 08 FEO 5

Cloud Computing, law firm may utilize provided firm uses reasonable
care to safeguard confidential client information 11 FEO 6

Daily discount or group coupons, participation in website that offers
11 FEO 10

Directory of lawyers, participating in RPC 241

Jury verdict record, advertising on Web page 00 FEO 1, 09 FEO 6,
09 FEO 16

Keyword advertising, selecting another lawyer's name as keyword
10 FEO 14

Live chat support services on website 11 FEO 8

Network lawyer for company providing litigation and administrative
support services 12 FEO 10

Online banking, law firm may utilize provided firm uses reasonable care
to safeguard client information and property 11 FEO 7

Online legal matching service 04 FEO 1, 13 FEO 10

Professional networking website
-endorsements/recommendations, accepting and soliciting 12 FEO 8, 14 FEO 8
-judge, connecting with 14 FEO 8
Search engine company's keyword advertising, use of 10 FEO 14
Social media, advising client about 14 FEO 5
Software as a service, law firm may utilize provided firm uses reasonable care to safeguard confidential client information 11 FEO 6
URL for firm website is trade name 05 FEO 8
Virtual law practice and unbundled legal services 05 FEO 10, 12 FEO 6
Website, URL need not include identifying information 05 FEO 14

INVESTIGATORS

See also EMPLOYEES OF LAWYERS
Communication with represented party through investigator 03 FEO 4
Hiring bail-bondsman as part-time investigator RPC 1

JOINT REPRESENTATION

See MULTIPLE REPRESENTATION

JUDGES

See also, COMMUNICATIONS WITH JUDGES
Administrative hearing officer for school board, subsequent representation in same matter 07 FEO 10
Client, appearance before judge who is 97 FEO 1
Family member, appearance before judge who is 05 FEO 1
Professional networking website, interaction with judge on 14 FEO 8

JURORS

Questionnaire, sending to prospective jurors RPC 214

LAW FIRMS

See also MULTIDISCIPLINARY PRACTICE, PARTNERSHIPS
Advertising or holding out as RPC 116
Agreements addressing lawyer departure or dissolution of firm, see RESTRICTIVE COVENANTS
Bona fide law firm, holding out as practicing in RPC 116
Departure of lawyer, agreement for division of fees upon 12 FEO 12
Disqualification imputed to members, see IMPUTED DISQUALIFICATION, SCREENING
Dissolution
-responsibilities of lawyers upon RPC 48, RPC 98, RPC 200
-valuing effect of lawyer's departure in firm agreement 07 FEO 6
Employment agreements, division of contingent fees in upon departure 08 FEO 8
Fee division, see DIVISION OF FEES
Hiring new lawyer, checking for conflicts when 10 FEO 12
Impaired firm lawyer, responsibilities as to 13 FEO 8
Management company, contracting with to administer law office 01 FEO 2, 03 FEO 6
Name of firm
-owner's surname, sale to law firm for use in 06 FEO 20
-retired lawyers, see RETIRED LAWYERS
Nonprofit public interest law corporation, supervision issues within 13 FEO 9
Outsourcing
-clerical or administrative tasks 11 FEO 14
-legal support services 07 FEO 12
Partnership of professional corporations 04 FEO 13
Sale of 98 FEO 6
Sharing office space and expenses, question of bona fide partnership RPC 116
Supervisory and management lawyers, responsibilities for impaired lawyer 13 FEO 8

LAW RELATED SERVICES

Adoption agency 14 FEO 10
Financial services and products, receiving fee or commission for 10 FEO 13

Mediation
-consultation with lawyer as prospective mediator disqualifies 10 FEO 8
-lawyer-mediator's preparation of contract for parties to mediation prohibited 12 FEO 2
Network lawyer for company providing litigation and administrative support services 12 FEO 10
Rules of Professional Conduct govern lawyer's conduct with respect to provision of RPC 238

LAWYER AS WITNESS

See WITNESS, LAWYER AS

LAWYER CLIENT RELATIONSHIP

Child support enforcement agency lawyer does not have client-lawyer relationship with custodial parent 10 FEO 5
Client's decision-making authority
-exclusive authority to settle RPC 145
-plaintiff's offer to limit insured's liability in exchange for consent to amend complaint RPC 111
-settlement funds, disbursement of RPC 125
-termination of real estate closing upon instruction of buyer 08 FEO 7
Constructive discharge of lawyer RPC 223
"Covering" a court proceeding as a favor to another lawyer, client-lawyer relationship arising from 99 FEO 12
Creation of relationship 10 FEO 1
Disclaimer of
-communications via internet message board requires 00 FEO 3
-in advance of initial conference RPC 244
-live chat support services on website requires 11 FEO 8
-seller representation when preparing a deed in real estate closing 04 FEO 10
Execution of adoption pleadings prepared by another as accommodation for social service agency RPC 139
Fee, payment creates 06 FEO 14
Field representatives, use of to obtain representation contracts 12 FEO 11
Financial institutions RPC 121
Incompetent client, see DISABLED CLIENTS
Limiting objectives of representation RPC 240
Outsourcing
-clerical or administrative tasks 11 FEO 14
-legal support services 07 FEO 12
Pro se litigant, see PRO SE REPRESENTATION
Service as guardian ad litem, no lawyer-client relationship 04 FEO 11
Waiver of affirmative defense, client's consent required RPC 118

LAWYER REFERRAL SERVICES

Advertising
-characterization of participating lawyers as the "best" RPC 135
-requirements RPC 135
Barter exchange is not referral service 10 FEO 4
Network lawyer for company providing litigation and administrative support services 12 FEO 10
Participation
-in general RPC 10
-more than one lawyer required RPC 94
-online legal matching service 04 FEO 1, 13 FEO 10

LEGAL AID AGENCIES

See also INDIGENT PERSONS
Nonprofit public interest law corporation 13 FEO 9
Pro se representation, see PRO SE REPRESENTATION
Representation of adverse interests by lawyers with Legal Services of NC 99 FEO 3

LEGAL ASSISTANTS

See EMPLOYEES OF LAWYERS

LEGAL DIRECTORIES

- Internet directory RPC 241
- Online legal matching service 04 FEO 1, 13 FEO 10
- Out-of-state lawyers working in North Carolina law firm RPC 68

LIENS

- See CREDITORS OF CLIENT

LITIGATION

- See TRIAL CONDUCT AND PRACTICE

LETTERHEAD

- "Corresponding lawyer," listing out-of-state lawyer as RPC 31
- Leased office address, use of 12 FEO 6
- Nonlawyers listed on RPC 126
- Organization with self-laudatory name, listing membership on letterhead 10 FEO 11
- Out-of-state lawyers RPC 25
- Person not affiliated with firm, use by prohibited 11 FEO 9

LIMITED REPRESENTATION

- "Covering" a court proceeding as a favor to another lawyer, client-lawyer relationship arising from 99 FEO 12
- Disclaimer of client-lawyer relationship in advance RPC 244
- Ghostwriting pleadings and other documents RPC 114, 08 FEO 3
- Limited legal services programs' limited conflict duties under Rule 6.5 inapplicable to consultations with members of nonprofit organization 14 FEO 6
- Limiting objectives of representation RPC 240
- Limiting representation to buyer while preparing deed in real estate transaction 04 FEO 10
- Network lawyer for company that provides litigation and administrative support services 12 FEO 10
- Property damage claim, declining to represent plaintiff although representing plaintiff on related personal injury claim RPC 240
- Unbundled legal services 05 FEO 10

LOANS

- See also ADVANCING FUNDS TO CLIENTS
- Costs and expenses of litigation, see COSTS AND EXPENSES OF REPRESENTATION
- Personal injury client, lending money to RPC 80

MAILINGS

- See also ADVERTISING AND SOLICITATION
- Envelope, extraneous statements on 06 FEO 6, 07 FEO 15
- Incorporators of business, letter soliciting representation must contain advertising disclosure RPC 242
- Newcomers on list of Chamber of Commerce RPC 26

MEDIATION

- See ALTERNATIVE DISPUTE RESOLUTION

MEDICAL EXPENSES

- See CREDITORS OF CLIENT

MISCONDUCT

- Affixing excess tax stamps on recorded deed 01 FEO 12
- Attribution when using written work of another 08 FEO 14
- Citizenship status, reporting to ICE 09 FEO 5
- Duty to report misconduct of lawyer, see DUTY TO REPORT
- Keyword advertising on internet, selecting another lawyer's name as keyword 10 FEO 14
- Misrepresentation of prior record level in sentencing proceeding 03 FEO 5
- Notary public, compliance with applicable laws when acting as 00 FEO 8
- Settlement of civil action that includes agreement not to report to law enforcement 08 FEO 15
- Subpoena, misuse of RPC 236, 10 FEO 2, 14 FEO 7

- Threatening immigration prosecution 05 FEO 3
- Threats involving the criminal justice system 98 FEO 19, 08 FEO 15

MULTIDISCIPLINARY PRACTICE

- See also BUSINESS ACTIVITIES, LAW FIRMS
- Accounting and legal services offered by same firm 00 FEO 9
- Adoption agency, representing adopting couples while owning financial interest in 14 FEO 10
- Financial products, sale to legal client 01 FEO 9
- Network lawyer for company that provides litigation and administrative support services 12 FEO 10

MULTIPLE REPRESENTATION

- Adoption, representing agency and adopting parents 14 FEO 10
- Bankruptcy, joint representation of husband and wife in Chapter 13 00 FEO 2
- Claimants in personal injury case RPC 251
- Commercial real estate loan closing, representation of borrower and lender as nonconsentable conflict 13 FEO 14
- Confidentiality
 - disclosure of information entrusted to lawyer by other client RPC 153
 - disclosure of information to employer and workers' compensation carrier 06 FEO 1
- Consent to, effect of one client's revocation of 07 FEO 11
- Estate matters, see ESTATES
- Family law, joint consultation with lawyer as prospective mediator 10 FEO 8
- File of client, delivery upon termination of representation RPC 178
- General contractor and surety, representation of 03 FEO 1
- Insurance representation, see INSURANCE REPRESENTATION
- Joint consultation with lawyer as prospective mediator 10 FEO 8
- Nonconsentable multiple representation 13 FEO 14
- Parent and child RPC 109, RPC 123
- Real estate transactions, see REAL ESTATE TRANSACTIONS
- Representing criminal defendant when prosecuting witness is current client 10 FEO 3
- School board and administration
 - roles of school board lawyers in administrative proceedings before the board 08 FEO 2
- Spouses for estate planning RPC 229
- Workers' compensation death benefits, representing multiple claimants for 01 FEO 6

NONLAWYERS

- See also EMPLOYEES OF LAWYERS, UNAUTHORIZED PRACTICE OF LAW
- Educational seminars, employing nonlawyers to present 08 FEO 6
- Employees contacting clients of former employer 09 FEO 3
- Employing nonlawyer to represent Social Security claimants 05 FEO 2
- Fee sharing with nonlawyer/claimant's representative in Social Security case 03 FEO 10, 05 FEO 6
- Field representatives, use of to obtain representation contracts 12 FEO 11
- Hiring bail-bondsman as part-time investigator RPC 1
- Independent title abstractor, using services of RPC 216
- Letterhead stationery
 - nonlawyers listed on RPC 126
 - use by nonlawyer not affiliated with firm prohibited 11 FEO 9
- Outsourcing
 - clerical or administrative tasks 11 FEO 14
 - legal support services 07 FEO 12
- Paralegal
 - appearing at calendar call for lawyer 00 FEO 10
 - signing lawyer's name to pleading 06 FEO 13
 - supervision of residential real estate closing by 99 FEO 13, 01 FEO 4, 01 FEO 8, 02 FEO 9

Prosecutor's administrative assistant, supervision of plea negotiations by
RPC 152
Public interest law organization, employment of nonlawyers to provide
services 13 FEO 9
Real estate closing, paralegal's role in 99 FEO 13, 02 FEO 9
Real estate closing, nonlawyer's role in Authorized Practice Advisory
2002-1
Social service agency, execution of adoption papers as accommodation
for RPC 139
Supervision of an independent paralegal 99 FEO 6
Supervision of lawyer by nonlawyer manager of nonprofit public inter-
est law organization 13 FEO 9
Tax appeal, sharing fee with nonlawyer 13 FEO 7
Unemployment hearing, supervision of nonlawyer at 09 FEO 10

NOTARY PUBLIC

Lawyer as
-notarizing documents in proceedings in which lawyer appears
RPC 136
-compliance with applicable laws 00 FEO 8

OF COUNSEL DESIGNATION

Guidelines for designation RPC 34, RPC 85
Out-of-state lawyer RPC 25, RPC 34
Out-of-town lawyer RPC 85

OUT-OF-STATE LAWYERS

Legal directory listing, see LEGAL DIRECTORIES
Letterhead, see LETTERHEAD

PARALEGALS

See EMPLOYEES OF LAWYERS

PARTNERSHIPS

See also LAW FIRMS
Advertising or holding out as RPC 116
Forming law partnership of professional corporations 04 FEO 13
Sharing office space and expenses RPC 116

PAYMENT

See FEE AGREEMENTS, FEES

PERJURY

See also CANDOR TOWARD TRIBUNAL
Client perjury in deposition, response to RPC 203
Criminal representation
-false identity, client testifying under RPC 33
Disclosure of client's criminal record RPC 33
Driving record, withholding information about 98 FEO 5

PERSONAL INJURY REPRESENTATION

Advancing funds to client, see ADVANCING FUNDS TO CLIENTS
Automobile accident representation, see INSURANCE REPRESENTATION
Communications with adverse parties, see COMMUNICATIONS
WITH ADVERSE PARTIES
Communications with witnesses, see COMMUNICATIONS WITH
WITNESSES
Contingent fees, see CONTINGENT FEES
Disbursement of settlement funds
-in reliance on bank's funding schedule 06 FEO 8
-upon deposit of funds provisionally credited to trust account
01 FEO 3
-see also CREDITORS OF CLIENT
Insurance representation, see INSURANCE REPRESENTATION
Medical records
-obtaining out of state records 10 FEO 2, 14 FEO 7
-subpoenaing from health care provider covered by HIPAA 14 FEO 4
- subpoenaing from records custodian 99 FEO 2
Multiple representation, see MULTIPLE REPRESENTATION

Social media, advising client about 14 FEO 5

PERSONAL REPRESENTATIVES OF ESTATES

Confidential information, disclosure of deceased client's confidences in
a will contest proceeding 02 FEO 7
Confidential information, disclosure to substitute personal representa-
tive RPC 195
Conflicts of interest
-co-executor, seeking to remove 99 FEO 4
-former personal representative, defending against claim brought by
estate formerly represented by lawyer RPC 137
-personal representative, representing in individual and official capac-
ities RPC 22
-personal representative, seeking removal of 02 FEO 3

PHYSICIANS

See also CREDITORS OF CLIENT, COMMUNICATION WITH
WITNESSES

PREPAID LEGAL SERVICES

Disclosure in fee petition 01 FEO 1
Participation in
-plan owned by member of lawyer's family RPC 71
-plan that does not satisfy Rules of Professional Conduct 06 FEO 4
Solicitation RPC 71

PRO BONO LEGAL SERVICES

Government lawyers 14 FEO 3

PROFESSIONAL CORPORATIONS

See LAW FIRMS

PROFESSIONALISM AND COURTESY

Calendar call, responsibility to lawyer who fails to appear RPC 208
Confidential information of third parties, protecting 06 FEO 10
Default, notifying opposing lawyer prior to obtaining an entry of
RPC 212
Employee's email communications on employer's email system, review
of 2012 FEO 5
Impaired lawyer, duties of other firm lawyers as to 13 FEO 8
Metadata, prohibition on use of 09 FEO 1
Receipt of inadvertently disclosed documents from opposing party
RPC 252
Recording conversation with opposing counsel RPC 171
Subpoenas to health care providers covered by HIPAA 14 FEO 4

PROSECUTORS

See also CRIMINAL REPRESENTATION
Child witness in molestation or abuse case
-interviewing without consent of prosecutor RPC 61
-interviewing without parental consent 09 FEO 7
Communication with unrepresented person charged with a traffic
infraction RPC 189
Conflicts of interest
-school board, service on RPC 95
Dismissal
-of charges against incarcerated person, duty to notify appropriate
authorities RPC 197
-of DWI when suppression order eliminates evidence of 09 FEO 15
ICE, defendant detained by, seeking order for arrest when 13 FEO 6
Ineffective assistance of counsel claim, requesting confidential client
information from defense counsel to respond to 11 FEO 16
Investigation oversight, communication with employees of corporate
target during 99 FEO 10
Nonlawyer assistant, see NONLAWYERS
Order for arrest, asking for when defendant detained by ICE 13 FEO 6
Plea agreement and negotiation
-charitable contribution as condition of RPC 204
-disclosure of material terms RPC 152
-waiver of allegation of prosecutorial misconduct RPC 129

-waiver of appellate and post-conviction rights RPC 129
Release/dismissal agreement offered by prosecutor to convicted person
13 FEO 1
Scheduling cases, using discretion of prosecutor to coerce a plea agreement
RPC 243
Sentencing proceeding, misrepresentations to court 03 FEO 5
Undercover officer planted in jail cell of represented criminal defendant
97 FEO 10

PRO SE REPRESENTATION

Assisting pro se litigant without making an appearance or disclosing
assistance 08 FEO 3
Communications with unrepresented prospective defendant in personal
injury action RPC 194
Confession of judgment, preparation for unrepresented adverse party
RPC 165
Ghostwriting for pro se litigant 08 FEO 3
Indigent persons, assistance from legal aid agency RPC 114
Preparation of pleading for adverse pro se party 02 FEO 6, 09 FEO 12
Prosecutor, communication with unrepresented person charged with
traffic infraction RPC 189
Stand-by defense counsel in capital case, duties of RPC 198
Uninsured motorist, communication with after uninsured motorist car-
rier has elected to defend in name of defendant RPC 193
Unrepresented heir of estate, communication with 07 FEO 1
Unrepresented insured, communication with to present settlement
demands RPC 15
Unrepresented prospective defendant in personal injury action, commu-
nications with RPC 194

PROSPECTIVE CLIENTS

Consultation fee, payment creates client-lawyer relationship
06 FEO 14
Consultation with lawyer as prospective mediator 10 FEO 8
Duties to prospective clients, in general 03 FEO 8
Live chat support services, use on website may create client-lawyer rela-
tionship 11 FEO 8
Prospective client, duty of confidentiality may prevent adverse represen-
tation RPC 246

PUBLIC DEFENDERS

See also CRIMINAL REPRESENTATION
Conflicts of interest
-codefendants RPC 65
-school board, service on RPC 105
Funds of client RPC 4
Multiple representation RPC 65

PUBLIC INTEREST LAW ORGANIZATION

Nonlawyer management of 13 FEO 9

PUBLIC OFFICIAL, LAWYER SERVING AS

Conflicts of interest
- cross examination of law enforcement officer by defense lawyer
who is elected official RPC 63, 07 FEO 16
-partner's suit against governing body upon which lawyer serves
RPC 53, 02 FEO 2
-suing nonprofit hospital when partner serves on board of trustees
RPC 160, *see also* 02 FEO 2
Defense of criminal defendants while serving as county commissioner
or city council member RPC 63, 07 FEO 16
District attorney, *see* PROSECUTORS
Disqualification of lawyer/commissioner from representation of crimi-
nal defendants RPC 73
Election to county board of commissioners of partner of firm that rep-
resents county, effect RPC 130
Government employee, lawyer as, *see* GOVERNMENT LAWYERS

Imputed disqualification
-defense of criminal defendants while partner is serving as county
commissioner RPC 63, RPC 73, 07 FEO 16
Prosecutor, *see* PROSECUTORS
School board, representation of while serving as county commissioner
RPC 63
Unauthorized practice of law in quasi-judicial proceeding before local
government body, response to 07 FEO 3

PUBLICITY, TRIAL

Civil trial 98 FEO 4

REAL ESTATE TRANSACTIONS

See also FORECLOSURES, UNAUTHORIZED PRACTICE
OF LAW

Affixing excess tax stamps on recorded deed 01 FEO 12
Approved attorney lists of lenders RPC 57
Audit of real estate trust account by title insurer 08 FEO 13
Brokerage owned by lawyers RPC 49
Closings
-costs, establishing interim account for 05 FEO 11
-disbursements against provisional credit RPC 191
-disbursements, following lender's instructions RPC 44
-discontinued upon buyer's instructions 08 FEO 7
-duties when lawyer believes title company engaged in unauthorized
practice of law 09 FEO 2
-mortgage brokerage owned by lawyers, closing transactions brokered
by RPC 248
-placing title insurance in spouse's title insurance agency 09 FEO 14
- presence of attorney 99 FEO 13, 01 FEO 4, 01 FEO 8, 02 FEO
9, Authorized Practice Advisory 2002-1
-recording before disbursement upon lender's instructions RPC 44
-recording costs, payment for deposited in trust account RPC 47
-recording discontinued upon buyer's instructions 08 FEO 7
-supervising paralegal 99 FEO 13, 01 FEO 4, 01 FEO 8, 02 FEO 9
-upon deposit of loan check that lender's agreement purports to
make certified RPC 232
-witness closings 98 FEO 8
Commercial real estate loan closings, representation of multiple parties
in 13 FEO 14
Commissioner for sale in partition proceeding, service as after represen-
ting party 09 FEO 8
Conditional delivery of deed 07 FEO 9
Conditional delivery of trust account checks to real estate agent before
depositing loan proceeds and recording RPC 44, RPC 78
Confidentiality, client's lien affidavit RPC 113
Conflicts of interest
-borrower and lender, representation of both in residential transac-
tion RPC 210, 13 FEO 4
-borrower's lawyer rendering opinion to lender RPC 101, RPC 121,
RPC 210, 13 FEO 4
-buyer and developer, representation of both in residential transac-
tion 97 FEO 8
-buyer and seller, representation of both in residential transaction
RPC 210, 97 FEO 8, 13 FEO 4
-closing transaction brokered by agency with which lawyer is a real-
tor RPC 201
-closing transaction brokered by relative of closing lawyer RPC 188
-closing transaction brokered by secretary who is also real estate agent
RPC 88
-commercial real estate loan closings, representation of multiple par-
ties in 13 FEO 14
-developer who is regular client, representation of buyer in residential
transaction 97 FEO 8
-foreclosed property sale by lender, representation of seller and buyer
13 FEO 4

- mortgage brokerage owned by lawyers, closing transactions brokered by RPC 248
- partition proceeding, lawyer for party to partition proceeding serving as commissioner for sale 09 FEO 8
- real estate brokerage owned by lawyers, closing transactions brokered by RPC 49
- rendering title opinion
 - for buyer's policy when representation limited to seller 13 FEO 4
 - upon property in which lawyer has a beneficial interest RPC 83
 - when lawyer owns stock in title insurance agency RPC 185
- title insurance agency
 - exclusive referral arrangement 11 FEO 4
 - placing insurance with spouse's 09 FEO 14
- trustee and lender, common representation in dispute with borrower 04 FEO 3
- Deed, preparation of without representing seller 04 FEO 10
- Deed of trust, obtaining cancellation from lender after payoff 99 FEO 5
- Disbursement
 - against provisional credit to trust account RPC 86, RPC 191
 - of closing funds after buyer instructs not to disburse 99 FEO 9, 07 FEO 9, 08 FEO 7
- Disbursement of closing funds after buyer instructs not to disburse 99 FEO 9, 08 FEO 7
- Earnest money, receipt prior to closing RPC 86
- E-recording 05 FEO 11
- Escrow accounts, see ESCROW ACCOUNTS
- Foreclosures, see FORECLOSURES
- HUD Settlement Statement, misrepresentation of disbursements on RPC 86
- Independent title abstractor, using services of RPC 216
- In-house counsel to lender, preparation of closing documents by RPC 40
- Lender, exclusive representation of RPC 40, RPC 41
- Lender's preparation of closing documents RPC 41
- Mortgage brokerage owned by lawyers, representation as closing agent or to certify title prohibited RPC 248
- Network lawyer for company that provides landlord/tenant and foreclosure support services 12 FEO 10
- Obtaining canceled deed of trust following residential real estate closing 99 FEO 5
- Paralegal, supervising in residential closing 99 FEO 13, 01 FEO 4, 01 FEO 8, 02 FEO 9
- Partition proceeding, service as commissioner after representing party to 09 FEO 8
- Provisional credit to trust account upon deposit of lender check, disbursement against RPC 86, RPC 191
- Realtor/lawyer, closing transactions brokered by agency with which lawyer is a realtor RPC 201
- Rescission, closing lawyer's representation of buyer in action for 07 FEO 9
- Secretary who is also real estate agent RPC 88
- Seller
 - closing lawyer's representation of and receipt of fee from RPC 86
 - preparation of deed without representation of 04 FEO 10
- Tax Foreclosure 06 FEO 5
- Tax stamps, affixing excess stamps on recorded deed 01 FEO 12
- Title agency
 - ownership of 99 FEO 6
 - placing title insurance in spouse's title insurance agency 09 FEO 14
- Title notes
 - access to by lawyer who departs firm RPC 227
 - releasing to client RPC 169, RPC 227
- Title search
 - tacking onto existing title insurance policy RPC 99, 09 FEO 17
 - title abstract service RPC 29
- Trust account
 - audit by title insurer 08 FEO 13

- disbursement against provisional credit to RPC 86, RPC 191
- disbursement in reliance on bank's funding schedule 06 FEO 8
- interim account for closing costs 05 FEO 11
- Witness closings 98 FEO 8

RECORDED CONVERSATIONS

- Illegal tape recording, use in trial RPC 192, RPC 220
- Opposing counsel, recording conversation with RPC 171

REPORTING PROFESSIONAL MISCONDUCT

- See DUTY TO REPORT

RESTRICTIVE COVENANTS

- Buyout agreement, valuing effect of lawyer's departure in 07 FEO 6
- Division of fees in agreement upon lawyer's departure from firm 12 FEO 12
- Employment agreement restricting right to practice 01 FEO 10, 08 FEO 8
- Settlement agreement restriction on lawyer's representation of similarly situated claimants RPC 179, 03 FEO 9

RETAINER AGREEMENTS

- See RETAINER FEES

RETAINER FEES

- Nonrefundable retainers RPC 50, RPC 158, 97 FEO 4, 00 FEO 5, 08 FEO 10
- Nonprofit public interest law organization, collection of 13 FEO 9

RETIRED LAWYERS

- Division of fees with, see DIVISION OF FEES BETWEEN LAWYERS
- Name of firm RPC 13
- Restricting practice, agreement with RPC 13

SCREENING

- Duties to prospective clients, in general 03 FEO 8
- Lawyers as new associates, screening of 10 FEO 12, 12 FEO 4
- Timing 10 FEO 12

SECRETARIES

- See EMPLOYEES OF LAWYERS

SERVICE OF PROCESS

- Evade, advising a client to 98 FEO 2

SETTLEMENTS

- Advising multiple clients about 03 FEO 12
- Client's exclusive authority to settle RPC 145
- Conditions imposed upon
 - agreement not to report to law enforcement authorities 08 FEO 15
 - agreement not to report sexual misconduct of mental health professional to licensing authorities RPC 159
 - agreement not to reveal confidential information 03 FEO 9
 - conditional delivery of settlement proceeds, lawyer's duty upon receipt of proceeds RPC 127
 - employment agreement with lawyer, lawyer's approval of client's settlement RPC 145
 - restriction on lawyer's representation of similarly situated claimants against opposing party RPC 179
 - settlement with lawyer prohibiting disclosure of lawyer's misconduct RPC 84
- Conflicts of interest
 - minor plaintiff, court approval of settlement, compensation of minor's lawyer paid by carrier RPC 167
- Contingent fee, structured settlement RPC 141
- Creditors of client, see CREDITORS OF CLIENT
- Criminal law, release/dismissal agreements 13 FEO 1
- Decision-making authority of client, disbursement of settlement proceeds RPC 125

Disbursing proceeds
-as directed by client RPC 69
-upon deposit of funds provisionally credited to trust account
01 FEO 3
-see also, CREDITORS OF CLIENT
Disclosure of client's death during negotiations RPC 182
Disclosure of settlement terms to former lawyer to resolve claim for fee
division 13 FEO 12
Financing company, referring client to 06 FEO 2
Lien, withholding settlement proceeds to pay RPC 69, RPC 125
Lump sum settlement, representation of parent and child RPC 109
Medical providers' liens, payment of RPC 69, RPC 125
Misconduct, duty to report
-agreement not to report sexual misconduct of mental health profes-
sional to licensing authorities RPC 159
-check disbursement in violation of agreement RPC 127
Negotiation of, communication with adverse party, see COMMUNI-
CATIONS WITH ADVERSE PARTIES
Plea agreement, cooperation on in conjunction with RPC 225
Release/dismissal agreements, offer by prosecutor in criminal case
13 FEO 1
Representation of clients with similar claims after participation in a con-
fidential settlement agreement for another client 03 FEO 9
Sealing settlement agreement involving municipality, cooperation of
plaintiff's attorney RPC 179
Structured settlement, contingent fee RPC 141
Threatening criminal prosecution to obtain advantage in civil matter
98 FEO 19

SOCIAL MEDIA,

See also ADVERTISING AND SOLICITATION
Advising client about 14 FEO 5

SOLICITATION

See ADVERTISING AND SOLICITATION

SPECIALIZATION

Advertising specialty RPC 43
Designation of RPC 43

SUBPOENAS

For production of documents without hearing, deposition or trial
08 FEO 4
Health care provider covered by HIPAA 14 FEO 4
Misuse of subpoena process RPC 236, 10 FEO 2, 14 FEO 7
Obtaining out of state records 10 FEO 2, 14 FEO 7
Records Custodian 99 FEO 2

TEMPORARY LAWYERS

Contracting with lawyers from independent placement service RPC 38
Leasing lawyers from nonlawyer company RPC 104
Outsourcing
-clerical or administrative tasks 11 FEO 14
-legal support services 07 FEO 12

TERMINATION OF REPRESENTATION

See FILES OF CLIENT, WITHDRAWAL FROM REPRESENTA-
TION

TRADE NAME

See ADVERTISING AND SOLICITATION
Departed firm owner's surname used in firm name 06 FEO 20
Implying affiliation with financial planning company 04 FEO 9
Misleading URL 05 FEO 14
URL for firm website is trade name 05 FEO 8

TRIAL CONDUCT AND PRACTICE

See also CANDOR TOWARD TRIBUNAL, COMMUNICATION
WITH ADVERSE PARTIES, COMMUNICATION WITH
JUDGES, COMMUNICATION WITH JURORS, COMMUNI-

CATION WITH WITNESSES, CRIMINAL REPRESENTA-
TION, DISCOVERY FOR LITIGATION, PERSONAL INJURY
REPRESENTATION

Attribution when using written work of another 08 FEO 14
Calendar call
-paralegal appearing for lawyer at 00 FEO 10
-responsibility to opposing lawyer who fails to appear RPC 208
Default, notifying opposing lawyer prior to obtaining an entry of
RPC 212
Filing notice of appeal although client may be deported. 11 FEO 3
Filing suit after the statute of limitations has run 03 FEO 13
Frivolous claim, resisting incompetency petition as 98 FEO 16
Illegal tape recording, use of RPC 192
Insufficient evidence, duty to dismiss DWI charge 09 FEO 15
Judge who is client, appearance before 97 FEO 1
Judge who is family member, appearance before 05 FEO 1
Misrepresentation of prior record level in sentencing proceeding
03 FEO 5
Notice of appeal, filing although client may be deported 11 FEO 3
Notice of appeal in court-appointed juvenile case, filing to preserve
client's rights although lawyer does not believe appeal has merit
08 FEO 17
Obtaining medical records 99 FEO 2
Offensive tactics, avoiding at calendar call RPC 208
Pro se litigant, see PRO SE REPRESENTATION
Publicity in civil trial 98 FEO 4
Representation of absent respondent in dependency proceeding
03 FEO 16
Social media, advising civil litigation client about 14 FEO 5
Statute of limitations, filing suit after elapsed 03 FEO 13
Subpoena
-for production of documents without hearing, deposition or trial
08 FEO 4
-health care provider covered by HIPAA 14 FEO 4
-out of state records, 14 FEO 7
-process, misuse of RPC 236, 99 FEO 2, 10 FEO 2, 14 FEO 7
Threats involving criminal justice system 98 FEO 19

TRUST ACCOUNTS

See also CLIENT FUNDS AND PROPERTY, ESCROW
ACCOUNTS
Abandoned funds RPC 89, RPC 149, RPC 226
-dormancy fee on 06 FEO 15
Advance payments deposited in trust account
-fees RPC 50, RPC 158, 05 FEO 13
-litigation costs RPC 51, 13 FEO 3
-recording costs RPC 47
Audit of real estate trust account by title insurer 08 FEO 13
Bank, selection of and Y2K considerations 98 FEO 15
Business account, linking for purpose of determining interest or service
charges RPC 150
Cashing check for client RPC 4
Chargebacks from credit card payments, protection against 97 FEO 9
Client's funds for costs, depositing in RPC 47, RPC 51, 13 FEO 3
Commingling
-by bank for interest accrual or service charge assessment RPC 150
-credit card account that avoids 09 FEO 4
Conditional delivery of trust account checks before depositing loan pro-
ceeds RPC 78
Costs, deposited in RPC 158, 13 FEO 3
Costs of closings, establishing interim account for 05 FEO 11
Credit card, accepting fees paid by RPC 247, 97 FEO 9, 09 FEO 4
Digital records for 01 FEO 14
Disbursement against funds credited to trust account by ACH transfer
or electronic funds transfer 13 FEO 13
Disbursement in reliance on bank's funding schedule 06 FEO 8

Disputed fees

- explanation of which funds that may be retained in trust account to pay 11 FEO 13
- transfer from trust account to lawyer upon certain conditions 06 FEO 16

Division of fee with former firm 03 FEO 11

Dormancy fee on unclaimed funds 06 FEO 15

E-recording, interim account for costs of 05 FEO 11

Escheat of abandoned funds RPC 89, RPC 149

Lien on funds deposited in, see CREDITORS OF CLIENT

Nonprofit public interest law corporation, legal fees collected by 13 FEO 9

Nonrefundable retainer fees RPC 50

Online banking 11 FEO 7

Out-of-state trust accounts RPC 96

Provisional credit

- disbursement against RPC 86, RPC 191, 01 FEO 3

- disbursement in reliance on bank's funding schedule 06 FEO 8

Purchasing money order for client RPC 4

Real estate closing, disbursement against provisional credit RPC 191

Records

- documenting the handling of trust funds RPC 86

- retaining CD-ROM with digital images of trust account checks 01 FEO 14

Selecting a bank, Y2K considerations 98 FEO 15

Settlement funds, disbursement without consent of client prohibited RPC 75

Third party advancing legal fees for client, refunding advance fees to when representation ends 05 FEO 12

Title insurer, audit of real estate trust account by 08 FEO 13

TRUSTEE ON DEED OF TRUST

See also FORECLOSURES

Foreclosure, representation in purchase of foreclosed property 06 FEO 3

Spouse and paralegal own interest in closely-held corporate trustee, lawyer may not represent lender in contested foreclosure 11 FEO 5

UNAUTHORIZED PRACTICE OF LAW

Disbarred lawyer, employment in law office 98 FEO 7

Duty to report lawyer assisting title company engaged in 09 FEO 2

Field representatives, use of to obtain representation contracts 12 FEO 11

Insurance company, representation of insured and others by lawyer who is employee of, guidelines RPC 151

Network lawyer for company providing litigation and administrative support services 12 FEO 10

Nonlawyer's role in real estate closing Authorized Practice Advisory 2002-1

Nonprofit public interest law corporation 13 FEO 9

Outsourcing

- clerical or administrative tasks 11 FEO 14

- legal support services 07 FEO 12

Paralegal

- appearing at calendar call for lawyer 00 FEO 10

- closing residential real estate transaction for lawyer 99 FEO 13, 01 FEO 4, 01 FEO 8, 02 FEO 9

- signing lawyer's name to pleadings 06 FEO 13

Quasi-judicial proceeding

- representation by nonlawyer at Authorized Practice Advisory 2006-1

- duties of lawyer relative to representation by nonlawyer at 07 FEO 3

Real estate closing, participation in when title prepared by another 98 FEO 8, 09 FEO 2

Seminars on law for members of public conducted by nonlawyer 08 FEO 6

Unemployment hearing, supervision of nonlawyer at 09 FEO 10

UNBUNDLED LEGAL SERVICES

Virtual law practice and 05 FEO 10

UNDERINSURED MOTORIST

See INSURANCE REPRESENTATION

UNINSURED MOTORIST

See INSURANCE REPRESENTATION

WAIVERS

See CONFIDENTIALITY, CONFLICTS OF INTEREST.

WEB PAGE

See ADVERTISING AND SOLICITATION

WITHDRAWAL FROM REPRESENTATION

Client's disappearance, withdrawal upon RPC 223, 03 FEO 16, 10 FEO 1

Charging client for motion to withdraw 07 FEO 8

Files, return upon, see FILES OF CLIENT, TERMINATION OF REPRESENTATION

Frivolous claim, upon GAL insisting on filing 06 FEO 9

Lawyer's duties when client revokes consent to conflict 07 FEO 11

Partition proceeding, obtaining client's consent to withdraw to serve as commissioner 09 FEO 8

Uninsured motorist represented by lawyer retained by insurance carrier RPC 8

WITNESSES

See COMMUNICATIONS WITH WITNESSES

WITNESS, LAWYER AS

Child support enforcement action, member of AG's office as witness 10 FEO 5

Employee of lawyer as witness, see EMPLOYEES OF LAWYERS

Estate matters RPC 142

Lawyer serving as advocate and witness when lawyer is the litigant 11 FEO 1

Necessary witness, determination within trial court's discretion 12 FEO 15

Opposing party, witness for RPC 207

Withdrawal, in criminal case RPC 221

WORKERS' COMPENSATION

Alias of client, disclosure of 08 FEO 1

Communications with adverse party RPC 67

Communication with represented claimant through private investigator 03 FEO 4

Communication with treating physician RPC 224

Disclosure of settlement terms to former lawyer asserting claim for fee division 13 FEO 12

Division of fee with former firm or lawyer 03 FEO 11, 13 FEO 12

In-house legal counsel for carrier, representation of carrier and insured RPC 151

Multiple representation of claims for death benefits 01 FEO 6