

# “Learning the Ropes”

November 7-9, 2023  
DoubleTree by Hilton Hotel Portland  
1000 NE Multnomah St.  
Portland, OR 97232

[Visit Conference Site](#)

**Total MCLE credits: 15.75**

**Total Practical Skills Credits: 9.75**

**Total Ethics Credits: 2**

**Total Mental Health/Substance Use Credits: 1**

**Total Introductory Access to Justice Credits: 3**

**Day 1: 6.75 MCLE credits**

4.75 Practical Skills Credits – Oregon Practice and Procedure

2 Ethics Credits – Oregon Specific

**Day 2: 6 MCLE credits**

3.5 Practical Skills Credits – Oregon Practice and Procedure

1 Mental Health/Substance Use Credit

1.5 Introductory Access to Justice Credits

**Day 3: 3 MCLE credits**

1.5 Practical Skills Credits – Oregon Practice and

Procedure 1.5 Introductory Access to Justice Credits

# Learning the Ropes

## Agenda

### DAY 1

*Day 1 qualifies for 6.75 MCLE Credits (4.75 Practical Skills Credits - Oregon Practice and Procedure; 2 Ethics Credits – Oregon Specific)*

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[conference.osbplf.org](http://conference.osbplf.org)

8:00 – 8:30 Registration/Check-In

8:30 – 9:00 PLF Overview

Learn about the Professional Liability Fund (PLF) and your legal malpractice coverage, both at the primary and optional excess levels.

Megan I. Livermore, *PLF Chief Executive Officer*

Emilee Preble, *PLF Director of Administration & Underwriting*

9:00 – 10:00 Introduction to Claims and Risk Management

Get a general overview of the PLF's claims and risk management departments, the services they offer, and what to do when you make a mistake.

Matthew A. Borrillo, *PLF Director of Claims*

Hong Dao, *PLF Director of Practice Management Assistance Program*

10:00 – 10:15 Break

10:15 – 11:15 Regulation of Lawyer Conduct in Oregon (*1 Ethics Credit - Oregon Specific*)

Get to know the Oregon State Bar and revisit your ethical duties of loyalty, competence, and integrity as lawyers.

Linn D. Davis, *Oregon State Bar Assistant General Counsel and Client Assistance Office Manager*

11:15 – 12:15 Professionalism: Be the Person Your Dog Thinks You Are (*1 Ethics Credit - Oregon Specific*)

Understand the concept of professionalism from a judge's perspective, so even your pet would take pride in your conduct.

The Honorable John V. Acosta, *United States Magistrate Judge*

The Honorable Eric L. Dahlin, *Multnomah County Circuit Court Judge*

12:15 – 1:30 Meet the Judges Luncheon (included in registration fee)



Professional  
Liability Fund

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## DAY 1, continued

### Choose a Concurrent Session

1:30 – 2:15 Civil Motion Practice  
Laura Caldera Loera  
*Bullivant Houser Bailey PC*

2:15 – 2:20 Transition

2:20 – 3:05 Family Law  
Amanda C. Thorpe  
*Cauble & Whittington*

3:05 – 3:10 Transition

3:10 – 3:55 Criminal Law  
Justin N. Rosas  
*The Law Office of Justin Rosas*

1:30 – 2:15 Estate Planning and Administration;  
Guardianships and Conservatorships  
Melissa F. Busley  
*Dunn Carney LLP*

2:15 – 2:20 Transition

2:20 – 3:05 Personal Injury  
Robert Le  
*The Law Office of Robert Le*

3:05 – 3:10 Transition

3:10 – 3:55 Business Transactions  
Scott D. Schnuck  
*Altus Law LLC*

3:55 – 4:05 Break

4:05 – 5:05 Alternative Dispute Resolution – Mandated and Voluntary  
Explore the array of alternative dispute resolution (ADR) options for resolving conflict and understand when ADR may be mandatory or voluntary.

Lisa Brown, *Lisa Brown Attorney LLC*

# Learning the Ropes

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### DAY 2

*Day 2 qualifies for 6 MCLE Credits (3.5 Practical Skills Credits - Oregon Practice and Procedure; 1 MHSU Credit; and 1.5 Introductory Access to Justice Credits)*

8:00 – 8:30 Registration/Check-In

8:30 – 10:00 Essential Guide to Practice Management

Gain fundamental insights and tips for handling the lawyer trust account, conflicts of interest, technology, office systems, file management, and avoiding common pitfalls.

Rachel Edwards and Monica H. Logan, *PLF Practice Management Attorneys*

10:00 – 10:15 Break

#### Choose a Concurrent Session

##### Creating a Firm

10:15 – 11:15 Solo Success: Launching Your Own Practice

Rachel Edwards  
*PLF Practice Management Attorney*

11:15 – 12:15 Solo Success: Staying the Course

Jinoo Hwang  
*Northwest Legal*

Jessica M. Nomie  
*Jessica Nomie Law*

Maria Zlateva  
*Attorney at Law*

Monica Logan, Moderator  
*PLF Practice Management Attorney*

##### Joining a Firm

10:15 – 11:45 Associate Success: Tips for Joining Firms (Part I)

Anthony Li, Associate  
*Reynolds Defense Firm*

Holly J. Martinez, Associate  
*Perkins Coie LLP*

Nicholas Sanchez, Associate  
*Markowitz Herbold PC*

Traci R. Ray, Moderator  
*Executive Director, Barran Liebman LLP*

11:45 – 12:15 Associate Success: Tips for Joining Firms (Part II)

Parna Mehrbani, Partner  
*Tonkon Torp LLC*

Bryan R. Welch, JD, CADC I  
*OAAP Attorney Counselor*

# Learning the Ropes *Agenda*

## DAY 2, continued

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12:15 – 1:30 Bar Leader Luncheon (included in registration fee)

1:30 – 3:00 Pro Bono, Legal Aid, and Other Tools to Provide Access to Justice for All (1.5  
*Introductory Access to Justice Credits*)

Learn about the unmet legal needs in Oregon and discover the tools to assist lawyers in addressing these needs, ensuring that everyone has equal access to justice.

Ayla Ercin, *Executive Director, Campaign for Equal Justice*

Jill R. Mallery, *Statewide Pro Bono Manager, Legal Aid Services of Oregon*

William C. Penn, *Oregon Law Foundation Executive Director and Legal Services Assistant Director*

3:00 – 3:15 Break

3:15 – 4:15 Lawyer Well-Being (1 *Mental Health and Substance Use Education Credit*)

Join the Oregon Attorney Assistance Program (OAAP) to uncover challenges lawyers encounter in their practice and explore strategies for maintaining well-being.

Kyra M. Hazilla, JD, LCSW, *OAAP Director and Attorney Counselor*

Douglas S. Querin, JD, LPC, CADC I, *OAAP Senior Attorney Counselor*

Bryan R. Welch, JD, CADC I, *OAAP Attorney Counselor*

Kirsten Blume, JD, MA Candidate, *OAAP Attorney Counselor Associate*

# Learning the Ropes Agenda

## DAY 3

*Day 3 qualifies for 3 MCLE Credits (1.5 Practical Skills Credits - Oregon Practice and Procedure; 1.5 Introductory Access to Justice Credits)*

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8:00 – 8:30 Registration/Check-In

8:30 – 9:30 Courtroom Do's and Don'ts

Hear about successful protocols and procedures that can help you navigate the courtroom effectively and make the most out of your legal proceedings.

The Honorable Adrian L. Brown, *Multnomah County Circuit Court Judge*

The Honorable Benjamin Souede, *Multnomah County Circuit Court Judge*

9:30 – 10:00 Tips, Traps, and Tools for Navigating Negotiations and Professional Relationships

Learn the basics of successful negotiations, how to find common ground, and how to achieve your desired outcomes while fostering positive relationships with your counterparts.

Richard Vangelisti, *Vangelisti Mediation LLC*

10:00 – 10:15 Break

10:15 – 11:45 Lawyering for Clients with Diverse Needs *(1.5 Introductory Access to Justice Credits)*

Gain practical tips and advice on representing a diverse range of clients, including minors, aging clients, and members of the LGBTQ community; understand their unique needs and challenges so you can provide them with the quality legal representation they deserve.

Darin J. Dooley, *Draneas Huglin Dooley LLC*

Talia Y. Guerriero, *Albies Stark & Guerriero*

Jennifer A. McGowan, *Youth Rights & Justice*

## ASSOCIATE SUCCESS: TIPS FOR JOINING FIRMS (PART I)

Anthony Li  
*Reynolds Defense Firm*

Holly J. Martinez  
*Perkins Coie LLP*

Nicholas Sanchez  
*Markowitz Herbold PC*

Traci Ray, moderator  
*Barran Liebman LLP*

# Learning the Ropes 2023

## Success Tips for Lawyers Joining Firms

The Top 10 List – Things You Need to Do to Be a Successful Associate

### 1. Do good work

- This is the minimum.
- A “draft” document is a myth. Every “draft” finished should be polished and complete.
- Make yourself available.
- Learning your craft is an investment in yourself.

### 2. Communication skills / take responsibility for mistakes

- Adapt your style to your client’s, your staff, and the partner-in-charge.
- Mistakes are expected, but inform the partner-in-charge as soon as possible.
- Ask questions. The more direction you get from the partner, the higher quality the work product and the more efficient you will be.

### 3. Perspective—be client focused

- Everyone is your client—associates, partners, and the firm’s actual clients.
- Be client focused and put yourself in their shoes—what would they want?
- Take the initiative.
- The Portland legal community is very small.

### 4. Understand that law is a business.

- Understand the finances.
- Add value.
- Manage and bill your time –learn how to write effective billing narratives.
- Have a system and do it consistently.

### 5. Have a plan and set goals.

- Set short-term and long-term goals that are measurable.
- Make sure your goals are realistic (equity vs. nonequity partners; myth vs. fact).
- Put those goals down on paper in a career development plan.
- Revisit the plan regularly with someone who will hold you accountable.

### 6. Build relationships.

- Clients can come from anywhere.
- Follow your passions.
- Think of rainmaking as a team activity.
- Don’t forget internal / existing clients.
- Seek out champions and mentors; they are different roles.



**7. Work well with staff.**

- Learn how to delegate.
- Support staff talk to one another both at the firm and between firms. How you work with staff is a part of your professional reputation.
- The support staff are specialized workers. When you get to the firm, they will have a treasure trove of knowledge and are readily available.
- Attorney-staff hierarchies are misconceptions. Although it is ultimately your work product and you must check their work, respect their specialty. If you are uncertain or questioning if their work produce is incorrect, ask questions because they likely know something you do not.
- Set boundaries with the support staff.

**8. Understand the culture and politics of the firm.**

- Pay attention to and understand the firm culture—whether as a potential applicant or as an associate already working there—and remember that culture may vary substantially between practice groups.
- Seek mentors within the firm to help you understand the firm’s culture and navigate its political landscape.

**9. Take care of yourself.**

- Drink water and get sleep.
- Find ways to combine personal health and professional development.
- Don’t feel guilty about spending a little time or money on self-care.

**10. It’s a career, not just a job. – All**

- Think of yourself as a portable asset.
- Don’t burn bridges

Traci Ray  
*Barran Liebman LLP*

Anthony Li  
*Reynolds Defense Firm*

Nicholas Sanchez  
*Markowitz Herbold PC*

Holly J. Martinez  
*Perkins Coie LLP*

## Success Tips: Joining a Firms Additional Resources

### American Bar Association:

Young Lawyers Division: [http://www.americanbar.org/groups/young\\_lawyers.html](http://www.americanbar.org/groups/young_lawyers.html)

Publications: [https://www.americanbar.org/groups/young\\_lawyers/resources/tyl/](https://www.americanbar.org/groups/young_lawyers/resources/tyl/)

21-Day Racial Equity Habit-Building Challenge

[https://www.americanbar.org/groups/labor\\_law/membership/equal\\_opportunity/](https://www.americanbar.org/groups/labor_law/membership/equal_opportunity/)

**Oregon State Bar Oregon New Lawyers Division:** <http://www.osbar.org/onld>

### Multnomah Bar Association:

Multnomah Lawyer newsletter: <https://mbabar.org/newsletter>

Young Lawyers Section: <https://mbabar.org/YLS>

**Oregon Attorney Assistance Program:** [www.oaap.org](http://www.oaap.org)

*inSight* newsletter: <https://oaap.org/insights/>

*The Curmudgeon's Guide to Practicing Law*, by Mark Herrmann

# CHAPTER 16

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## JOINING A FIRM

### ASSOCIATE SUCCESS: TIPS FOR JOINING FIRMS (PART II)

Parna Mehrbani

*Tonkon Torp LLC*

Bryan R. Welch

*Oregon Attorney Assistance Program*

## Finding Authenticity In the Firm Environment

Parna Mehrbani | Tonkon Torp LLP

Bryan Welch | Oregon Attorney Assistance Program

Lawyers who attend this panel discussion and Q and A will learn strategies to gauge how, and where, they might find a firm that works for them, and skills to help navigate their experiences as a lawyer in a firm. Topics will include:

- Everybody Is Having A Different Experience.
  - Managing cultural differences.
  - “Impression management.”
  - Code switching and masking.
  - Getting along vs. belonging.
- How Authentic Do You Want To Be?
  - What do you value? How do you know?
  - You get to decide – pros and cons of authenticity *for you*.
- Imposterism.
- Finding The Right “Fit” – How Do You Know If A Firm’s Culture Is For You?
- Creating and leveraging a support network.

### Resources:

[Be a Better Ally](#), (2020). Melaku, Beeman, Smith, & Johnson. Harvard Business Review.

[Being Yourself at Work: Choosing Belonging Over Fitting In](#), (2020). Dr. Dorothy Suskind, Psychology Today.

[‘Codeswitching’ Considered Professional, Study Finds](#), (2021). Julie Greco, Cornell Chronicle.

[Does Codeswitching Put Authenticity At Risk?](#) (2021). Andie Kramer. Forbes.com

[Stop Telling Women They Have Imposter Syndrome](#), (2021). Tulshyan and Burey. Harvard Business Review.