

**CIRCUIT
PROFESSIONALISM
COMMITTEE**



**PROGRAM
GUIDE**

A BLUEPRINT FOR YOUR NEXT SUCCESSFUL PROGRAM

PURPOSE

In 1997 the Supreme Court's Commission on Professionalism determined the need for professionalism programs and activities to have a primary emphasis at the local level. It was decided each circuit should have a Professionalism Committee chaired by the Chief Judge. The intent was for programs and activities to be implemented locally and shared among the circuits.

Former Chief Justice Gerald Kogan sent each Chief Judge a letter (January 9, 1998) which explained the need and structure of the circuit committees and requested the participation of each circuit. Many Chief Judges were quick to respond and the work of the Circuit Professionalism Committees began.

The following guide showcases projects and programs successfully presented by Circuit Professionalism Committees, The Florida Bar sections, voluntary bar associations and other entities throughout the state. These programs have been considered for The Florida Bar's Standing Committee on Professionalism's annual Professionalism Award, and several were award winners.

This guide is designed to provide ideas and information for anyone wanting to conduct a professionalism program.

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CENTER FOR PROFESSIONALISM RESOURCES

www.flabar.org/professionalism

The Florida Bar's Center for Professionalism is a clearinghouse of resources and information on topics of professionalism. The Center maintains a library of articles, reports and research on professionalism and can access this information through an electronic database. The Center also maintains a collection of video materials and leader guides which can be used for interactive seminars at local programs. All professionalism seminar materials are CLE approved. The Center, as time allows, can also assist in providing seminar materials tailored to specific topics and audiences.

Faculty Training Workshop:

In order to prepare presenters at the local level to conduct seminars, a Faculty Training workshop has been designed and is offered to any small group. Faculty Training provides the materials and tools necessary in teaching a professionalism program. Attendees learn the art of discussion leadership, group facilitation, and education for development. Circuit Professionalism Committees are encouraged to contact the Center to arrange a Faculty Training Workshop for your location. Participants will receive *professionalism CLE* for their participation.

Diversity Training:

Successful Lawyering in a Diverse Society is a project of the Supreme Court's Commission on Professionalism to bring diversity awareness to local bar associations and law firms. The initial course was designed as a "train-the-trainer" program. Upon completion of the day and a half program participants earn the title of "Certified Diversity Trainer".

Certified Diversity Trainers present the course to others within their locale. The training and workshop are CLE approved and those who participate earn CLE for the training as well as presenter's CLE every time they teach the course!

Website:

For a comprehensive view of the Center, check our website at www.flabar.org/professionalism or call 850-561-5747.

CONTINUING LEGAL EDUCATION PROGRAMS

Afternoon at the Courthouse

Orange County Bar Association

Recipient of the 2001-2002 Professionalism Award

The Young Lawyers Section of the Orange County Bar Association has created a program entitled *Afternoon in the Courthouse*. This program is designed to provide insight into local judicial practices and procedures and is open to all lawyers, summer clerks, and legal assistants. Speakers include judges who work in different areas of the law, from criminal to family, county to circuit. Its intent is to offer area lawyers a way to spend an afternoon with local judges learning the "in's and out's" of the local courthouse and the various divisions. Attorneys have the opportunity to ask questions of the judges and view a mock professionalism dilemma. The seminar concludes with a presentation by the Court Administrator and a tour of the courthouse. Participants receive general and ethics CLE credits for the seminar.

Contact:

Mr. Diego "Woody" Rodriguez, 407-836-7320

Annual Diversity Luncheon and Continuing Education Program

Hillsborough Association of Women Lawyers

Recipient of the 1998-1999 Professionalism Award

The **Annual Diversity Luncheon and Continuing Education Program** is held in conjunction with Dr. Martin Luther King's birthday. The program goal and objective is to promote professionalism by acknowledging and promoting diversity in the legal profession and in our society. Past topics have included "Winning Professionalism Strategies," "Diversity and Professionalism," "Picking and Pitching the Jury," "Addressing Gender, Race and Ethnic Issues at Trial." Participants receive CLE hours in professionalism and general credit. Speakers include such nationally recognized individuals as Morris Dees of Southern Poverty Law Center, Florida Supreme Court Justices Harry Lee Anstead, Barbara J. Pariente, and Peggy Quince, as well as Madam Justice Rosalios Abella, Justice of the Ontario, Canada Court of Appeals.

This project can be implemented statewide by any group with the need to bring diversity awareness to the forefront of their legal community.

Contact:

Claire Bailey Carraway, 813-224-5995, Hillsborough Association of Women Lawyers.

**Annual Professionalism Seminars and Luncheon
Brevard County Bar Association, Professionalism Committee**

The **Professionalism Committee** has been created to foster and promote professionalism on the local level by implementing several projects, including:

- **Judicial**, for presenting complaints about the professional conduct of judges;
- **Attorney**, seven appointed members of the Association along with the President-Elect to deal with professionalism-related attorney complaints;
- **Professional Luncheon**, where awards for excellence in four categories are given;
- **Mentoring** program, which provides assistance to newer attorneys;
- **Professionalism seminars**, where attorneys can earn CLE credit while receiving professionalism training.

The Professionalism Committee meets monthly to monitor the ongoing success of the program.

Contacts:

Mr. Kevin Mawn, 321-264-8800

Ms. Clarisa Harrell, 321-242-6501 (Professionalism Luncheon)

**Citrus-Hernando Inn of Court
Citrus County Bar Association
Hernando County Bar Association**

Recipient of the 2000-2001 Professionalism Award

Members of the **Hernando County Bar Association** and the **Citrus County Bar Association** have formed a joint **Citrus-Hernando Inn of Court** under the auspices of the *American Inns of Court*.

The group meets several times per year and gives attorneys with varied backgrounds and experiences a chance to know one another while fostering a mentor relationship between older and younger attorneys. An ethics and professionalism program is presented each month by one of the groups.

Contact:

Judge Daniel B. Merritt, Sr. 352-754-4221

**The Heart of Professionalism
Dade County Bar Association
Professionalism Committee**

The Heart of Professionalism program is intended to encourage thought about professionalism issues, to consider the long term consequences of unprofessional conduct, and to encourage participants to maintain the utmost integrity.

This program is presented to newly admitted lawyers at The Florida Bar's "Practicing with Professionalism" seminar and to the National Business Institute in a seminar entitled "Practical Legal Ethics in Florida, Issues and Answers."

In addition, a six-part series on professionalism has been developed to supplement the original program. The Dade County Bar Bulletin has published the history of the movement which is available for review.

The objective is to continue to create programs which force the participant's to internally examine their own sense of professionalism and to test their practices against certain standards and consequence scenarios.

Contact:

Mr. Dennis Kainen, 305-371-2220, Dade County Bar Association
Ms. Johnnie Ridgely, Executive Director, 305-3712220

**Professionalism Seminar
Palm Beach County Bar Association**
Recipient of the 1997-1998 Professionalism Award

The goal of this annual **Professionalism Seminar** is to stress the importance of professionalism and ethics, two related but distinct concepts, and to offer CLE professionalism credit to those who attend.

The seminar includes morning workshops on specialized topics. The afternoon session includes a judicial panel to encourage judge and lawyer interaction.

In addition, professionalism awards are presented for both an individual, and an office, to specifically recognize in-house mentoring programs.

Contact:

Ms. Patience Burns, 561-687-2800, Palm Beach County Bar Association

Orange County Bar Association Professionalism Programs
Orange County Bar Association, Professionalism Committee

Initiated in 1993, the Orange County Bar Association Professionalism Programs were formed to preserve and improve the professionalism of the members of the Orange County Bar Association (OCBA).

The OCBA Professionalism Committee conducts seminars on professionalism throughout the year. An *Seminar on Professionalism* is held annually and uses a series of vignettes raising ethical and professional dilemmas which are discussed by attendees in an open forum.

The *Seminar on Professionalism* is held in conjunction with an annual Professionalism Award. This award is presented to a person who has focused on having a consistently ethical conduct, courteous demeanor, high moral standards and service to the community and the profession.

The OCBA Professionalism Committee's Mentor Panel, initiated in 1995, is staffed by volunteers who assist others with substantive, procedural, or professional questions in twenty areas of law. Quality of practice is improved for the client, the bar, and the bench by Mentor Panel members who are available for phone consultations with attorneys who have less experience in a specific area of law.

Some of OCBA's other projects include; New Member Orientation, Judicial Support, Professionalism Survey, Peer Review, and presentations of an "Ethical Minute" at the Academy Board of Trial Advocates meetings.

Contact:
Brant Bittner, Executive Director, 407-422-4551

Professionalism & You

Joint Project:

Florida Rural Legal Services, Inc. & the 19th Judicial Circuit Bench/Bar Pro Bono Committee

Each year, in a joint effort, the Florida Rural Legal Services, Inc. & the Nineteenth Judicial Circuit Bench/Bar Pro Bono Committee coordinates an ethics and professionalism seminar. Participants attend sessions on professionalism and ethics in the morning and divide into groups in the afternoon. Along with training, the event also provides a Pro Bono segment on recruitment, recognition, and retention.

Several members of the judiciary close court for the day in order to encourage participation. Annual seminar attendance continues to increase each year.

Contact:

Ms. Donna Graf, 772-466-4766

Professionalism Under the Palms

The Florida Bar's Governmental Lawyer Section

Professionalism Under the Palms is intended to address Florida attorneys' need for a forum to discuss and analyze professionalism in regard to public service. The program attracts speakers and participants throughout the nation, including attorneys and judges involved in civil, criminal, and administrative fields.

Among the subjects presented are segments on pro bono services by the public sector, ethical considerations for government lawyers, dealing with high publicity cases in a professional manner, the impact of race and gender on professionalism, winning cases and influencing judges professionally, and the federal perspective on professionalism.

Overlapping the *Professionalism Under the Palms* program is the *Keys to Professionalism*, a live CLE 2-day program tailored for government lawyers to address issues relating specifically to governmental law issues. The objective of the *Keys to Professionalism* program is to provide a national forum to bring together government lawyers to discuss professionalism concerns unique to the public sector.

Contact:

Mr. Joe Mellichamp, 850-224-1585

LAW PRACTICE PROGRAMS

Small Firm Practice/Management Career Development Academy Nova Southeastern University

The *Small Firm Practice/Management* program is a non-credit course designed to instruct law students on the practical business aspects of starting a solo firm. It is a basic survival skills program for educating a young attorney "how to," and is the creation of attorney Debra Moss Curtis who teaches the class each spring. The program covers a variety of topics from business plans and commercial lease information to office staff issues. In the past, members of The Florida Bar's Law Office Management Assistance Services (LOMAS) have participated in the course along with class alumni who have successfully opened a law practice.

The goal of this course is to educate law students in the business aspects of small firm life and prepare them for practical and financial decisions which may arise. The program includes a summary of the course and goal assignments.

Contact:
Professor Debra Curtis, 954-262-6296

Closing Argument Project Case Law Manual The Florida Bar's Criminal Law Section

In an effort to curtail what one appellate court noted as a "free for all" in closing argument with each side saying and arguing whatever it takes to try and win, the Criminal Law Section produced a comprehensive *Case Law Manual* and training video tape on proper closing jury arguments in criminal cases.

The *Case Law Manual* covers closing arguments on topics such as "Personal Attacks on Defendant," "Attacks on Defense Counsel and Witnesses," "Attacks on Theory of the Defense," "Personal Opinion of Prosecutor," "Golden Rule, Message to Community," "Jury Sympathy or Fear," and "Prosecutor Vouching for Witness Credibility."

The "jury" is still out on how the training materials will improve the ethical advocacy in the criminal courts. However, there are hopes that over time and as a result of this project, the number of improper arguments being made in criminal cases will dramatically decrease.

Contacts:
Ms. Connie Stewart, The Florida Bar, 850-561-5628
Mr. Paul Zacks, Chair, Criminal Law Section, 561-355-7100

Center for Ethics & Public Service
University of Miami Law School

Recipient of the 1998 ABA Gambrell Award

Recipient of the 1999-2000 Professionalism Award

The **Center for Ethics & Public Service** sponsors several activities and events, **workshops and symposia**, for first year law students. Ethics orientations and CLE courses of study are also held for the benefit of the new law students. These programs are designed to integrate the bar and bench into curricular teaching of ethics and professionalism at the law school and to promote public service within the community.

The **Bar and Bench Practice Group** provides CLE training to the south Florida bar and bench. The practice group serves as the legal ethics advisor to the Alliance for Ethical Government; a county-wide consortium of public and private leaders from selected business, civic, educational, and legal communities. This advisory appointment enables the Center to provide counsel in designing ethics guidelines for both business and government in the areas of campaign practices and finance, lobbying, government purchasing, and conflicts of interest.

The **Pro Bono Practice Group** develops in-house ethics training and advisory programs in conjunction with both private and non-profit groups. The **Education Practice Group** provides ethics educational programs in partnership with public and private schools. In previous years, both the Pro Bono Practice Group and the Education Practice Group, along with *The Miami Herald* created a joint venture called the **Bill of Rights Project** to educate the public about the Bill of Rights through articles, editorials, and school outreach.

The **University Practice Group** participated in the University of Miami Pre-Law Lecture Series and the University of Miami Consortium for Ethics Steering Committee. The Consortium sponsors undergraduate and graduate programs on the subjects of ethics in business, government, media, medicine, and sports, emphasizing the importance of moral education and leadership. Such programs include a path-breaking interdisciplinary joint venture with the Schools of Nursing and Medicine to provide legal rights education to citizens attending churches, community centers, mobile health units and schools within the under-served communities of Miami-Dade County.

Contacts:

Professor Anthony Alfieri 305-284-2735

Ms. Cindy McKinsey 305-284-3934

Millennium Challenge
Florida Academy of Professional Mediators

The **Millennium Challenge** project is designed to encourage each member of the academy to share a conflict resolution experience with members of the community by performing at least one mediation related activity. Volunteering to speak to students about the benefits of mediation and alternative dispute resolution, writing articles about mediation and alternative dispute resolution for bar association publications and community newspapers have been encouraged.

The program includes a twelve-part television series produced in collaboration with Miami-Dade County's Community Education station. The series is intended to educate, inform, enlighten, and introduce the public to the many different benefits of conflict resolution, as well as community resources available to resolve disputes.

The Academy's objective is to raise awareness in the legal community and the general public about the benefits of mediation and conflict resolution. The taped series could be used at local levels in law school and public information settings or incorporated into local cable television station program format.

Contact:
Ms. Kathy Gayle, 800-808-8494

Trial Skills Training Program
The Florida Bar's Criminal Law Section

The Criminal Law Section project is an annual trial skills training course for Assistant State Attorneys and Assistant Public Defenders with one to three years of experience. ***The Gerald T. Bennet Prosecutor and Public Defender Trial Skills Training Program*** is designed to develop trial techniques, strategies, and case analysis skills. The course features criminal case studies, mock trial exercises, teams of defense lawyers and judges as well as videotaped presentations.

The goal is to provide a learning opportunity for the new public prosecutors and defense attorneys in a reality based, risk free environment and offer critique from highly experienced colleagues in both the same and adversarial positions as well as from the judiciary.

Held each year at the University of Florida, the instructors are volunteers from The Florida Bar's Criminal Law Section.

Contact:
Ms. Connie Stewart, The Florida Bar, 850-561-5628
Mr. Paul Zacks, Chair, Criminal Law Section, 561-355-7100

MENTORING AND PEER REVIEW PROGRAMS

Introduction to the Profession Orientation Program University of Florida

Introduction to the Profession strives to educate law students from the beginning of their law school experience. The goal of this program is to instruct the students on how to maintain the utmost integrity and focus on the professionalism aspects of the legal profession. Faculty, administrators, and attorneys speak about the responsibilities students must meet in order to be admitted to The Florida Bar and retain their bar membership. Students are also invited to become involved in their communities through membership in law school organizations active in community service.

Contact:
Ms. Noemar Castro, 352-392-0421

Office of the Public Defender Thirteenth Judicial Circuit

This project is designed to place emphasis on the training and retention of qualified attorneys. The representation of the indigent client is enhanced by providing frequent training opportunities to the lawyer.

For the first two weeks of employment new attorneys are exposed to office policy and procedures, the Rules of Professional Conduct, local rules regarding professional courtesy as well as issues germane to criminal defense. In order to be familiar with supervisory obligations, specialized training is provided for attorneys who assume managerial responsibilities. Junior attorneys are placed into their respective divisions where they are able to observe the more experienced attorneys in a variety of court proceedings and interactions with the court and opposing counsel. Junior attorneys are also provided mentors.

The objective is to maintain the integrity of the profession by providing training programs and continual feedback for new attorneys:

*To provide our clients with the best legal
representation available while maintaining
a high standard of professionalism.*

Contact:
Ms. Julianne Holt, 813-272-5588

Mentor Programs

The Supreme Court Commission and The Florida Bar Standing Committee on Professionalism have developed an e-mentor program in order to allow every law student an opportunity to have a mentor via e-mail. Members of The Florida Bar in each circuit are encouraged to participate. Mentors and protégés can sign up through the bar's webpage at www.flabar.org/ementor

Mentor programs are also being conducted in other circuits listed below. Their contacts include:

Contacts:

Judge Lisa Davidson, 321-617-7281, Eighteenth Judicial Circuit/Brevard County

Adam "Lep" Adams, 904-398-3911, Fourth Judicial Circuit/Orange County Bar Association,

Peer Review Program Twentieth Judicial Circuit

The **Peer Review Program** is a voluntary, educational, informal, non-punitive and confidential enhancement program created to improve the level of professional performance and competence for lawyers who practice within the Twentieth Circuit. It was initiated and is maintained by the Twentieth Circuit's Committee on Professionalism. A subcommittee prepared a practical set of standards of professional courtesy and guidelines for *Standards of Professional Courtesy and Conduct*.

The goal of the program is to improve the level of professional performance and competence of lawyers practicing in the Twentieth Judicial Circuit.

A booklet, including the Administrative Order for the Standards of Professional Courtesy and Conduct and Establishment of Peer Review Program, is prepared by this circuit.

Contact:

Jason Korn, 239-390-1300, Twentieth Judicial Circuit

Other Peer Review Programs and their contacts include:

Mr. Robert Riegel, 904-389-5161, Fourth Judicial Circuit,
Winner of the 2001 ABA Gambrell Award.

Mr. Chris Nauman, 813-272-5501, Thirteenth Judicial Circuit.

PRO BONO PROGRAMS

Pro Bono Honor Program Public Interest Law Center Nova Southeastern University

Intended to promote community service the Shepard Broad Law Center *Pro Bono Honor Program* recognizes students who work pro bono for the public interest while enrolled in law school. Since its inception many local organizations have benefited.

The program is designed to educate law students on the role of public service attorneys, make students aware of critical and unfulfilled needs in their communities, assist agencies in trying to meet these needs, and build a tradition of pro bono work as the student's transition into their professional careers.

Contact:
Ms. Sharon Booth, 954-262-6126

Public Trust and Confidence Training Eighteenth Judicial Circuit

The Eighteenth Judicial Circuit Program's intent is to promote *Public Trust and Confidence* in the system of justice. The program consisted of a full day of training on pertinent topics such as customer service, ethics, court security and sexual harassment. Other topics included the Americans With Disabilities Act and Cultural Diversity. The training included tools, techniques, and basic information to reinforce the ideals vital to the current court system.

Participants of the program are challenged to become more responsible and tolerant of their internal and external customer needs, appreciate and respect differences, and display a professional, courteous and positive demeanor at all times. The participants also learned to be a reliable and trusted resource for all internal and external customers by providing timely delivery of effective service and work product.

Those attending were supplied with principal provisions and the key terms of the Americans With Disabilities Act and guidance on how to respond to various forms of threats against Judiciary, staff or the courthouse.

Contact:
Judge J. Preston Silvernail, 321-617-7262, Eighteenth Judicial Circuit

Pro Bono Program
St. Thomas University School of Law

The *Pro Bono Program* of St. Thomas University School of Law requires law students to provide community service prior to graduation. It involves every student and every faculty member. The specific goals are to supplement the educational experience of law students by developing a lasting commitment to public service, enhance empowerment and access to the legal system for persons and communities who have traditionally been under-served by the bar, and build a positive identity for the St. Thomas University School of Law in the South Florida community.

Contact:
Professor Alfredo Garcia, 305-623-2392

Role Model Program
George Edgecomb Bar Association
Recipient of the 2003-2004 Professionalism Award

Each year since 1991 the George Edgecomb Bar Association (GEBA) has partnered with a select group of twenty-five to thirty students at Sligh Middle School to provide mentor relationships, encourage academic achievement, and assist in career planning.

Sligh Middle School is a public school located in urban Tampa with a largely African-American student population. The GEBA holds a reception at Sligh Middle School at the beginning of the school term to induct the middle school *Role Model Program* students into the year-long activity and to introduce them to the community and GEBA members. The students recite works of poetry, sing and express their commitment to continued academic success and to exhibiting high moral character.

Throughout the school year, GEBA members present programs to the *Role Model Program* students.

The programs are designed to introduce the student to the different aspects of becoming a lawyer. They are educated on subjects including financial management, ethical practices, and personal awareness such as peer pressure and moral character. The middle school *Role Model Program* students are also given the opportunity to observe the practice of law and learn what it means to be a representative of the court. This project also implements, as part of its mission, the value of honesty, clarity, and hard work.

Contact:
Ms. Elita Cobb, 813-870-8771
