

# A Legal Ethics Holiday Season Wish List

**Shannon “A.J.” Singleton**

General Counsel and Member  
Stoll Keenon Ogden PLLC



**STOLL | KEENON | OGDEN**  
PLLC

## Overriding Themes

- ▶ **Know (or be Sensitive to) the Rules.**
- ▶ **Be Intentional.**
- ▶ **Communicate Clearly and Effectively (And Eliminate Surprises).**
- ▶ **Stop. Think. Do. (And in that Order).**

## Road Map for Today's Presentation

- ▶ **The Importance of the Engagement Letter.**
- ▶ **Who is the Client?**
- ▶ **What is the Scope of the Work?**
- ▶ **How will You be Compensated?**

## Road Map for Today's Presentation

- ▶ **The Duty of Loyalty.**
- ▶ **Current Client Conflicts of Interest.**
- ▶ **Client Consent to Waive a Conflict.**
- ▶ **Conflicts Involving Former Clients.**
- ▶ **Advance Conflict Waivers.**

## Road Map for Today's Presentation

- ▶ **The Duty of Confidentiality.**
- ▶ **Permissive Disclosure of Client Information.**
- ▶ **Mandatory Disclosure of Client Information.**
- ▶ **Reasonable Steps to Maintain the Confidentiality of Client Information.**

## Road Map for Today's Presentation

- ▶ **The Duty to Communicate with the Client.**
- ▶ **Communicating with a Represented Person.**
- ▶ **Communicating with an Unrepresented Person.**

Find the full text of this and thousands of other resources from leading experts in dozens of legal practice areas in the [UT Law CLE eLibrary \(utcle.org/elibrary\)](https://utcle.org/elibrary)

Title search: A Legal Ethics Holiday Season Wish List

Also available as part of the eCourse

[A Legal Ethics Holiday Season Wish List](#)

First appeared as part of the conference materials for the  
2022 First Friday Ethics (December 2022) session  
"A Legal Ethics Holiday Season Wish List"