



**South
Carolina
Bar**

Your Membership Guide



Enhancing and promoting the legal profession.

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From the Executive Director

Dear Colleagues,

One of the most common statements I hear when talking to members is “I didn’t realize the Bar offered ____.” You can fill in the blank with a range of topics from free counseling services to one-on-one help with practice management questions to free legal research tools or a pay one price passport to most CLE programs.

With those conversations in mind, we created this guide to show you all the resources the South Carolina Bar offers its members. Our goal is to enhance how you practice law, facilitate critical connections, and provide top-quality events and education so you can better serve your clients and community.

Please take the opportunity to read through this guide, which includes brief overviews on all our programs and services for members as well as how you can find opportunities to improve your connections and serve the public.

The guide is designed to serve as a reference tool so you don’t have to read it all in one sitting. I won’t test you on it the next time I see you! However, I encourage you to keep it handy by your desk and refer to it the next time you need help with an ethics question, are looking for a top-quality CLE or are wondering how to meet more people in your practice area. Whether you are new to the Bar or have been practicing for several decades, the Membership Guide includes practical information you can use at all stages of your career. I hope you find it helpful, and please do reach out to me with any questions or suggestions about how the South Carolina Bar can better serve you.

Sincerely,



David M. Ross
Executive Director

Reach David at dross@scbar.org.



Services and Programs for Members

Legal Research Tools

Bar members have a free subscription to Fastcase, a comprehensive online legal research product worth an annual value of \$995. Your Fastcase subscription includes case law in all 50 states, all federal courts, U.S. Bankruptcy Court, U.S. Board of Tax Appeals, U.S. Department of Justice Board of Immigration Appeals, statutes, regulations and much more.

Fastcase is accessed through the Bar's homepage member login. If you have forgotten your password or need help logging in, call (877) 797-2227 ext. 111, 118 or 183 or email fastcase@scbar.org.

Find user guides, links to free webinars and online tutorials, and helpful contact information at www.scbar.org/fastcase.



Practice Management Assistance

The Practice Management Assistance Program (PMAP) provides free telephone and email consultations for lawyers and their staff on a variety of law practice issues, including starting or closing a law practice; retirement and succession planning; trust accounting; choosing law office technology; technology best practices; disaster planning and response; and marketing.

For management consultations | Contact PMAP at (803) 576-3783 or pmap@scbar.org.

Find law practice checklists, forms and technology information at www.scbar.org/PMAP and follow @SCBar_PMAP on Twitter for tips.

PMAP also assists with accessing Fastcase Legal Research and maintains the Lending Library. PMAP acts as liaison to the Solo & Small Firm Section, the Technology Committee, the Intellectual Property and Innovation Committee, and the Member Benefits Taskforce.



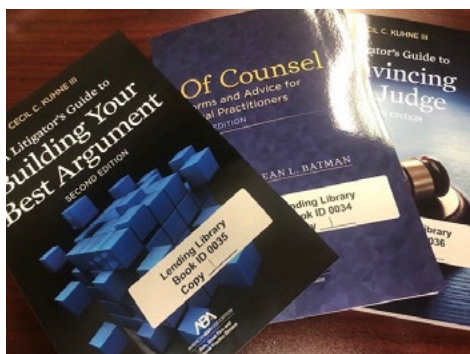
Lending Library

The Lending Library contains current books on law practice management and technology topics. SC Bar members in good standing may check out an item in person on the second floor of the Bar building located at 950 Taylor Street in Columbia. You may also request a loan from the Library via mail for a small shipping and handling fee. A list of library books, fees, and borrowing instructions can be found at

www.scbars.org/lendinglibrary.

To ensure that all Bar members can be served adequately, requests are limited to two books per three-week period.

Questions; reserve a book |
Contact eworley@scbar.org.



Ethics Hotline

Our Ethics Hotline is staffed and operated by a trained Bar lawyer who is available to answer your ethics questions, provide analysis of the South Carolina Rules of Professional Conduct as applied to certain facts and make recommendations regarding risk management, while leaving final decisions up to you, the Bar member.

All conversations are **confidential and protected** by Rule 8.3(f) of the S.C. Rules of Professional Conduct.

Call | (803) 799-6653, ext. 178 or email ndavis@scbar.org.

Please note that the Hotline offers *general* guidance and:

- Only provides guidance to lawyers admitted to practice in South Carolina about the South Carolina Rules of Professional Conduct, while leaving final decisions up to the Bar member.
- Only provides guidance concerning the caller's *own prospective conduct*. We do not answer questions about past conduct or the conduct of other lawyers.
- Does not provide legal advice or answer questions of law.
- Does not answer questions about the unauthorized practice of law.
- Does not answer questions that are the subject of a pending legal proceeding or are before a grievance committee.

- Does not respond to complaints or inquiries regarding unethical conduct of other lawyers.

Learn more | www.scbar.org/ethicshotline.

Ethics Advisory Opinions

If you wish to obtain a written Ethics Advisory Opinion from the Ethics Advisory Committee, you can submit a written request. Learn more at www.scbar.org/ethicshotline.

You all can search and download full text of past Ethics Advisory Opinions at www.scbar.org/ethics

Lawyer Mentoring Program

The South Carolina Supreme Court's Lawyer Mentoring Program connects new lawyers, who have recently been admitted to the practice of law, with experienced lawyers for a year-long mentorship.

Both the new lawyer and seasoned attorney benefit from the professional relationship, which encourages collaboration in developing goals, growing networks and engaging in the legal community throughout South Carolina.

Mentors must have at least five years of experience in the active practice of law. Upon completion of the program, mentors receive four CLE hours, including two hours of ethics.

All new lawyers must register with the mentoring program within 30 days of their admission to the South Carolina Bar.

Learn more or register | <https://connect.scbar.org/mentoring>.
(Note you must sign in to the Bar's website to access this page).



2020 Mentors of the Year, Janet Holmes & Kevin Hardy

New Admittees

If you are a newly-admitted SC Bar member, check out our special page for you at www.scbar.org/newadmittees

Lawyer Referral Service

The Lawyer Referral Service (LRS) provides referrals to individuals needing qualified, prescreened lawyers. In turn, the Bar provides participating attorneys with affordable advertising and local exposure to grow their practice. More than 21,000 client referrals were made to participating attorneys in 2019-20. Lawyers in the program agree to a 30-minute consultation at a charge of no more than \$50, and if the consultation goes over 30 minutes or you are hired to represent the individual, you can begin charging your standard rate.

To serve as an LRS attorney, you must have practiced for at least two years, be active and in good standing with the Bar, and cannot have any disciplinary history. Once accepted, LRS members must maintain at least \$100,000 in liability insurance along with the declarations page for their professional liability insurance policy. Proof of insurance is required.

The initial application fee is also \$50 per county. Applications can be sent via email to kadams@scbar.org or mailed to P.O. Box 608 Columbia, SC 29202. Applications received via email will be invoiced through the LRS portal.

Learn more and sign up | www.scbar.org/joinlrs

Lawyers Helping Lawyers

Lawyers Helping Lawyers focuses on reducing the pain and loss that result from problems with alcohol, other substances and mental and emotional illnesses. In addition to protecting the integrity of the legal profession and the clients we serve, LHL's key mission is to help South Carolina lawyers, judges and law students who are experiencing substance use disorders or other mental illnesses.

LHL provides:

- education about mental illnesses including substance use disorders,
- stress management and recovery assistance;
- interventions;
- referrals for assessment to counseling or a volunteer recovery mentor;

- recovery monitoring;
- assistance with character and fitness referrals.

Contact | 866-545-9590

All inquiries, questions and conferences are privileged and held in the strictest confidence between the program and the lawyer by 8.3(c) of Rule 407, SCACR.

Free Counseling Services

Every Bar member is entitled to five free hours of counseling a year for any emotional or stress-related issue through Lawyers Helping Lawyers. Services are confidential.

To be referred to a counselor in your area | Call (855) 321-4384

Continuing Legal Education

While the way you do business may have changed in 2020, one constant remains. The SC Bar Continuing Legal Education Division is your source for quality programming dedicated to South Carolina law for South Carolina lawyers.

We're here to make it easy for you to get the courses you need during this and future compliance periods. (Note: The SC Supreme Court in June 2020 waived the in-person requirement for CLE hours for this compliance period. Lawyers and judges may earn all of the required hours for 2020-21 online.)

Typically, the SC Bar CLE Division offers live seminars and hands-on interactive workshops, audio webcasts, teleseminars (via telephone), and live and on-demand audio/video webcasts. Due to the COVID-19 pandemic, through March 2021 we will:

- Live stream more than 40 CLE seminars;
- Archive and offer these programs + dozens more on-demand for 24/7 access; and
- Offer more than 400 online, on-demand programs covering a variety of practice areas, including ethics and substance abuse/mental health.

Whether you're looking to gain critical insight on law practice management, get the latest Hot Tips from the Coolest Domestic Law Practitioners, learn the Secrets to A Successful Personal Injury Practice or participate in annual programs such as Criminal Practice in South Carolina, there is something for everyone!

Search and sign up | <https://cle.scbar.org>



Alternatively Delivered Learning Opportunities

We offer online on-demand programs in more than 50 substantive and practical skills categories, ranging in length from 30 minutes to 6 hours. You can watch live webcasts of seminars in real time, or pause, rewind and review archived online programs for up to 30 days.

In addition, we partner with WebCredenza to offer several hundred live audio webcasts and archived on-demand audio web-based programs in practice areas like commercial real estate, estate planning/ administration and trusts, taxation, complex corporate and business practice, employment law, ethics and litigation. Many of these advanced level programs are accredited to meet the needs of members seeking Specialization Credit.

Books

Our CLE Publications Division publishes more than 100 titles and software products covering every major substantive practice area, which serve as the go-to resources for cutting edge and quality information on South Carolina law. In addition, many titles are available through FastCase as

electronically searchable and hypertext linked online publications. You can also access and download free seminar course books online.

Each year, we host the annual post-Thanksgiving Day sale on CLE publications that runs two full weeks following the holiday. Sale prices are reflected online during the sale event making your online shopping an easy experience. This is a great opportunity to update your law library!

Ways to order:

- Phone: (803) 771-0333 , ext. 126 or toll-free (800) 768-7787
- Online: <https://cle.scbar.org>
- Mail to: SC Bar CLE, P.O. Box 608 Columbia, SC 29202-0608



Big Ticket

The SC Bar CLE's Big Ticket package includes our live webcasts PLUS on-demand programs for \$495 a year.

That's access for a year to every live and most on-demand programs the SC Bar produces for one low price.

Learn more | www.scbar.org/bigticket



SC Bar Convention

The annual SC Bar Convention, held over four days in January, is the state's premier legal educational and networking event. Here, you'll have the opportunity to hone your legal skills and brush up on the latest happenings in South Carolina law. You can earn an entire year's worth of required CLE credit hours in one action-packed weekend.

The Bar Convention offers a wealth of education and professional development opportunities comprised of practice-specific seminars covering a number of diverse topics. More than 1,000 attorneys, judges and legal professionals from the Palmetto State attend each year, from both large and small law firm members, to solo practitioners, to approximately 140 members of the judiciary.

The gathering has been held in beautiful South Carolina places including Greenville, Charleston and Myrtle Beach. Special events like local art and history tours, wine tastings and pottery workshops, in addition to the plenary luncheon, receptions and networking socials make the annual Convention a must-attend event. Registration usually opens in October each year. **Note: The 2021 Convention will be a virtual event.**

Visit | www.sctbarconvention.org



Communications

Members can stay on top of the latest S.C. legal news and events through a variety of communications channels and offerings from the SC Bar.

SC Lawyer Magazine

The glossy and engaging magazine includes timely legal articles as well as updates on news and events and trusted insight from columns like Ethics Watch, The Scrivener, Beyond the Bar and Bar Bytes. *SC Lawyer* is published six times a year, and printed copies are mailed to all Bar members. A digital version is available at www.scbars.org/sclawyer.



eBlast

Our twice a week e-newsletter features advance sheet summaries, CLE information, court news, firm announcements, summaries on relevant pending legislation, tech tips, job openings, event invitations and other timely news briefs for the legal community.

Sign up and read archived newsletters | www.scbars.org/eblast



Social media

Follow the SC Bar on Twitter, Facebook and LinkedIn for daily updates, photos, videos and up-to-the-minute news and tidbits you can use in your daily work and life.

The YLD also updates Facebook, Twitter and Instagram accounts.

@SCBarYLD





South Carolina Bar Young Lawyers Division

1,466 people like this



SC Bar YLD

The Young Lawyers Division of the @SCBar includes members under age 36 & those with less than five years membership.



scbaryld

276 Posts 1,301 Followers 347 Following

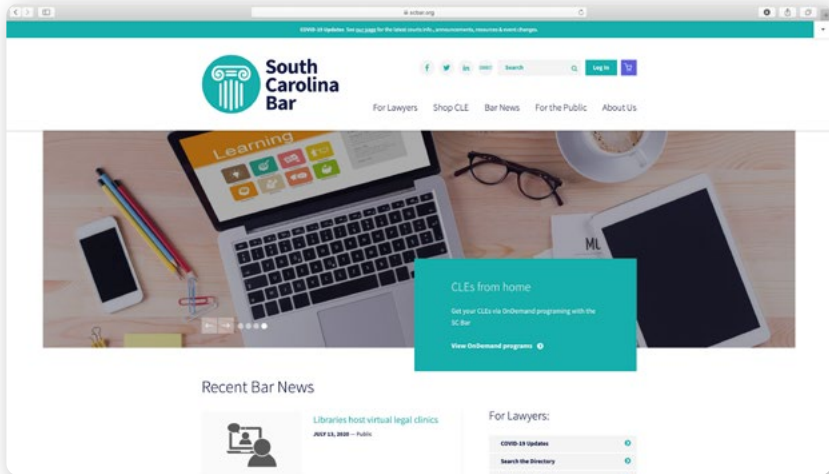
Website

Our website, www.scbar.org is your one-stop shop for all the important tools and resources the Bar provides all members. On the site you can:

- Access Fastcase
- Search the member directory
- Register for CLEs
- Purchase books and publications
- Join committees

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- Find important technology and practice management tips, check lists and guides
- Find details about upcoming events and meetings



SC Bar Connect

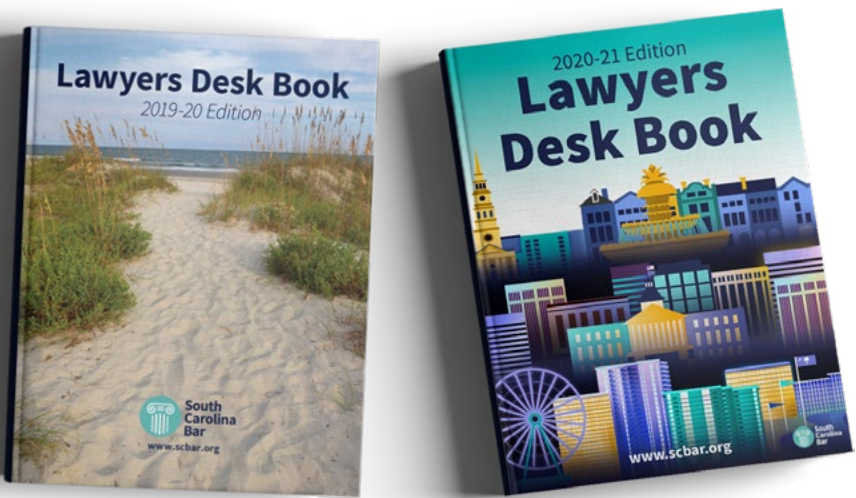
Sections, committees, divisions, boards and other groups have access to this communications platform to stay in touch with each other and important news and event. The tool, which is a more engaging and interactive version of the traditional listserv, offers enhanced discussion capabilities, centralized subscription management and resource sharing.

Visit | <https://connect.scbar.org>

SC Bar Connect

SC Lawyers Desk Book

A printed edition of the **2019-2020 Lawyers Desk Book** was offered to members and delivered in September 2019. Another will be produced for 2020-2021. The contents—which include member contact information, details on South Carolina and federal courts, and county and state government information is also available online at www.scbar.org/deskbook.



Government Affairs

The Government Affairs Division maintains a presence at the State House to monitor and advise on a variety of issues important to the legal community and to serve as a resource for South Carolina’s lawyer legislators. Our legislative liaison monitors bills introduced in the legislature and forwards proposed bills to Bar committee and section contacts as needed. In addition, we provide direct assistance to Bar sections, committees and other entities which are evaluating and recommending legislative positions.

The division also publishes the annual Legislative Update, a comprehensive review of all legislation passed by the General Assembly during the legislative session. It is a report intended to provide a brief synopsis of newly enacted legislation and is generally categorized for ease of review.

Networking and Leadership Opportunities

Sharpen knowledge in your practice area and grow your professional network by joining one of the Bar's sections or committees, getting involved with a Division or exploring leadership opportunities.

Taking part in one of the 18 sections allows you to meet other attorneys who practice in specific areas and stay connected via newsletters, listservs and CLE events. There also are more than 30 committees, which give you the chance to work on specific short and long-term projects.

Sections

Construction Law	Health Care Law
Consumer Law	Military and Veterans' Law
Corporate, Banking & Securities Law	Probate, Estate Planning & Trust
Criminal Law	Real Estate Practice
Dispute Resolution	Solo and Small Firm
Employment and Labor Law Section	Tax Law
Environment and Natural Resources	Torts and Insurance Practice
Family Law	Trial and Appellate Advocacy
Government Law	Workers' Compensation

To join a Section, you pay nominal annual dues. For more information, **call (803) 799-6653, ext. 171.**



Committees

Administrative and Regulatory
Animal Law
Children’s Law
Community Association Law
Continuing Legal Education
Conventions
Diversity
Education Law
Elder Law
Ethics Advisory
In-House Counsel
Intellectual Property & Innovation
Law
International Law
Judicial Qualifications
Law Related Education

Lawyer Legislators
Lawyers Helping Lawyers
Lawyers’ Fund for Client Protection
Memory Hold the Door
Next Gen
Nominating
Practice and Procedure
Pro Bono Board
Professional Liability
Professional Responsibility
Resolution of Fee Disputes Board
SOLACE
Technology
Unauthorized Practice of Law
Welln

Sign up for a committee | www.scbar.org/getinvolved



Divisions

The Young Lawyers Division

The Young Lawyers Division (YLD) is a professional service organization comprised of all members of the South Carolina Bar in good standing under 36 years of age, or those admitted to the South Carolina Bar as their first bar within the past five years.

The YLD coordinates various programs across the state designed to serve the public, advance the legal profession, or both. The YLD provides a great opportunity for young lawyers to network with other young lawyers while fulfilling their public service goals and improving the image of the profession.

Learn more | www.scbar.org/yld



The Senior Lawyers Division

The Senior Lawyers Division (SLD) includes all Bar members 60 and older and focuses on a variety of initiatives relevant to the profession and the public. Some examples include coordinating the annual Law Day Essay Contest for high school students, sponsoring the Nifty Fifty event recognizing members admitted 50 years prior, promoting pro bono participation, and coordinating travel opportunities. The Division also oversees the SLD Lawyers Assistance Program, which assists legal professionals in a confidential manner who are exhibiting cognitive decline and impairment.

Learn more | www.scbar.org/seniorlawyers



Leadership

House of Delegates

The House of Delegates establishes policy for the Bar. It meets at least twice a year. The House of Delegates establishes policy for the Bar and meets at least twice a year.

It is comprised of representatives from each judicial circuit as well as at-large members; out-of-state members; all former Bar presidents; members from the Young Lawyers Division, Senior Lawyers Division and sections; and law school deans.

Delegates represent a variety of practice areas, ages and backgrounds as well as geographic regions. Any regular member in good standing whose office address is in the judicial circuit may be nominated as Circuit Delegate by filing a petition signed by 10 or more active members in good standing residing in the same circuit. Circuit Delegate vacancies are announced in eBlast.



Board of Governors

Between the meetings of the House of Delegates, the Board of Governors performs and administers activities to accomplish the mission of the Bar. This body, which is made of officers, two representatives per judicial region, two at-large members and representatives from the Young Lawyers Division and Senior Lawyers Division, oversees the Bar's operations including preparing an annual budget that is submitted to the House of Delegates for review and approval. Generally, the Board of Governors meets monthly and takes up matters of policy and oversight.

Leadership Academy

This program, open to members in practice from three to 15 years, is designed to train the next generation of Bar and community leaders. Class members take part in networking opportunities, professionalism training and community awareness exercises. They get the chance to hone a variety of skills necessary to give back to the profession and position themselves as leaders in their communities. The class meets monthly for approximately five months, with each session focusing on a different topic.

The nomination and application period begins in the summer of each year, and the sessions usually span January through May yearly.

Learn more | www.scbars.org/leadershipacademy



Public Services Opportunities

No matter where you live or work across the Palmetto State, there is a child, family, veteran or senior citizen that could use your help and legal expertise.

When you volunteer just a few hours a year, you can help someone overcome obstacles and get back on their feet. Whether it's by providing direct representation, volunteering to coach or judge a law-related education event, taking part in clinics or answering questions for those of low or modest means, there are plenty of ways to give back in our state.

Law Related Education

The South Carolina Bar Law Related Education (LRE) is a service arm of the Bar that, since the mid-1980s, has provided teachers, school resource officers, juvenile justice personnel and lawyers with resources, materials and technical assistance to teach law related education.

LRE serves as a central source for civic education in South Carolina, providing free trainings for teachers and school resource officers. In addition to the division's many services and programs designed for educators, LRE hosts Middle and High School Mock Trial, We the People: Project Citizen and We the People: The Citizen and the Constitution, all geared toward teaching the next generation of leaders about the importance of democracy and justice.

With multiple programs and in-depth initiatives, there is no shortage of volunteer opportunities with Law Related Education. Not only do Middle and High School Mock Trial teams need attorney coaches, but each competition needs attorney volunteers to serve as presiding and scoring judges.

Learn more and sign up | www.scbar.org/lrevolunteer
Questions | Contact Cynthia H. Cothran at (803) 576-3788 or ccothran@scbar.org.



Pro Bono Program

One of the hallmarks of the legal profession is its demonstrated commitment to service to those who are unable to afford representation. In addition to helping those in need and meeting a professional obligation, you gain practical experience and skills. Your legal career is a lifelong learning endeavor, and pro bono work is a way to continuously learn and grow in the practice of law.

At the SC Bar, we believe that pro bono is not one size fits all. This is true both for volunteer attorneys and the low-income citizens of our state who are in need of legal services, which is why we offer a variety of options and approaches for attorneys and low-income citizens.



SC Bar Pro Bono Program Cases

The South Carolina Bar Pro Bono Program has a call line for people seeking free legal assistance in civil matters, including family, housing, bankruptcy and probate matters. The call line receives about 300 calls a month. Volunteer attorneys are sought for applicants who are at or below 125% of the federal poverty guidelines. You may select the types of cases you are willing to accept, and the Pro Bono Program will contact you when a case in your selected practice area is available. You are free to accept or reject a referral; there is no pressure applied. Lawyers who accept a referral from the Pro Bono Program are covered by the Bar's malpractice policy. The Pro Bono Program also has funds to reimburse volunteer attorneys for certain costs, such as the costs of service of process and interpreters.

Ask A Lawyer

The SC Bar partners with television stations throughout the state to host phone banks, where viewers can call into the studio and ask volunteer attorneys a basic legal question. These sessions typically last a couple of hours and include a web chat, where another set of volunteer attorneys answer online questions via computers either in studio or at their office.



Free Legal Clinics

Legal clinics offer an opportunity to share your skills and knowledge with neighbors in need, strengthen your community, and enhance your reputation as a good neighbor.

The clinics typically last for an hour to an hour and a half, consisting of a 30 to 45 minute lecture followed by an open question and answer session. The clinics are designed to provide general legal information, not to provide guidance on a specific case. An attendee who seeks guidance on a specific matter may schedule an appointment with the attorney and retain the attorney for further services.

The SC Bar schedules clinics around the state at locations like libraries and community centers from September through November and January through May. While the clinics are typically held in the evening, some community partners, such as senior centers, often request they be held earlier in the day. Attorneys who volunteer to assist with a clinic are covered by the Bar's malpractice insurance and receive pro bono credit.



Law School for Non-Lawyers

The Bar also partners with technical colleges to offer the Law School for Non-Lawyers program. The course provides general information on a variety of legal topics and is held in seven week sessions in the fall and spring. Attorneys who volunteer to assist with the program are covered by the Bar's malpractice insurance and receive pro bono credit.



SC Free Legal Answers

Free Legal Answers, an American Bar Association initiative, functions as a virtual legal advice clinic that can be accessed 24 hours a day, seven days a week by qualifying individuals with civil law-related questions and by attorneys willing to answer questions. This online portal allows you the chance to answer questions at a time and location most convenient for you. All you need is a computer, tablet or smart phone and a connection to the internet. You remain anonymous, and there is no expectation of continuing representation. The SC Bar Pro Bono Program and the University of South Carolina School of Law regularly hold a “Free Legal Answers Friday Blitz,” where they invite attorneys to a central location to collaborate on answering questions.

Sign up | <https://sc.freelegalanswers.org>



Direct Representation Assistance

Many SC Bar members accept pro bono clients outside of any of the above programs. If the client is at or below 200% of the federal poverty guidelines, you can be covered under the Bar’s malpractice policy and receive reimbursement for certain costs *if you notify the Bar at the time you begin representation of the client.*

Receive those benefits and get credit for your hours by filling out a simple form at www.scbar.org/opencase.

Get involved | www.scbar.org/probono

Your Responsibilities

Keep your information current

All member contact information is managed by the South Carolina Supreme Court's Attorney Information System (AIS). On October 17, 2011, the Court issued an order requiring all Bar members to keep their information current. The information in the Court's system is pushed over to the Bar and is considered the official contact information for members.

In order to pay your license fee, your information must be verified in AIS **after the Court resets the AIS verification field on October 15 each year**. Members are required to verify their information annually even if no changes have occurred before payments can be processed.

Invoices for license fee payments are issued in November and license fees are due by **January 1** in accordance with Rule 419, SCACR. Any member who has not paid license fees by the deadline will be administratively suspended and required to surrender their certificate. Please note that members are responsible for paying the proper fee by the January 1 deadline whether or not they receive a statement.

To make changes to your contact information, visit <https://www.sccourts.org/ais>. Your username is your SC Bar number. If you cannot remember your password, you can use the "forgot password" link.

If you have difficulties logging in, contact the South Carolina Judicial Department Call Center at 1-855-235-2500. The SC Bar does not have access to the AIS system and cannot assist you with login.

CLE Compliance and Deadline

The Supreme Court of South Carolina Commission on Continuing Legal Education & Specialization, which accredits all CLE programming in our state, administers and regulates the Mandatory Continuing Legal Education program. The SC Bar produces and sponsors courses, programs and publications for attorneys and judges, but is not the regulatory body.

The compliance deadline for attorneys and judges to report their yearly MCLE credits is on or before March 1. The CLE reporting year runs from March 1 until the last day of February. For more information, visit the Commission's page at www.commcle.org.



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