

SAN FRANCISCO LAW LIBRARY

sf.gov/sflawlibrary

MCLE Self-Study Programs—March 2026

MCLE Self-Study Audio Programs at the San Francisco Law Library!

The San Francisco Law Library offers **MCLE programs** from Versa-tape, Access MCLE, and the National Law Foundation. Our programs are **self-study audio CDs**. Programs include:

Competence Issues ... Page 1

Elimination of Bias in the Legal Profession and Society... Page 1

Implicit Bias... Pages 1–2

Civility... Page 2

Technology... Page 2

Legal Ethics... Page 3

General Credit Programs... Pages 3–6

Rental Period: one week (up to 5 programs at a time), or use them in the library.

Rental Fee: \$5 per loan; \$2 for in-library use. Free for nonprofits.

Overdue Fines: \$1 per day.

Renewal: one week, unless on hold.

Portable CD players are available for rent for \$5.

If the course you want is checked out, you can place **holds on up to five programs**. We will call you when the item is returned, and you will have **one business day** to pick it up.

COMPETENCE ISSUES IN THE LEGAL PROFESSION

#66B: Reset, Recover, Renew: Wellness Strategies in the New Normal (1 hour Competence)	This seminar explores: what causes legal professionals to suffer from substance use and mental health issues; overcoming the stigma of substance use and mental health challenges to maintain attorney competence; developing a self-care plan during these challenging times; the Lawyer Assistance Program; and resources and tips to maintain a balanced and healthy lifestyle. (2021)
#67: Substance Use and Abuse – Lawyers at Risk (1 hour Competence)	An explanation of why lawyers are at significantly higher risk than other professionals for substance use and abuse. The nature of the legal profession, coupled with personality traits common to many attorneys, create a high-risk scenario. While there are unique barriers in the legal profession to seeking help, an increasing number of programs have been designed to specifically treat attorneys. The program includes a guide to self-assess the severity of substance use and discussion of treatments specific to lawyers. (2024)
#68: Substance Use: Recognizing and Treating Addiction in the Legal Profession (1 hour Competence)	This program addresses the alarmingly high rate of substance abuse in the legal profession compared to other professions, with several factors contributing to attorneys being at greater risk. It explains substance use disorder, provides an assessment framework used to identify severity of substance use, and provides many options for lawyers seeking treatment. (2024)

ELIMINATION OF BIAS IN THE LEGAL PROFESSION AND SOCIETY

On Order	
----------	--

IMPLICIT BIAS

NEW! #11A: Bias in AI, Surveillance, and Facial Recognition (1hour Implicit Bias)	Artificial Intelligence and facial recognition replicate existing biases and thus further promotes implicit bias in the legal profession and beyond. This program explores the importance of understanding how pre-existing biases are reinforced in developing technology. (2025)
--	--

SAN FRANCISCO LAW LIBRARY

sf.gov/sflawlibrary

MCLE Self-Study Programs—March 2026

#28: Diversity, Equity and Inclusion: What Attorneys Need to Know (1 hour Implicit Bias)	Learn why DEI is important to your firm's business goals, and about the basic concepts of DEI in the law firm, including innate implicit bias. The program will help you assess your implicit bias and discover how it affects your practice, including strategies for addressing it and improving DEI outcomes in the law firm setting. (2023)
#42: Implicit Bias in the Legal Profession: How to Recognize and Mitigate It (1 hour Implicit Bias)	This course illustrates several cases in which implicit bias affected the courtroom and ultimately the jurors' conclusion at trial. The speaker explains the scientific foundation which supports the theory that every human being is biased and how bias manifests itself. He provides strategies to work towards the goal of mitigating unconscious bias and improving inclusivity in the legal profession. (2023)

CIVILITY

#17: Civility in the Legal Profession (1 hour Civility)	There are standards and aspirations of civility that attorneys are encouraged to observe in the practice of law. This program discusses New York State Standards of Civility, California's Civility Tool Box, and other state standards that encourage lawyers to uphold principles of civility so the legal process can work effectively and honorably. (2024)
#60A: Promoting Civility and Inclusion (1 hour Civility)	This program highlights tactics, strategies, and best practices to preserve a professional presentation of your case, regardless of the facts, referencing relevant ethical rules, standards, and civility guidelines. Key course points are: civility guidelines from the ABA as well as individual states; the tie in between civility guidelines and rules of professional conduct; how uncivil behavior can reveal underlying bias—overt and implicit; best practices to promote civility from the conference room to the courtroom; effective ways to model a culture of civility when interacting with clients, counsel, and the court. (2023)

TECHNOLOGY

#5: Artificial Intelligence: Applicable Rules and Regulations (1 hour Technology)	This course outlines how AI can affect privacy and security, the technologies that are being affected by AI, and how the judicial system is managing the legal disputes. Key course points are: the applicable rules and regulations at the state, federal, or international levels; how artificial intelligence can affect intellectual property rights; how artificial intelligence affects privacy and cybersecurity. (2023)
NEW! #24: Cybersecurity Legal Ethics: Competence and Confidentiality (1 hour Ethics or Technology)	A comprehensive discussion of how technology impacts a lawyer's ethical duty of competence, including the ethical use of AI in the field of law and simpler technology including email, spam filters, and Zoom. (2025) **CROSSLISTED: EITHER/OR TECH OR ETHICS CREDIT**
#25: Cybersecurity: What Attorneys Need to Know (2 hours Technology)	Learn about the consequences of a data breach in the legal profession, the top ten points for creating security, the scope of how big the problem is in the field of law, who the hackers are, key terms every attorney should know, what to do if there is a data breach, insurance, security risks of cloud storage, and what would suffice as reasonable cybersecurity. (2024)
#26: e-Discovery, Computer Forensics, and Data Collection (1 hour Technology)	Gain a better understanding of electronic discovery and surrounding case law, including the potential issues and how to be ready for litigation. The program also explains data types and collection costs. (2023)
NEW! #29: Electronic and Digital Evidence (3.25 hours Technology)	An in-depth analysis of the expansive and evolving treasure trove of contemporary electronic and digital evidence. The speaker explains how to apply the evidence rules—including the key, authentication—to various current forms of electronic and digital information. (2025)

SAN FRANCISCO LAW LIBRARY

sf.gov/sflawlibrary

MCLE Self-Study Programs—March 2026

LEGAL ETHICS

#4: Artificial Intelligence and Legal Ethics (1 hour Legal Ethics)	Artificial Intelligence is both celebrated and condemned both personally and professionally as it is increasingly used to replace both jobs and judgment. Can it be used appropriately within the practice of law? This program discusses the ethical implications of using AI in legal practice, from the conference room to the courtroom, incorporating rules of professional conduct, standards of civility and professionalism, as well as practical considerations. (2023)
#6: Attorney Misconduct Reporting – California Adopts the Snitch Rule (1 hour Legal Ethics)	Now California is just like every other state in terms of requiring lawyers to turn in other lawyers if the 8.3 requirements are met. But is rule 8.3 easy to understand, but hard to enforce? Questions now include: How will this rule change the way lawyers interact with colleagues? Who is most likely to report? How much corroboration is necessary to justify a report? And how will this rule be enforced? This program tackles all of these tough questions, and more. (2023)
#23: Cybersecurity: Ethical Responsibilities (1 hour Legal Ethics)	There have been a tremendous increase in the number of data breaches at law firms over the last several years. Learn about the ethical obligations under the ABA's Model Rules to protect your firm's networks, devices, and data. The program also reviews the ABA's Cybersecurity TechReport's guidance on technology policies, security assessments, breaches, insurance, and prevention and recovery. (2023)
NEW! #24: Cybersecurity Legal Ethics: Competence and Confidentiality (1 hour Ethics or Technology)	A comprehensive discussion of how technology impacts a lawyer's ethical duty of competence, including the ethical use of AI in the field of law and simpler technology including email, spam filters, and Zoom. (2025) **CROSSLISTED: EITHER/OR TECH OR ETHICS CREDIT**
#43: Intersection of the Attorney-Client Privilege (1 hour Legal Ethics)	The attorney-client privilege, the work product doctrine and the professional obligation of client confidentiality are some of the most basic concepts that undergird the legal profession. And they are similar in many ways. Unfortunately, many practitioners and judges do not understand their workings; and the government does not like them. Thus, when litigated, these concepts can present many challenges and traps for the unwary. This course will help to identify and address those challenges and traps. Learn about the complexities of privilege, work product doctrine, confidentiality, as well as the dangers of documents and how to properly handle a corporate investigation. (2023)
#45: Legal Ethics: Responding to Online Criticism (1 hour Legal Ethics)	Online criticism of lawyers: should attorneys respond to disparagement or "bad reviews" and, if so, how may they do so? This program explains the legal ethics rules governing this significant topic by examining Ethics Opinions, Comments, Guidelines and cases, including ABA Formal Opinion 496. Best practices for responding to criticism are also presented. (2022)
#49A: Limited Scope Representations: Governing Ethics Rules (1 hour Legal Ethics)	Limited scope representations ("LSRs") are becoming more and more frequent. This program delves into the ethics rules governing LSRs and discusses numerous helpful practice suggestions on everything from allocating authority to declining or terminating representation. (2023)

GENERAL CREDIT PROGRAMS

SUBSTANTIVE, PROCEDURAL, SKILLS & LAW PRACTICE MANAGEMENT

NEW! #12: Business Entities: Formation and Taxation (1.75 hours)	This program compares the advantages and disadvantages of various business entities. The entities covered include Sole Proprietorships, Partnerships, Limited Liability Companies, C Corporations, and S Corporations, with analysis of the specifics of formation, liability, control,
---	---

SAN FRANCISCO LAW LIBRARY

sf.gov/sflawlibrary

MCLE Self-Study Programs—March 2026

	and taxation for each of these business structures. The speaker also shares practical tips and important warnings. (2025)
NEW! #13: Buy-Sell Agreements (1 hour)	A Buy-Sell Agreement is one of the most important legal documents a closely held or family-owned business can have. Topics covered include forms of agreements, cross purchase vs. stock redemption, optional legal clauses, tax considerations, and basic valuation issues (2025)
# 14: California Pass-Through Entity Tax (PTET): Risks and Rewards (1 hour)	CPA and U.S. Tax Court Practitioner Larry Pon discusses the California Pass-through Entity Tax election under AB 150, enacted on July 19,2021. This provides a much-needed workaround to the \$10,000 state and local federal tax deduction limitation. Learn about the details behind this workaround, including the risks and rewards associated with making this election. Individuals who are losing the benefit of federal deductions because of the \$10,000 cap will benefit greatly from this program. (2022)
# 14A: California Tax Residency: Key Issues (1 hour)	Tax attorneys discuss the issues California taxpayers face when changing their domicile and residency to another state or country, the audits the California Franchise Board conducts in this area, and practice tips for handling these issues. This course will be helpful to anyone planning to leave California, the professionals advising them, and to those faced with FTB audits of these issues. (2022)
#16: Charitable Strategies (1 hour)	A review of the benefits and pitfalls of utilizing the various business entity types for charitable gifting. Topics include how to maximize the charitable deduction upon sale of a business, donor advised fund, and private foundation charitable remainder trust. (2022)
#18: Client Intake: The Importance of Careful Vetting (1 hour)	It is important to identify warning signs during the client intake process and to carefully weigh the benefits and potential pitfalls before engaging. In this program, gain practical strategies when interviewing and assessing potential new clients with seven scenarios from the speaker's over thirty years of intake experience that illustrate potential client issues, including identifying and then dealing with the issue during the client interview. Learn how to spot and address: the problem pay client; unreasonable expectations; the quasi-lawyer; the angry client; the client who has engaged and fired multiple attorneys on the same matter; the client who wants your loyalty to a fault; and the energy vacuum client. (2023)
#19B: A Conversation with Former Los Angeles Superior Court Probate Attorney (1 hour)	In this program, an experienced probate attorney gives us an inside look into the probate court. They discuss pleadings and probate notes; common errors and issues with ex partes; timing to clear notes; orders; attorney's and paralegal fees; Judicial Council Forms that are often misused; and the speaker's top five probate practice pet peeves. (2021)
#19C: Corporate Transparency Act (1 hour)	Effective January 1, 2024, more than 32 million businesses are required to file their Beneficial Ownership Information (BOI) to the Financial Crimes Enforcement Network (FinCEN), a bureau of the United States Department of the Treasury. This program gives a clear break-down of the Corporate Transparency Act (CTA) with a thorough explanation of the purpose of the law, who is required to file, what has to be reported, exceptions, how to report, when to report, what happens if you do not report properly, and tips to help your clients. (2024)
#21: Critical Tax Planning: Looking Ahead to Uncertain Times (1.5 hours)	For the last twenty-plus years we have been in what could be considered a golden age of tax and estate planning. Change is on the horizon. Favorable provisions enacted by the 2017 Tax Cuts and Jobs Act (TCJA) are set to "sunset" at the end of 2025. This sunset, coupled with a consequential election, mean that we do not know what the tax laws will be in the future. What planning opportunities should you take advantage of while provisions remain favorable? This program covers many planning

SAN FRANCISCO LAW LIBRARY

sf.gov/sflawlibrary

MCLE Self-Study Programs—March 2026

	strategies to consider and recommends making your clients aware of possible and less favorable planning conditions. (2024)
#27: Devastating Depositions (1 hour)	A deposition is part of a party's discovery plan, if not the most important part. Conducted properly, a deposition can lead to favorable results. Conducted poorly or improperly, it can lead to unfavorable results. This presentation covers key topics including planning, governing rules, conducting the deposition, privilege issues, use at trial, and more. In addition, the speaker provides many practical warnings and tips. (2022)
NEW! #30A: Employment Law Developments (2.5 hours)	This program discusses key developments in employment law, including significant cases and emerging trends. The speaker covers public sector employment and executive orders, worker classification, non-compete clauses, disability discrimination and opioid use disorder, ADA reasonable accommodations, DEI-related discrimination, gender identity, unconscious bias in healthcare, workplace privacy, and more. (2025)
#31: Estate Planning: Addressing and Fixing Mistakes (1.5 hours)	A practical explanation of the numerous mistakes which occur in clients' estate planning, and useful suggestions of how to fix them. Topics include incomplete or outdated plans; tangibles and collectibles; mistakes regarding life insurance, retirement plan designations, real estate, fiduciary selection, divorces and pre-marital agreements, and business ownership; and failure to address generation-skipping tax issues, understand charitable contribution rules, recognize or use grantor trusts, or minimize estate and trust income taxes. (2024)
#39: Fiduciary and Trust & Estate Banking (1 hour)	Find out how the bank can help you and your clients. Is your bank providing the products and services you need? Learn about easy access to FDIC insurance for safety-conscious investors; financial stability; investors' views and profiles; cash management and investment choices; and smart solutions for ICSA and CDARS. (2021)
#40C: Generation Skipping Tax Allocation (1 hour)	Generation-Skipping Tax allocation, out-of-order deaths, and common pitfalls—understanding the instructions to Schedule R that you always skip over. Alex Hemmelgam, LLM, Esq., provides a brief history of the Generation Skipping Transfer (GST) Tax regime and also discusses manual and automatic allocations, taxable terminations, direct skips, indirect skips and trust planning, issues with out-of-order deaths, as well as common mistakes (including issues with ILITs that began before automatic allocation in 2003, so they have an inclusion ration greater than 0), and the desired changes to the GST in the 2022 Green Book. (2022)
#50: Maximizing Legal Analytics (1 hour)	The topics covered in this course include judicial analytics and ruling history; more efficiently drafting stronger motions; locating verdict data and uncovering intel on opposing counsel; searching California docket rulings and setting alerts; how best to equip yourself to achieve better results. (2022)
NEW! #55: Mediation: Best Practices (1.75 hours)	Mediation is a widely chosen alternative to litigation, but it can be challenging to adjust from a competitive win-lose environment to a collaboration-focused process. Learn strategies and best practices to implement throughout the mediation process. (2025)
#59D: Probate and Family Law Crossover Issues (1 hour)	Attorney Scott Klopert presents a practical approach to navigating the intersection of family and probate law before, during, and after marriage. Topics include premarital agreement issues, postnuptial and transmutation agreements, divorce issues, sutor, ne ultra crepidam, and focus on divorce vs. focus on death. (2021)

SAN FRANCISCO LAW LIBRARY

sf.gov/sflawlibrary

MCLE Self-Study Programs—March 2026

#61: Protect Your Estate/Conservatorship in the Real Estate Sale (1 hour)	Learn how to protect your estate or conservatorship in a real estate sale now that the probate purchase agreement has been eliminated, and navigate the pitfalls. (2022)
#69: Trial Preparation: A Comprehensive Guide (2 hours)	Learn essential trial preparation tips from a seasoned litigator. Topics include courtroom communication skills; structure and function of each part of a trial; trial strategy; witness testimony and preparation; objections; courtroom conduct; pattern jury instructions; and verdict forms and sheets. (2022)
#70: Workplace and Whistleblower Retaliation: on the Rise (1 hour)	The number one type of charges filed each year with the Equal Employment Opportunity Commission (EEOC) are retaliation claims, which continue to increase. This program covers retaliation claims made under Title VII of the Civil Rights Act of 1964, the Dodd-Frank Wall Street Reform and Consumer Protection Act, and the Sarbanes-Oxley Act. (2023)
#81: Zoom Depositions: Demonstrating All the Technical Details You Need to Know (1 hour)	This program demonstrates all the technical details you need to know to conduct a deposition by Zoom, including preparation and testing, preventing unauthorized access, creating a real-time transcript, and much more. In addition to technological know-how, listeners will gain practical tips and guidance. (2021)

Revised March 2026