



## **Frank R. Kotwa**

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Richard Kotwa is a member of the firm's Office of General Counsel and he is the primary point of contact on ethics and compliance issues ranging from conflict of interest identification and resolution, bar admissions and inquiries, lateral hiring and client/matter intake, management and termination. Richard also serves on the Firm's Professional Responsibility Committee and assists and advises senior administrators on potential ethical issue associated with departmental projects.

Prior to joining the firm, Richard was the Director of Client Information and Records Compliance at an AmLaw 100 firm where he advised the firm and its General Counsel on matters relating to conflicts of interest, records management, privacy, confidentiality, discovery, employee or client investigations, policy development, and technology. Previously, Richard was Staff Attorney/Conflicts Manager at a Carolina-based law firm where he managed the firm's conflicts department, as well as subsidiary entities providing document production and review and registered agent services to firm clients, and advised firm personnel at all levels on ethical issues related to potential conflicts of interest including client and matter acceptance, hiring, ethical screening, and billing.

### **Education**

University of Pittsburgh School of Law J.D. (1994)

University of Pittsburgh B.A., Political Science (1991)

### **Admissions**

Georgia (2017)

South Carolina (2005)

### **Professional & Community Activities**

International Association of Privacy Professionals (IAPP), Certified Information Privacy Professional (CIPP/US)

Institute of Certified Records Managers (ICRM), Certified Records Manager (CRM)