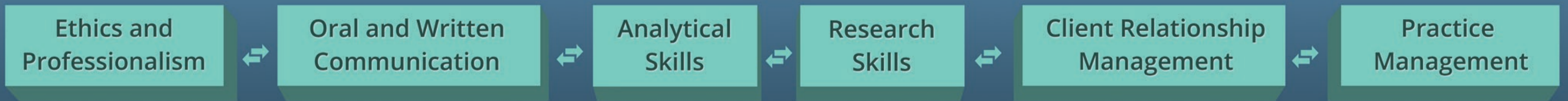


# LAW PRACTICE PROGRAM

## Training Component

16 weeks



AUG

OCT

DEC



Weeks 1 - 2  
Launch/Foundation Skills Development



Weeks 3 - 7  
Virtual Law Firm Work



Week 8  
Performance Assessments



Week 9  
Skills Development



Weeks 10 - 14  
Virtual Law Firm Work



Week 15  
Performance Assessments



Week 16  
Trial Advocacy Program

SIMULATED WORK SCHEDULE



Professional Development and Guest Speakers



Client interviews, meetings & negotiations



Weekly meetings with Managing Partners



Courthouse and Tribunal visits



Hearings and appearances before assessors



Virtual Firm meetings led by lawyer Mentors

ONGOING MEETINGS & EVENTS



Open and manage files, including retainers, conflict checks, tickler systems



Manage, review, analyze and address correspondence and memos to file



Docket all matters - billable and otherwise, review accounts and prepare draft invoices

GENERAL FILE WORK



Administrative Law



Business law



Civil Litigation



Criminal Law



Family Law



Real Estate Law



Wills and Estates Law

CLIENT MATTERS

DELIVERABLES

- Legal Research and Memorandum   ■ Draft Retainer   ■ Draft Demand Letter   ■ Respond to urgent voice message   ■ Draft Opinion Letter
- Draft Designation   ■ Draft letter to opposing counsel   ■ Draft Agreement of Purchase and Sale   ■ Draft Application and Financial Statement
- Draft Statement of Claim   ■ Memo - Bail Hearing   ■ Search of Title through Teraview   ■ Review Pleadings of other side   ■ Draft Letter of Intent
- Confirming Representation and Capacity   ■ Draft Application   ■ Small Claims Research   ■ Draft Powers of Attorney for Property and Personal Care
- Draft Requisition Letter   ■ Draft Reporting Letter   ■ Draft Closing Agenda, Share Purchase and Non-competition Agreements   ■ Contract Drafting
- Draft questions for Examination-in-Chief and Cross-Examination   ■ Draft Statement of Funds and Statement of Adjustments   ■ Discuss file strategy
- Draft Third Party Consents and Promissory Note   ■ Prepare Case Conference Materials   ■ Guilty Plea and Sentencing   ■ Draft Affidavit of Documents
- Draft Will   ■ Present submissions to the Landlord & Tenant Board   ■ Prepare client for examinations   ■ Review and use precedents and checklists

SPECIAL PROJECTS



Intensive Trial Advocacy Program



Business Plan



In-House Counsel Concentration



Legal Innovation



Negotiation Program

WORK EXPERIENCE

16 Weeks - Fulltime

