# LAW PRACTICE PROGRAM TRAINING 2022 PORTFOLIO

*(Note: the training was followed by a 4 month work experience with a lawyer, during which Candidates had the same status as with an articling position)*

## GENERAL OVERVIEW

→ Training ran from August 29th to December 19th, 2022; 17 weeks of training in a simulated work environment; interactive online simulation of a law practice, using technologies including Zoom and D2L.

→ Candidates are organized in "law firms" of 3 – 6, each with a practicing lawyer as a Mentor (2 Mentors over the 4 months).

→ Case files were developed by practicing lawyers. Files and related work were delivered to the law firms over time, and simultaneously – candidates juggled priorities.

→ The training was work, not school. Candidates came ready for work, and were expected to conduct themselves as though they were working, throughout the training.

## GENERAL – COMPLETED DELIVERABLES

### General File Work

- ✓ Open new files; conduct conflict checks; receive and review instructions from Senior partners, law clerks and others; receive and review correspondence; review resources, including video "meetings" with Senior Partners (i.e. our "Subject Matter Experts" – SMEs); prepare memos to file; docket time (all matters, billable and non-billable).
- ✓ Firms engage with the Clio file management system, Google Drives for file creation/management/ collaboration and sharing, and Zoom Video Conferencing.
- ✓ Prepare for and attend weekly web conference Firm Meetings with Partner/Mentor, including discussions on Professionalism and Ethics, Client Management and Practice Management issues.
- ✓ File discussions among Firm and with Mentor to review work.
- ✓ LPP file management review ("file audit").
- ✓ Participate in weekly Monday morning web conference meetings with Managing Partners.
- ✓ Participate in "live" Case File SME webinars including with:
    - Administrative Law: Jacqueline Swaisland
    - Business Law: Arlene O'Neill
    - Civil Law: Patrick Brown and Jim Davidson
    - Criminal Law: Robin Flumerfelt and Paula Seymour
    - Family Law: Sheri Hirschberg
    - Real Estate Law: Raquel Levine
    - Wills & Estates: Ian Hull

LAW PRACTICE PROGRAM

## Intensive Trial Advocacy

Intensive Trial Advocacy Program (with advance prep-work and draft Case Brief for the Dolan File), led by Sheila Block and Prof. Jim Seckinger and a team of litigation expert Advisors. The three individual workshops culminated in a final trial in which Candidates conducted direct and cross examinations, acted as witnesses, and did an opening or a closing. This was the largest simulated set of simultaneous Zoom trials.

Candidates completed the following:

- ✓ Prepare for trial
- ✓ Draft Questions for Examination-in-Chief and Cross-Examination
- ✓ Prepare an opening and closing statement
- ✓ Prepare for and play witness for their own side
- ✓ Conduct trial/examination-in-chief and cross-examination
- ✓ Conduct an opening or closing statement at the trial

## Innovation in Law and Business Planning

- ✓ Consideration to both the Rules of Professional Conduct and the use of technology/modern business practices.
- ✓ Firms looked at marketing and networking; the modern approach with technology; and the money and financials. Participated in several relevant expert meetings and engaged in a Design Workshop using the online visual collaboration tool, MURAL.
- ✓ Innovation in Law and Business workshops, including sessions with Paolo and Darlene Tonelli, Codify Legal Publishing Inc.;

## Additional Non-Specific File Work

- ✓ Complete the Stitt, Feld, Handy Negotiation Program, including live workshops and an Online Negotiation Course resulting in Certification
- ✓ Participate in the Self-Represented Litigant (SRL) series of sessions and workshops with the National Self-Represented Litigants Project (NSRLP), including meetings with SRLs
- ✓ Participate in Legal Research Workshops with Experts Jon Khan, Brooke MacKenzie, and Caroline Mandell, as well as complete 3 individual varied Legal Research matters and written Memoranda; 8 Urgent Research Memoranda; and a Case Comment
- ✓ Online Legal Research training for Lexis Advance Quicklaw and WestlawNext Canada
- ✓ Participate in live Drafting Webinars with Inga Andriessen and complete
- ✓ 2 additional Drafting Assignments (Commercial Contract; Employment Contract) and draft a reporting letter to the client explaining the draft agreement
- ✓ Engage in Client Interview and Communication Workshops with Ian Hull, Stephanie Mitchell and Client Simulators through TMU's Live Action Simulation Program

- ✓ Engage in Teamwork Presentations, Workshops and Deliverables with Dr. Pat Sniderman
- ✓ Intensive In-house Counsel Webinars, Panels and Workshops, and submission of two In-house Counsel Scenario deliverables, with experts Anne Feehely (BMO), Alana Georgas (MAG, MHLTC), Jennifer Hall (MAG, Ontario)), Lynn Korbak (Toromont), Judy Naiberg (Rogers), Thomas Santram (Cineplex)
- ✓ In-house Coffee Chat with approximately 20 In-house Counsel
- ✓ Online File "Audit"/Practice Management Review with Independent Reviewer
- ✓ Monthly Professionalism Quizzes reviewing all professionalism themes covered throughout the Training
- ✓ Docketing all file and non-file, billable and non-billable time using Clio
- ✓ Monthly PD Sessions including themes: Resume and Cover Letter Writing; Preparing for the Interview; Outreach and Networking; Preparing for your Work Experience; and additional PD sessions in the winter
- ✓ Participate in additional presentations and workshops, including:
    - LawPro;
    - Intellectual Property with Reshika Dhir and Tamara Winegust;
    - OBA President Karen Perron;
    - LSO Treasurer Jacqueline Horvat;
    - Wellness and Emotional Intelligence in the Legal Profession;
    - Innovation with Paolo Tonelli
    - Business of Law with Darlene Tonelli
    - National Day for Truth and Reconciliation speakers Saga Williams and TMU Elder, Joanne Dallaire;

# SIMULATED CASE FILES – COMPLETED DELIVERABLES

## Administrative Law File (Immigration/Refugee Matter)

- ✓ Conduct Client Interview and make meeting notes
- ✓ Draft Basis of Claim and Review Documentary Disclosure
- ✓ Draft email to client regarding document requirements
- ✓ Research on documents, personal, & country conditions
- ✓ Review and Respond to Urgent Client Message
- ✓ Research and Research Memo
- ✓ Review Transcript of Hearing
- ✓ Prepare for and Present Oral Submissions at Hearing

## Business Law Files (Incorporation and Business Acquisition)

- ✓ Conduct legal research and draft a memorandum on the modernization of corporate law and legal services in Ontario (creating a more welcoming province for business in Ontario, the use of electronic signatures – when and what makes it valid, and resolving vexatious registrations without going to court)
- ✓ Conduct legal research and draft Options memo re Business Structure Options
- ✓ Conduct Client Interview and make meeting notes
- ✓ Review and Analyse Incorporation Documents
- ✓ Review Corporate Profile Reports
- ✓ Draft Letter of Intent
- ✓ Draft Closing Agenda
- ✓ Review Articles of Incorporation
- ✓ Draft Share Purchase Agreement
- ✓ Draft a Non-Competition Agreement
- ✓ Research and Draft Legal Memorandum on Non-Competition Agreements
- ✓ Consider and develop strategy/options for Client
- ✓ Draft Third Party Consents
- ✓ Draft Promissory Note
- ✓ Respond to the urgent telephone message from the Senior Business Partner
- ✓ Prepare single draft closing agenda
- ✓ Review and assess Corporate Minute Book
- ✓ Draft Corporate Ratifying Resolutions
- ✓ Review an Initial Due Diligence Request List

## ⚖ Civil Litigation Files (Personal Injury File - half of the Cohort represented the Plaintiff; half the Defendant):

- ✓ Conduct a Client Intake Meeting
- ✓ Draft Retainer Agreement and Additional Emails/Letters to the Client
- ✓ Review Correspondence from Other Side
- ✓ Research and prepare a legal memo – current state of the law in relation to the definition of a spouse and cohabitation and the factors involved in determining such
- ✓ Subsequent Client Meetings
- ✓ Create Client Interview Notes
- ✓ Consider and develop strategy/options for Client
- ✓ Draft Statement of Claim or Statement of Defence
- ✓ Prepare a Jury Notice
- ✓ Review Pleadings of other side
- ✓ Review Affidavit of Documents
- ✓ Review email correspondence or phone message from client and prepare an email response
- ✓ Prepare for and Conduct Examinations for Discovery with Client/Witness

## Criminal Law File (half the cohort represented the Crown; half the Accused)

- ✓ Research and Prepare Memo on the Test on the bail hearing including what the key sections and cases are
- ✓ Prepare a negotiation strategy with an outline to the approach
- ✓ Conduct a negotiation
- ✓ Document the result of the negotiation
- ✓ Prepare for Guilty Plea and Sentencing
- ✓ Conduct Guilty Plea and Sentencing

## Family File (half the cohort represented the Applicant; half the Respondent)

- ✓ Conduct Client Interviews and complete/submit notes of meetings
- ✓ Draft Family Pleadings (half drafted an Application; the other half a Response); and review other side's Pleadings
- ✓ Prepare an affidavit in response to or in support of a motion to reinstate parenting time
- ✓ Prepare for and argue the motion
- ✓ Conduct Research on relocating or moving a child after separation or divorce and draft a memo
- ✓ Review Video and Prepare a Reflection Paper on Intimate Partner Violence

## 🏚 Real Estate File

- ✓ Review video meetings by Jeff Lem about Title Searching in Ontario and Most Common Registration Mistakes
- ✓ Review video meetings by Lawyer Done Deal about drafting and Agreement of Purchase and Sale using OREA forms and RealtiWeb
- ✓ Review the Annotated Residential Agreement of Purchase and Sale
- ✓ Conduct Search of Title through Teraview
- ✓ Professionalism Research on the Implications of Users Sharing their Teraview Personal Security Package (PSP)
- ✓ Prepare Real Estate Purchase Agreement Memo
- ✓ Prepare a Vendors Closing Certificate Review
- ✓ Draft Statement of Funds
- ✓ Review Requisition letter
- ✓ Review other side's answers to requisitions Draft Statement of Funds
- ✓ Draft Statement of Adjustments
- ✓ Review Closing Documents (including Direction re Funds and Title; Undertakings; Statutory Declarations, Mortgage Documents, Acknowledgements, Consents to Act, Document Registration Agreement)
- ✓ Review Title Plus Insurance Policy
- ✓ Review Draft Reporting Letter
- ✓ Prepare Draft Final Invoice
- ✓ Prepare for and Conduct Senior Partner Meeting re Closing Documents

## Wills and Estates File

- ✓ New Client Interview, confirming Representation and Capacity
- ✓ Draft Client Meeting Notes
- ✓ Draft Memo to File
- ✓ Draft email to client
- ✓ Respond to Telephone Message from Beneficiary
- ✓ Draft Power of Attorney for Property
- ✓ Draft Power of Attorney for Personal
- ✓ Draft Will
- ✓ Draft Summary of Steps When Executing the Will
- ✓ Draft Affidavit of Execution
- ✓ Draft Reporting Letter
- ✓ Review Accounts and Draft Final Invoice
- ✓ Respond to Client Concern re Invoice