

DRAFT LSN PRACTICE TOOLKIT (June 9, 2021)

Index

1. BASIC REGULATORY REQUIREMENTS

1.1 RESPONDING TO THE LAW SOCIETY

1.2 ANNUAL MEMBERSHIP RENEWAL

1.3 INSURANCE [PRIVATE PRACTICE]

1.4 BOOKS OF ACCOUNT [PRIVATE PRACTICE]

1.5 CLIENT IDENTIFICATION/VERIFICATION

1.5.1 Identification

1.5.2 Verification

1.6 COMPULSORY PROFESSIONAL DEVELOPMENT (CPD)

1.7 REPORTING REQUIREMENTS

1.7.1 Change in Office/Mailing Address

1.7.2 Trust Shortages

1.7.3 Potential Claims

1.7.4 Criminal/Quasi-Criminal Charges

1.7.5 Insolvency/Bankruptcy

1.7.6 Unsatisfied Judgments

1.7.7 Resignation

1.7.8 Private Practice Closure

1.7.9 Duty to Report Under the *Code of Professional Conduct*

2 PRACTICE MANAGEMENT 101

2.1 CONFIDENTIALITY

2.2 CLIENT/FILE LISTS

2.2.1 Conflict Checking

2.2.2 File Reviews

2.3 ENGAGEMENT/RETAINER LETTERS

2.4 CALENDARING/DIARIZING

2.5 CHECKLISTS/WORKFLOWS/TEMPLATES/PRECEDENTS

2.6 CLIENT COMMUNICATION

2.7 OTHER DOCUMENTATION

2.8 CLIENT PROPERTY

2.9 BILLING

2.10 BOOKKEEPING

2.11 FILE CLOSURE/RETENTION/DESTRUCTION

2.12 PRACTICE ABSENCES/INTERRUPTION/SUCCESSION PLANNING

3 INFORMATION TECHNOLOGY

3.1 PRACTICE MANAGEMENT/ACCOUNTING SOFTWARE

3.2 DOCUMENT CREATION/ MANAGEMENT

3.3 LEGAL RESEARCH

3.3.1 CanLII

3.3.2 Nunavut Court of Justice Library

3.3.3 Law Society of Ontario Great Library

3.3.4 Westlaw/Quicklaw/HeinOnline

3.4 SECURITY

3.5 CLIA CYBER INSURANCE MINIMUM STANDARDS

4 WELLNESS

- a. RECOGNIZING POTENTIAL SIGNS/ISSUES
- b. NuLAP
- c. VICARIOUS TRAUMA/COMPASSION FATIGUE
- d. MANAGING WELLNESS
 - i. Blocking off Time
 - ii. Time Management/Focus
 - iii. Healthy Habits
 - iv. Support

5 NEW PRIVATE PRACTICE CHECKLIST

6 PRO BONO