

JUNE 19 & 20, 2009, SFU HARBOUR CENTRE, VANCOUVER
Legal Administrators Conference • Law Office Management – A Primer
Attend both or either events!

Sponsored by the BCLMA

As administrators of law firms, you perform many tasks. As managers, you have a duty to ensure that your firm is compliant with every requirement.

As leaders, you need to be able to help the partners identify the significant changes and how these will impact their firm and to prepare it to meet these developments.

Separately, the pressures on the practice of law continue to be unrelenting because of globalization. For BC firms to remain competitive, the barriers to trade will have to be come down. As a consequence, law firms will not be exempt from this expectation (*i.e., the cost of law has to decline*).

The conference will help you appreciate these major trends, while the law office management course will help small firm and functional managers appreciate the different areas of responsibility.

In two days, we will provide you with an appreciation of:

1. important policy changes that affect the profession as a whole and in specific circumstances litigation and solicitor practice areas;
2. the legislative and regulatory framework that your firm must comply with including privacy, client identification, trust administration and cash rules;
3. the role of technology as a means to communicate and to transact with clients, the government, and the judiciary; and
4. the strategies in dealing with human resource related issues, particularly those that are generational.



Opening Keynote Speaker: Mr. Gordon Turriff, QC President of the Law Society of BC

Registration:(taxes included) includes materials

- Two Event Rate \$840.00
- Single Event Rate \$441.00 *select* Legal Administrators Conference *or* Law Office Management – A Primer Conference: Please *select* your afternoon track: Litigation Corporate
- Materials only please \$236.25 each Conference Law Office Management

MR/MS _____	EMAIL _____	
FIRM _____	TEL _____	FAX _____
ADDRESS _____		
OFFICE USE ONLY	EMAIL _____	
Registered _____	AREAS OF PRACTICE _____	
Paid _____	YEARS OF EXPERIENCE _____	

In partnership with:



Presented by:

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Law Courts Center 150-840 Howe Street, Vancouver, BC Canada V6Z 2L2
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LAW OFFICE MANAGEMENT

JUNE 20, 2009

This course has been prepared to help the legal administrative managers of small and midsize law firms. It begins with a discussion of ethics and client identification and verification rules. Then it moves to what types of systems can be used to produce a consistent desired end result – that of providing quality legal services to your clients on a timely basis.

The afternoon session includes a hands-on training on Trust Account Reporting led by Ms. F. Ciolfitto of the Law Society. Then you will talk about current issues relating to human resource management and preparing for various situations including partner departures and emergencies.

Areas of discussion:

A. Operations

Compliance with the Law Society
Compliance with PIPA
Opening & Closing Files

B. Finances Trust Accounts

C. Human Resource Management

D. Departure, Disability, Disbarment

E. Crisis Management Planning

LEGAL ADMINISTRATORS CONFERENCE JUNE 19, 2009

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8:30 to 9:00 AM	Welcome and Opening Remarks, Dom C. Bautista, Executive Director Law Courts Center Stephanie Marsh, President BCLMA
9:00 to 10 AM	The Rule of Law Gordon Turriff, QC President, Law Society of BC
10:00 to 10:15 AM	Break
10:15 to 11:00 AM	Practice Development Tips to Grow A Practice Susan Van Dyke, President Legal Marketing Association Vancouver Chapter
11:00 to 12:00 PM	HR Strategies to Manage the Economic Challenges A Panel Discussion: Moderator: Jan Whyte
12:00 PM to 1 PM	Lunch (<i>on your own</i>)
1:00 to 4:30 PM	<i>Select</i> Litigation <i>or</i> Corporate Track (see below)
2:30 - 2:45 PM	Break
2:45 to 3:15 PM	How the Law Library Can Make a Difference in Your Practice Teresa Gleave, Manager Library Services, Fasken Martineau
3:15 to 4:15 PM	Can You Do Everything? Paul Gossen, Executive Transformation-
4:15 to 4:30	Wrap Up

Select One:	Litigation Track	Corporate Track
1:00 to 1:45 PM	Access to Justice and Why the Civil Rules were Reviewed Robert Goldscmid Lawyer, Ministry of AG	Filings Under <i>Business Corporations Act</i> – A Review Cathie MacKenzie, Senior Examiner BC Registries Services
1:45 to 2:30 PM	Electronic Filing - A Primer Pat White Product Manager Court Services Online	Land Title Electronic Filing, Developments and Enhancements Tim Jowett, Deputy Registrar Sandy King, Program Analyst Land Title & Survey Authority