



Professionalism and Practice Management for Paralegals appearing Before the Landlord and Tenant Board 2017

Chair: **Joseph Hoffer**, *Cohen Highley LLP*

October 31, 2017
12:00 p.m. – 1:30 p.m.
Total CPD Hours = 1.5 Professionalism Hours

LIVE WEBCAST ONLY
Toronto, ON

CLE17-01008

Agenda



12:00 p.m. – 12:05 p.m. **Welcome and Opening Remarks**

Joseph Hoffer, Cohen Highley LLP

12:05 p.m. – 12:20 p.m.	Confirming Client Retainers and Scope of Services in a High Volume Practice David Ciobotaru, Paralegal, <i>D & D Associates Paralegal Professional Corporation</i>
12:20 p.m. – 12:35 p.m.	How to Deal with Client Capacity and Human Rights Issues at the Landlord and Tenant Board Emma Sims, Paralegal, <i>Cohen Highley LLP</i>
12:35 p.m. – 12:50 p.m.	From Hired Gun to Officer of the Court: Treating Unrepresented Parties with Respect Benjamin Ries, <i>Downtown Legal Services</i>
12:50 p.m. – 1:05 p.m.	Responding to Law Society Complaints Made by Unrepresented Parties Joseph Hoffer, <i>Cohen Highley LLP</i>
1:05 p.m. – 1:20 p.m.	Joint Client Retainers and Avoiding Conflicts of Interest Jane Ferguson, Barrister and Solicitor
1:20 p.m. – 1:30 p.m.	Question and Answer Session
1:30 p.m.	Program Ends