



## DRAFTING FOR PARALEGALS

Chair: **Elaine Page, *Page Paralegal***

**October 30, 2017**

**9:00 a.m. to 12:00 p.m.**

**CPD Hours = 3 h Professionalism <sup>P</sup>**

**The Law Society of Upper Canada  
130 Queen St. West  
Toronto, ON**

**SKU CLE17-01007**

### **Agenda**

**9:00 a.m. – 9:05 a.m.**

**Welcome and Opening Remarks**

*Elaine Page, Page Paralegal*

**9:05 a.m. – 9:15 a.m.**

**Drafting: Are You Communicating What you intend to Communicate?**

*Elaine Page, Page Paralegal*

<b>9:15 a.m. – 10:00 a.m.</b>	<b>Making your Writing Easy to Read</b>  Ryan Standil, <i>Write to Excite</i>
<b>10:00 a.m. – 10:30 a.m.</b>	<b>Pleadings, Affidavits, Written Submissions and More</b>  Kelly Draycott, <i>Kelly Draycott Paralegal</i>  Elaine Page, <i>Page Paralegal</i>
<b>10:30 a.m. - 10:40 a.m.</b>	<b>Question and Answer</b>
<b>10:40 a.m. – 10:55 a.m.</b>	<b>Coffee and Networking Break</b>
<b>10:55 a.m. – 11:15 a.m.</b>	<b>Social Media and Drafting</b>  Laurie Marshall, <i>Marmac Legal and Immigration LLP</i>
<b>11:15 a.m. – 11:50 a.m.</b>	<b>Why Drafting Can Make or Break Your Case A View from the Decision-Makers</b>  The Honourable Laura Ntoukas Small Claims Court Administrative Judge <i>Superior Court of Justice</i>  Ruth Carey, Vice-Chair, <i>Landlord and Tenant Board</i>  Lynn Wheatley, Deputy Judge, <i>Small Claims Court</i>
<b>11:50 a.m. – 12:00 p.m.</b>	<b>Question and Answer</b>
<b>12:00 p.m.</b>	<b>Program Ends</b>