

Best Practices for Paralegals Dealing with Self-Represented Parties

CHAIR: **Christina De Palma**, *De Palma & Associates Legal Services PC*

October 20, 2023

9:00 a.m. to 11:00 a.m.

**Total CPD Hours = 1 h + 30 m Substantive + 20 m Professionalism ^P
+ 10 m EDI Professionalism ^e**

Law Society of Ontario

SKU CLE23-01008

Agenda

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| 9:00 a.m. – 9:05 a.m. | Welcome

<i>Christina De Palma, De Palma & Associates Legal Services PC</i> |
| 9:05 a.m. – 9:10 a.m. | Paralegal Rules of Conduct to Consider (5 m ^e)

<i>Christina De Palma, De Palma & Associates Legal Services PC</i> |
| 9:10 a.m. – 9:30 a.m. | Best Practices before the Small Claims Court (5 m ^e)

<i>Reilly Cservenyi, Dean Cservenyi LLP</i> |
| 9:30 a.m. – 9:50 a.m. | Best Practices before the Landlord Tenant Board

<i>Lyndsay Dubois, J & N Paralegal Services</i> |

- 9:50 a.m. – 10:00 a.m. Question and Answer Session**
- 10:00 a.m. – 10:10 a.m. Break**
- 10:10 a.m. – 10:30 a.m. How to Take Over a File from a Self-Represented Party (10 m )**
Robert Barber, Prevail Paralegal Services Professional Corporation
- 10:30 a.m. – 10:50 a.m. Dealing with Self Represented Parties: Other Things to Consider (10 m )**
Michael Radan, Municipal Property Assessment Corporation (MPAC)
- 10:50 a.m. – 11:00 a.m. Question and Answer Session**
- 11:00 a.m. Program Ends**