

Effective Legal Drafting for Paralegals 2025

CHAIR: **Monica Basso, Paralegal and Prosecutor, *City of Oshawa***

May 9, 2025

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

Total CPD Hours = 2 h 30 m Substantive + 15 m Professionalism  + 15 m EDI Professionalism 

Law Society of Ontario

SKU CLE25-00503

Agenda

9:00 a.m.- 9:05 a.m.

Welcome, Opening Remarks and Introductions

Monica Basso, Paralegal and Prosecutor, *City of Oshawa*

9:05 a.m. – 9:35 a.m.

Foundations of Effective Legal Writing

- **Understanding Core Principles**

Monica Basso, Paralegal and Prosecutor, *City of Oshawa*

- **Crafting Clear, Concise, and Persuasive Content**

Deborah Moriah, *Moriah Paralegal*

9:35 a.m. – 10:05 a.m.

Structuring Legal Documents

- **Logical Frameworks for Clarity**

Gavin Phillips, Workers' Compensation Consultant and Paralegal,
School Boards' Co-operative Inc.

- **Best Practices**

Lachelle Arevalo, Workers' Compensation Case Manager,
TELUS Health

10:05 a.m. – 10:15 a.m.	Questions and Answer
10:15 a.m. – 10:25 a.m.	Break
10:25 a.m. – 11:05 a.m.	Drafting with Precision: Rules and Compliance <ul style="list-style-type: none"> Adhering to Legal and Procedural Rules Ashley Somerville, Community Legal Worker/Paralegal, <i>Landlord's Self-Help Centre</i> Avoiding Common Pitfalls Heather Woodside, Municipal Prosecutor, <i>City of Ottawa</i>
11:05 a.m. – 11:35 a.m.	Advanced Drafting Strategies <ul style="list-style-type: none"> Applying Strategies Outside Traditional Areas Michael Benoit, Workers' Compensation Specialist, <i>ClaimAssure</i> From Draft to Impact: Techniques for Effective Lobbying Chantelle Campbell, <i>Legal Advocacy Services</i>
11:35 a.m. – 11:50 a.m.	Panel Discussion – Insights and Best Practices <p>Moderator: Monica Basso, Paralegal and Prosecutor, <i>City of Oshawa</i></p> <p>Panelists: Lachelle Arevalo, Workers' Compensation Case Manager, <i>TELUS Health</i> Michael Benoit, Workers' Compensation Specialist, <i>ClaimAssure</i> Chantelle Campbell, <i>Legal Advocacy Services</i> Deborah Moriah, <i>Moriah Paralegal</i> Gavin Phillips, Workers' Compensation Consultant and Paralegal, <i>School Boards' Co-operative Inc.</i> Ashley Somerville, Community Legal Worker/Paralegal, <i>Landlord's Self-Help Centre</i> Heather Woodside, Paralegal and Prosecutor, <i>City of Ottawa</i></p>
11:50 a.m. – 12:00 p.m.	Questions and Answers
12:00 p.m.	Program Ends