

This program contains 1 hour and 30 minutes Professionalism Content

Legal Writing for Students and New Lawyers: Writing Effective Memoranda of Law

Thursday, October 5, 2017

5:15 p.m. – 6:45 p.m. (Registration at 5:00 p.m.)

TLA Lawyers Lounge, 2nd Floor, 361 University Avenue Court House

Anyone can write a memo; writing an effective one is a challenge and presents an opportunity for you to excel and stand out. Learn how to improve your memo-writing skills in this hands-on program. There will be a Q&A at the end, so bring your questions.

Participants are encouraged to submit writing samples in advance. Parts of the samples will be used as teaching tools to demonstrate:

- Drafting in plain language, including theory and practical application
- Being sensitive to clients' circumstances, special needs, and intellectual capacity (e.g., language, gender, socioeconomic status, demeanour)
- Practice management tips (timing, file-management, defensive practice, limitations of advice etc.)

Submissions may be sent in advance of October 1st to: info@tlaonline.ca (personal identifiers will be removed).

Speakers:

Neil Guthrie, Director, Professional Development, Research & Knowledge Management, Aird & Berlis LLP
Mark Gannage, Small Claims Court Deputy Judge & TLA Board of Directors

Sponsored by:



Registration Fee:

Members \$45.00 + HST (\$5.85) = \$50.85; Non-Members \$75.00 + HST (\$9.75) = \$84.75

No refunds after September 28, 2017. An administrative fee of \$25.00 will be applied to all cancellations.

Snacks and refreshments will be provided. Space is limited, no walk-ins.

[Register online now](#) or complete this registration form and return with payment.

Registration info 



Courtroom Series

TLA NUTSHELL REGISTRATION FORM

Event: **Legal Writing for Students and New Lawyers: Writing Effective Memoranda of Law**

Name: _____

Firm: _____

Address: _____

Email: _____ Phone: (____) _____

(for registration confirmation & receipt)

Payment

HST # R106989569

I am enclosing a cheque for: \$ 50.85 (TLA members) or \$84.75 (Non members)

Or please charge my credit card: **Visa** **Master Card** Total amount: _____

Card number: _____ Expiry date: ____/____

Name on Card: _____ **CVV2:** _____


Forward cheque payable to:


The Toronto Lawyers Association, Court House Library, 361 University Avenue, Toronto Ontario M5G 1T3

*Photo Release

The Toronto Lawyers Association (TLA) reserves the right to use any photographs and/or video content taken by them during this event. By registering for this event, you hereby acknowledge and agree that the TLA may photograph and/or videotape you at this event, as well as use this media content for future educational and promotional activities/materials, without further notification or any compensation to you. You also acknowledge and agree to waive any right to inspect or approve future educational and promotional materials that may include photographs and/or video content of you. If you have concerns regarding the use of photographs or video content, please contact us at info@tlaonline.ca.

 events@tlaonline.ca

 Fax: 416-947-9148

 Phone: 416-327-5700

Web: www.tlaonline.ca