

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

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

Students and new lawyers are frequently asked to write memoranda of law for lawyers and/or their clients. The purpose is to answer one or more questions based on a specific set of facts arising from the client's situation. A memo thoroughly analyses the germane law, applies it to those facts and arrives at a conclusion. The ability to write an effective legal memorandum is an essential skill early in one's legal career.

Of course you know how to write a legal memo. But writing a clear, useful and powerful memo is more challenging and presents an opportunity for you to excel and stand out. Learn how to improve your memo-writing skills in this hands-on program. You are encouraged to submit in advance your writing samples. (You may remain anonymous and all confidential information must be removed.) Parts of some samples will be used as a teaching tool. There will also be a Q&A at the end.

Writing samples may be sent before October 1st to: info@tlaonline.ca (personal identifiers will be removed).

Speakers:

Mark Gannage, Litigation Solicitor, Toronto

Neil Guthrie, Director, Professional Development, Research & Knowledge Management, Aird & Berlis LLP, Toronto

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: ____/____

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

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