



E-Discovery! Are you ready?

DATE: Friday November 20, 2009

TIME: Registration: 8:30 a.m. – 9:00 a.m.
Program: 9:00 a.m. – 5:00 p.m.

LOCATION: Fanshawe College
369 Finkle Street
Woodstock, Ontario

COST: \$175.00 for Members
\$225.00 for Non-Members
\$175.00 for Students

Do you have the knowledge and resources to work on a file involving E-discovery?

E-discovery requires an understanding of the current laws as they relate to E-discovery, the procedures and practices that are to be followed, and the technology of today. This program is specifically for law clerks practicing in all areas of law where e-discovery or forensics may play a role.

By January 2010 Rules 29 and 30 of the Rules of Civil Procedure will be amended to include the new procedures to be followed in respect of E-discovery. Do you know what they are? Are you ready? Do you know where to go for information, advice, precedents or forms?

The agenda for this program is as follows:

<u>Morning Session:</u>	<u>Afternoon Session:</u>
<u>The rise of E-discovery</u> What is E-Discovery? The Sedona Canada Principles Rules & Standards in Ontario that apply to E-Discovery The EDRM Model – The basics OBA Model Documents & Checklist The importance of Proportionality Resources – Websites, Associations and Vendors	<u>Technology Basics</u> Bits and Bytes – KB & GB Volumes E-Mail Basics – MetaData & Spoliation Laptops, Hard Drives, LANs, Raids and Networks Storage and Archival Media Sources Backup v Archive Forensics – What is it and when is it necessary Tools of the Trade for Forensics and E-Discovery

Pamela Fontaine-Peters of Micrapol Associates Ltd. and Jeff Caines, Manager of E-discovery, with Platinum Legal will be our esteemed guest speakers.

Don't miss out on this very informative and compelling program!

THE COMPLETED REGISTRATION FORM ATTACHED TO THIS FLYER MUST BE RECEIVED WITH PAYMENT NO LATER THAN Friday November 13, 2009 BY THE INSTITUTE OF LAW CLERKS OF ONTARIO, OR FOR PAYMENT BY VISA fax to (416) 214-6255. (Receipts will be issued) PLEASE NOTE: A minimum of 20 attendees is required for this program to proceed. All applicants will be advised in advance if the program is cancelled.



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****** RETURN REGISTRATION FORM TO: ******

The Institute of Law Clerks of Ontario
20 Adelaide Street East, Suite 502
Toronto, Ontario M5C 2T6
For Payment by Visa fax to (416) 214-6255

Please check one: Member \$175.00 [] Non-Member \$225.00 [] Student \$175.00 []

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Note: You are not registered until payment has been received by the ILCO office.

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Registrant's Name: _____ Firm Name: _____

Address: _____ Telephone No: _____

_____ E-Mail Address: _____

Receipts will be mailed to address provided

If you have any questions, please contact our office at 416-214-6252 or by e-mail to [Lindsey Bombardier@ilco.on.ca](mailto:Lindsey_Bombardier@ilco.on.ca)

CANCELLATION AND REFUND POLICY:

Cancellation and requests for refunds **must be submitted in writing** to the office of the Institute at least five (5) business days prior to the date of the program in order to be entitled to a refund. ALL refund requests received at least five (5) business days prior to the date of the program will be subject to a \$25.00 administration fee. Any refund request received by the Institute any date later than five (5) business days prior to the program date will be submitted to the Institute's Continuing Legal Education Committee for its review and consideration.

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