



**THE INSTITUTE OF LAW CLERKS OF ONTARIO ("ILCO")
PRESENTS A FELLOWSHIP COURSE IN**

LITIGATION SUPPORT DOCUMENT MANAGEMENT

**JANUARY 7, 2009 - MARCH 25, 2009
6:00 p.m. - 9:00 p.m.**

ILCO is pleased to announce a Litigation Support Document Management Fellowship Course to its members and to the legal community.

This practical and solutions orientated course will be instructed by Potter Farrelly & Associates ("PFA") a leader in the Litigation Support field.

With the introduction of *The Sedona Canada Principles, the Guidelines for the Discovery of Electronic Documents in Ontario* and the issuance of the *National Model Practice Direction for the Use of Technology in Civil Litigation* by the Canadian Judicial Council, electronic document management and litigation support is fast becoming an essential component of litigation in Canada.

Currently, the Ontario litigation support and document management industry has no educational standard against which to assess the expertise of law clerks in the industry. By successfully completing this 12 session course, the participants will be able to confidently work within a team, on a litigation support/document management project, and will have knowledge about the legal process that facilitates such a project to ensure its success.

PROGRAM PURPOSE

This Fellowship Course will provide you with a solid background of practical knowledge in the areas of litigation support/document management.

This highly interactive course is designed exclusively for law clerks, litigation support professionals, associates and partners in law firms and corporations with an appreciation of large scale document review and production practices.

TRAINING STRATEGIES

A mixture of the following training strategies will be used to keep the course interesting, topical and relevant:

- a) Lectures given by industry specialists;
- b) Workshops;
- c) Demonstrations of software;
- d) Case studies; and
- e) Assessment in the form of a protocol and project plan for a litigation support document management task.

LEARNING OUTCOME

On completion of this course participants will be able to:

- (a) Identify the skills necessary for successful litigation support, including
 - Relevant discipline knowledge;
 - Document management;
 - Team leadership;
 - Time management;
 - Conflict resolution ability; and
 - Negotiation; and
 - Electronic case and court management;
- (b) Demonstrate those skills in the workplace; and
- (c) Assess law clerk's abilities to be Supervisors or team leaders.

COURSE CONTENT

- Orientation to Litigation Support and Document Management;
- Legal Process and Rules;
- Project Management Overview;
- Risk Management;
- Preparation of a matter; asking the right questions;
- Managing a matter from commencement to completion;
- Management of electronic files;
- Legal specific software solutions and evaluation;
- Litigation support and document management outsourcing;
- Legal specific software solutions;
- eCourt technology;
- Quality Assurance;
- Building and Using Multi functional teams;
- Negotiating and conflict resolution; and
- Evaluation: Case studies and lessons learnt.