




Legal Education  
Society of Alberta

## WHAT'S INSIDE

**Effective Legal Support: Civil Litigation**

**Effective Legal Support: Family Law**

**Effective Legal Support: Wills and Estates**



## Discover tips and strategies

to increase legal support staff  
efficiency and effectiveness in the  
areas of civil litigation, family law,  
and wills and estates.

Your lifelong partner in continuing legal excellence



## WHO SHOULD ATTEND

These programs are targeted to legal support staff and to lawyers who train or supervise legal support staff.



All 3 courses will be available as Seminars on Demand.



### EFFECTIVE LEGAL SUPPORT: CIVIL LITIGATION | CODE: 32052

**CALGARY** | September 12, 2017 | 9:00 AM–4:30 PM

**Glenmore Inn & Convention Centre** | 2720 Glenmore Trail SE

**EDMONTON** | September 19, 2017 | 9:00 AM–4:30 PM

**Chateau Louis Hotel & Conference Centre** | 11727 Kingsway NW

#### **CHAIR: Maureen McCartney-Cameron**

Jensen Shawa Solomon Duguid Hawkes LLP | Calgary

#### **FACULTY**

**Robert Armstrong QC** | Calgary Police Service | Calgary

**Christy Elliott** | Parkland Fuel Corporation | Calgary

**Erin Runnalls** | Gowling WLG (Canada) LLP | Calgary

**Shane Sackman** | Law Society of Alberta | Calgary

**Michael Sestito** | Bennett Jones LLP | Edmonton

**Wilma Shim** | Alberta Justice and Solicitor General - Legal Services | Calgary

**Cassandra Sutter** | Jensen Shawa Solomon Duguid Hawkes LLP | Calgary

Familiarize yourself with the role of legal support staff in managing civil litigation matters. Engage in an overview of civil litigation actions, including pleadings, applications, questioning, costs, and trial preparation. Analyze relevant sections of the *Rules of Court*, and learn how they affect litigation matters.

**THANK YOU** The success of our programs relies on the generous contributions of time, talent, and energy from all our volunteers. We greatly appreciate the work of our volunteers and their service to the profession.





# Effective Legal Support

(Civil Litigation, Family Law, and Wills and Estates)



## EFFECTIVE LEGAL SUPPORT: FAMILY LAW | CODE: 32056

**CALGARY** | October 3, 2017 | 9:00 AM–4:30 PM

**Glenmore Inn & Convention Centre** | 2720 Glenmore Trail SE

**EDMONTON** | October 12, 2017 | 9:00 AM–4:30 PM

**Chateau Louis Hotel & Conference Centre** | 11727 Kingsway NW

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**CHAIR:** **Michelle MacKay** | Gordon Zwaenepoel | Edmonton

Learn essential skills to enhance legal support staff productivity, review a family law litigation file from start to finish, and discuss proper procedures for courthouse proceedings and family law agency matters.

Receive tips for managing self-represented litigants and emotional clients, analyze the document production process in a litigation file, learn where to find and properly store shared documents, and more.



## EFFECTIVE LEGAL SUPPORT: WILLS AND ESTATES | CODE: 32063

**EDMONTON** | November 15, 2017 | 9:00 AM–4:30 PM

**Chateau Louis Hotel & Conference Centre** | 11727 Kingsway NW

**CALGARY** | November 22, 2017 | 9:00 AM–4:30 PM

**Glenmore Inn & Convention Centre** | 2720 Glenmore Trail SE

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### CHAIR

**Sherrilynn J. Kelly** | Parlee McLaws LLP | Calgary

Explore applications for probate and estate administration in both standard and more complex matters. Hear from the Office of the Public Guardian and Trustee about its role in a variety of estate administration scenarios. Improve your ability to manage complex files with the most up-to-date information available in estate administration.



Legal Education Society of Alberta

# REGISTER ONLINE

Reserve your spot in these programs.

**01** | Visit [LESA.org](http://LESA.org).

**02** | Enter code (see inside this brochure) into the search field.

**03** | Add to your cart, **complete** your purchase, and **mark** your calendar.

## MORE REGISTRATION OPTIONS

**MAIL:** 2610 - 10104 103 Avenue Edmonton, Alberta T5J 0H8 | **EMAIL:** [info@lesa.org](mailto:info@lesa.org)

**PHONE:** 780.420.1987 | **TOLL FREE IN AB:** 1.800.282.3900 | **FAX:** 780.425.0885

**EFFECTIVE LEGAL SUPPORT: CIVIL LITIGATION**  Calgary (Sept. 12/17)  Edmonton (Sept. 19/17)

**EARLY BIRD:** On or before August 15, 2017 \$355 + GST  **REGULAR:** \$395 + GST

I am unable to attend this program, but please email me when the Seminar on Demand (materials and video recordings) is available.

**EFFECTIVE LEGAL SUPPORT: FAMILY LAW**  Calgary (Oct. 3/17)  Edmonton (Oct. 12/17)

**EARLY BIRD:** On or before August 29, 2017 \$355 + GST  **REGULAR:** \$395 + GST

I am unable to attend this program, but please email me when the Seminar on Demand (materials and video recordings) is available.

**EFFECTIVE LEGAL SUPPORT: WILLS AND ESTATES**  Edmonton (Nov. 15/17)  Calgary (Nov. 22/17)

**EARLY BIRD:** On or before October 10, 2017 \$355 + GST  **REGULAR:** \$395 + GST

I am unable to attend this program, but please email me when the Seminar on Demand (materials and video recordings) is available.

*Lunch is included for all programs.*

LESA offers a range of Access Bursaries on select programs.

- I live more than 125km (one way) driving distance (25% reduction in fees)\*
- I live more than 250km (one way) driving distance (50% reduction in fees)\*
- I am a law student or student-at-law (25% reduction in fees)

A limited number of Access Bursaries are available, including bursaries on the basis of financial need. Please contact the LESA office for details. \*From nearest seminar site as set out in Appendix II of the Legal Aid Tariff. Remit fees where applicable.



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FIRM: \_\_\_\_\_

EMAIL/PHONE NUMBER: \_\_\_\_\_

DIETARY RESTRICTIONS/SPECIAL NEEDS: \_\_\_\_\_

VISA  MASTERCARD  CHEQUE

TOTAL ENCLOSED: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_

**GUARANTEE:** We take pride in offering high quality programs. If this program does not meet your expectations, please contact us about our money back guarantee.

**CANCELLATIONS:** Registration fees, less a \$50.00 administration fee, will be refunded for cancellations received in writing at least 3 full business days prior to the seminar. Refunds cannot be given after that date; however, seminar materials, if any, will be forwarded. Registrant substitution is permitted at all times.

**RECORDING:** This program is being audio/video recorded and will be retained by LESA for the purpose of providing legal education.