



THE CANADIAN BAR ASSOCIATION
L'ASSOCIATION DU BARREAU CANADIEN
New Brunswick Branch • Division du Nouveau-Brunswick



Support for the Supporters: *Civil Litigation Tips and Strategies for Legal Assistants and Paralegals*

English Session
Séance en anglais

June 7, 2017
Office of the Law Society of NB
68 Avonlea Court
9 am - 4 pm

Lunch is included in your registration fee.

Legal assistants and paralegals are on the “front lines” of a law firm. As such, it is important to have the knowledge and skills to work with both clients and lawyers. Join us for the day to enhance your people management skills, learn tips, and gain valuable information for your day to day work.

CHAIR

Ryan P. Burgoyne, Cox & Palmer & Chair of the CBA Civil Litigation Section, Fredericton

PROGRAM

WHEN NEGATIVITY STRIKES: COMMUNICATING DESPITE NEGATIVE BEHAVIOUR

Cathy Lockhart, Homewood Health

Negative behaviors can dampen any conversation and can spin a web of negativity around any activity. This session will review some helpful strategies to assist with recognizing some common negative behaviors and how to effectively communicate when negativity is present.

CONFIDENTIALITY

Jennifer Thomas, Stewart McKelvey, Fredericton

What you need to be aware of to protect your firm and its clients.

PRIORITIZING WORK EFFICIENTLY

Jennifer Thomas, Stewart McKelvey, Fredericton

Prioritizing your work efficiently is one of the best ways to succeed as an administrative professional. This session will give you tools to get and stay organized.

GOLDMINE OR MINEFIELD? THE INTERNET AND SOCIAL MEDIA

Carole Chan, McInnes Cooper, Moncton

This session will provide a thorough overview of the current social media landscape as both a tool for law clerks and as a potential minefield that needs to be navigated with care.

“I WILL SURVIVE”: PREPARING FOR LENGTHY TRIALS

Leanne Murray, McInnes Cooper, Fredericton

This presentation will delve into essential strategies for preparing for lengthy, complex trials, including:

- Key areas to focus on in the months and days before trial;
- Trial logistics;
- Tips for collecting and organizing documentary and viva voce evidence during trial for maximum efficiency at the closing arguments stage.

PREPARING AFFIDAVIT OF DOCUMENTS

Caitlin Mahoney, Cox & Palmer, Moncton

Preparing an Affidavit of Documents can be a long and arduous task. This presentation will offer some practical tips to help you, as well as discuss the relevant Rules of Court and important rulings from the New Brunswick Courts.

Registration Form

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Registration Fees:

Registration fee for full day session:
\$225.00 + HST = \$258.75

Special discount fee for support staff:
\$135 + HST = \$155.25

*Your registration fees include lunch which will take
place on site from noon until 1 pm.*

Nom/Name: _____ Cabinet/Firm: _____

Adresse/Address: _____

Tél/Phone: _____ Téléc/Fax: _____

Courriel/Email: _____

Mode de paiement/Form of Payment

chèque/cheque (libellé à l'Association du Barreau Canadien/payable to the Canadian Bar Association)

Visa Master Card American Express

No. de carte/Card Number: _____

Date d'expiration/Expiry Date: _____ Code de sécurité (3#)/Security code (3#): _____

Signature/signature: _____

Registration Fee Refund: There will be a 20% administration charge on any cancellations received in writing by the CBA Branch of-
fice up to three (3) business days before the program. No refunds after that, although materials, if any, will be forwarded. Registra-
tion substitution is permitted. ABC-NB-CBA reserves the right to cancel sessions due to low registration.

422 York St., Fredericton, NB E3B 3P7

Tel./Télé.: 506-452-7818 Fax./Télé.: 506-459-7959 Email/Courriel: cle@cbanb.com www.cba.org/nb



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