WAUGH & Co
Barristers & Solicitors

Waugh & Co. is comprised of 2 lawyers and 3 staff. Our emphasis is on detail-oriented deliverables as opposed to volume transactions and our work product is customized to the individual needs of clients.

While we complete many standard residential real estate transactions and estate plans, our specialty is on client needs outside of the ordinary: complex co-ownership agreements, title opinions, customized litigation support where real estate is involved and preservation of property. About half of the firm's referrals come from lawyers for both opinions, settlement transactions and real estate advice in a litigation matter.

Collegiality is extremely important at Waugh & Co because a supportive and friendly environment produces the best work and we work generally collaboratively.

As an articling student, you will be responsible for:
• preparing transaction documents
• attendance and note taking at client meetings
• drafting estate planning and estate administration documents
• communicating with clients
• drafting and reviewing leases, promissory notes, mortgages, co-ownership agreements, etc.
• preparation of spreadsheets for opinions and complex transactions
• issue spotting on client intake
• legal research:
    ○ solicitor's negligence
    ○ professional responsibility
    ○ title opinions
    ○ tax as it relates to real estate
    ○ new legislation affecting real estate transactions and estate planning
• basic accounting, including exposure to trust accounting, LSO compliance documents, preparing wires, in-person banking, as required, and invoicing

Who you are:
• a candidate for law school graduation in spring 2027 or a recent law school graduate
• demonstrated interest in a solicitor's practice
• strong communication, writing and research skills
• experience with MS Word and Excel
• detail-oriented with excellent time management skills
• the ability to work independently and set appropriate deadlines while also being able to work collaboratively
• strong critical thinking skills

Additional details:
- This position is fully in-person for the first 4 months with the ability to work from home 1 day a week afterward, if appropriate
- The office is located in Toronto West, Liberty Village at Dovercourt and Queen St. West
- Position start date: May 3, 2027, with some flexibility on the start date for the right candidate
- Interested applicants should submit a cv, cover letter and undergraduate and law school transcripts to: tannis@waughfirm.com with the subject header: Articling Position
- **Deadline for submission is January 4, 2027**