



# FLEC

*Family Law Educational Courses*



**Course:** Family Law Basics ... ready, set, go!

**Instructor:** Wendy Matthews,  
Senior Family Law Paralegal

**We supply:** In-person power point presentation ("PPP") in your office boardroom!  
Handouts including various forms, check sheets, precedents, etc.  
Printed and digital versions of the PPP and Handouts  
CPD credits of 1.0 hours

**You supply:** As many lawyers, articling students, paralegals, legal assistants that you can  
fit into your boardroom!  
Computer and screen for USB presentation  
Photocopying of Handouts

## Course Details

For established lawyers, it's a great refresher to pick up new strategies to assist with your practice. For those new to the practice of law, you will learn valuable tools, techniques, and information.

This course is also a great start for new lawyers, articling students, paralegals, and legal assistants.

It will provide support staff with important tips so they can work together with their lawyers more efficiently.

Materials include an Interview check sheet for support staff to complete when new clients book their first appointment. This provides the lawyer with the basic facts and some insight on the issues to discuss with the client.

Learn what the Law Society requires for remote client verification, and the supporting documents.

Includes a Family Violence screening check sheet.

Learn what information is available for Self-Represented Litigants ("SRLs") and how it can benefit you too!

A review of the proper procedures for communicating with the Court, as well as tips on communicating the clients, SRLs, and opposing counsel.

Learn the proper way to sign letters and documents when the responsible lawyer is not present to do so.

Understand how to calculate various time lines so deadlines are not missed!

And much more!

## Course Subjects

BF systems  
File Management  
Client Contact  
Designated Paralegals  
1<sup>st</sup> appointment Interview sheet  
Conflict Checks  
Client Identification &  
Verification (including remote)  
Definition of Spouse  
Jurisdiction  
Grounds  
Family Violence screening  
Limitation date - spousal support  
Retainer Agreements  
Communicating with Clients  
Difficult Clients  
Communicating with Counsel  
Undertakings  
Communicating with SRLs  
Communicating with the Court  
Signing for another lawyer  
Computer Management  
Document Management  
Calculating Timelines  
Citing Authorities  
Tax Deductible Legal Fees  
Resources

For more information, contact Wendy Matthews at [wendylouisemattews@gmail.com](mailto:wendylouisemattews@gmail.com)  
Website: [www.FLECCourses.ca](http://www.FLECCourses.ca)