



FLEC

Family Law Educational Courses



Course: **Defended Actions** ... *from responding to an action to setting it down for trial!*

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 **2.5** 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 numerous sample letters and forms, as well as two check sheets for CPCs and for defended actions up to setting it down for trial!

Learn about demanding better particulars to pleadings and F8s; how to amend pleadings and responding to them; adding, removing or substituting parties; getting removed as the lawyer of record; CPP credit splits and Service Canada forms; employment pension forms; preparing F8 Financial Statement; enforcing F8 requirements; drafting Lists of Documents; demands for further documents and how to respond; JCC exemptions; orders made at JCCs and CPCs; Case Plan Proposals; judicial management and early assignment of a Trial Judge; and, setting trial dates.

Review the proper procedures, rules and/or forms for: personal and ordinary service of pleadings, including amended pleadings, JCC notices and CPC forms; RRSP Spousal Rollover form; F8 Financial Statements; JCCs; and, Statement of Information for Corollary Relief Proceedings.

Understand what a pleading is and when a Notice of Family Claim needs to be renewed; when a change of lawyer is in effect; what parts of an F8 Financial Statement are required; handling privilege documents; who must attend JCCs and CPCs; and much more!

Course Subjects

Responding to pleadings
Serving pleadings
Better particulars
Amending pleadings
Serving amended pleadings
Responding to amended pleadings
Adding, removing & substituting parties
Change of Lawyer
Notice of Intention to Withdraw
Pensions – CPP & forms
Pensions – Employment & forms
RRSP Spousal Rollover
F8 Financial Statements
Instructing client re F8
Completing & updating F8s
Rules re F8s including enforcement
Lists of Documents ("LODs")
Privileged documents
Managing & organizing documents
Drafting and amending LODs
Demanding and responding to request for further documents
Judicial Case Conferences
Case Planning Conferences
Judicial Management and Early Assignment of Trial Judge
Setting down trials
Form F102 requirements
Ordinary service by email

For more information, contact Wendy Matthews at wendylouisemattthews@gmail.com
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