



FLEC

Family Law Educational Courses



Course: #5 – Alternative Dispute Resolutions, and steps to Trial

Instructor: Wendy Matthews,
Senior Family Law Paralegal

We supply: In-person power point presentation (“PPP”) in your office boardroom!
Booklet including various forms, check sheets, precedents, etc.
Digital version of the PPP and/or Booklet
CPD credits of 3.0 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 supporting Booklet

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 court notices, Practice Directions, sample letters, Scott Schedules, court-related forms, discovery instruction sheet, expert report check sheets, sample Trial Record, and Trial Preparation work sheet.

Learn new procedures to book court dates in the future; how to prepare for mediations and the significance of a Certificate of Mediation; how to calculate witness fees; updating Lists of Documents with discovery requests; preparing Read-Ins; new rules re TMCs and Trial Briefs; and, how to prepare a Trial Record.

Review of various Alternative Dispute Resolutions and the procedures for voluntary and demanded mediation; offers to settle; using Interrogatories; rules regarding Transcript and Affidavit evidence, and pre-trial examination of witnesses; various expert reports, their contents and service requirements; witness list and Will Say statements; Notices to Admit; contents of a Trial Certificate; and, other trial preparations required one month prior.

Understand how to calculate deadlines; importance of following up requests made at discoveries; serving Subpoenas; importance of updating Lists of Documents and F8s; when Form F102 and Certificates of Pleading are required; and much more!

Course Subjects

Booking and securing trial dates
Alternative Dispute Resolutions
Offers & settlement meetings
Scott Schedules
Mediation – voluntary & demand
Minutes of Settlement
Arbitration & Summary Trial
Examinations for Discovery
Witnesses & witness fees
Interrogatories
Notices to Produce
Depositions & Subpoenas
Expert Reports
Service by Email
Trial Management Conferences
Trial Briefs
Witness Lists & Will Say Statements
Updating F8s and Lists of Documents
Notices to Admit
Trial Records
F102 Statements
Certificate of Pleadings
Trial Certificates
Agreed Statement of Facts
Document Agreement
Book of Documents
Book of Authorities
Trial Binder
Courtroom Equipment
Interpreters
Settled or bumped trials
Written Submissions
Reasons for Judgment
Final Orders

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