**PROFESSIONAL RESPONSIBILITY**

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| Dishonest conduct - tribunal process - duties (rr. 5.1-1, 5.1-2(b), (e), (g), (j), and (k)) | 69(LR) | 3.4 |
| Dishonesty, fraud, etc. by client - lawyer’s duty (r. 3.2-7-8 and commentary) | 38(LR) | 2.4 |
| Disposing of client files | 78(R)-79(L) | 3.3 |
| Disputes between clients - Current client conflicts - prohibited to act for | 26(R)-27(L) | 5.1 |
| Disqualification - articling student - transfer between firms (rr. 3.4-21-22) | 31(LR) | 10.2 |
| Disqualification - law firm - transfer (rr. 3.4-20) | 31(L) | 10.1 |
| Disqualification - lawyer - transfer between firms (rr. 3.4-21-22) | 31(LR) | 10.2 |
| Disqualifying - Conflict of Interest - Pro Bono | 30(R) | 9 |
| Divided loyalties - conflict of interest (r. 1.1-1 and 3.4-1) | 25(LR) | 1 |
| Division of fees - joint retainer (r. 3.6-1 and commentary; r. 3.6-4 and commentary; and r. 4.1-1) | 44(L) | 2.1 |
| Division of fees - with non-licensee (r. 3.6-5, 3.6-7, 3.6-8 and commentary) | 46(R) | 3.1-3.2 |
| Division of fees (r. 3.6-5 - 3.6-7) | 46(L) | 3 |
| Docketing time - recording system | 80(R)-81(L) | 4.3 |
| Docketing time - time management | 80(R)-81(L) | 4.3 |
| Document drafting - technology | 81(R) | 5.2 |
| Document management systems - technology | 81(R) | 5.2 |
| Document registration agreement (DRA) - undertakings - real estate transaction | 64(R) | 3.4 |
| Documents - client file - return to client | 41(R)-42(R) | 3.3 |
| Documents - retained by lawyer after closing of file | 79(LR) | 3.4 |
| Documents to be retained by lawyer - Bylaw 9 | 79(LR) | 3.4 |
| Doing business with a client (r. 3.4-27-36) | 31(R)-33(R) | 11-11.7 |
| Drugs or alcohol - tribunal processes - shall not (r. 5.1-2(p) | 69(R) | 3.6 |
| Due diligence - ensure no conflict re transfers between law firms (rr. 3.4-23) | 31(R) | 10.3 |
| Duplicate cash receipt - sample | 108 | Figure 6 |
| Duplicate cash receipts book (6 years) - record keeping requirements | 101(R)-102(L);108 | 6.4.2; Figure 6 |
| Duration - duty of confidentiality (perpetual) | 19(R)-20(L) | 2.2 |
| Duty - abstain from threatening penal or regulatory proceedings (r. 3.2-5) | 38(L)66(L) | 2.32.1 |
| Duty - abuse tribunal process (r. 3.2-5, rr. 5.1-2(a) and (n)) | 68(R) | 3.1 |
| Duty - abusing, harrassing inconveniencing or intimidating witnesses (rr. 5.1-2(m), (o), 5.3-1, 7.2-6 and 7.2-8 - 8.2) | 69(R) | 3.5 |
| Duty - Administration of justiceEncourage respect for admin of justiceSeeking legislative/admin. changeSecurity of court facilitiesActing as mediatorRetired judges returning to practice | 66(L)66(L)66(L)66(R)66(R) | 5.1;5.2;5.3;5.4;5.5 |
| Duty - administrative change - seeking (r. 5.6-1 - 2) | 66(L) | 5.2 |
| Duty - advancement of legal profession | 5(R) | 4 |
| Duty - advertising fees (r. 4.2-2) | 76(L) | 2.2 |
| Duty - advertising legal services (rr. 4.2-0 - 4.2-1.2 and commentary) | \*Addendum 2-3 | 2.1 |
| Duty - advertising nature of practice/areas of practice | 76(L) | 2.3 |
| Duty - advocacy - concealment, destruction, or alteration of incriminating evidence (r. 5.1-2A) | 69(R)-70(R) | 3.7 |
| Duty - advocacy - defence counsel (r. 5.1-1) | 68(L) | 2.1 |
| Duty - advocacy - lawyer as advocate (rr. 5.1-1, 5.1-3 & 5.1-4 - 6) | 67(R)-68(L) | 2 |
| Duty - advocacy - lawyer as defence counsel (r. 5.1-1) | 68(L) | 2.1 |
| Duty - advocacy - prosecutor (r. 5.1-3) | 68(L) | 2.2 |
| Duty - affiliated entities - delegation | 85(L) | 7.6 |
| Duty - agreement on guilty pleas (r. 5.1-7 - 5.1-8) | 73(LR) | 8 |
| Duty - alcohol, drugs before tribunal process (r. 5.1-2(p) | 69(R) | 3.6 |
| Duty - appearances in public (r. 7.5) | 65(LR) | 4.3 |
| Duty - articling students - supervision | 83(R) | 7 |
| Duty - at first contact with client | 9(LR) | 1 |
| Duty - avoid conflicts of interest (r. 1.1-1 and r. 3.4-1) SEE: conflict of interest | 25(LR) | 1 |
| Duty - change - seeking legislative or administrative (r. 5.6-1 - 2) | 66(L) | 5.2 |
| Duty - check for conflict of interest (rr. 3.4-1-3.4-3 and commentaries) | 76(R)-77(R)35(R) | 3.1;13 |
| Duty - civility in communications | 63(L) | 3.2 |
| Duty - client - client files | 41(R)-42(R) | 3.3 |
| Duty - client - client property, money, & files (s. 3.5 and commentaries; By-law 9) | 40(R)-42(R) | 3 - 3.3 |
| Duty - client - client with diminished capacity (r. 3.2-9 and commentary) | 38(R) | 2.5 |
| Duty - client - client’s dishonesty, fraud, crime, illegal conduct (r. 3.2-7-8 and commentary) | 38(LR) | 2.4 |
| Duty - client - conveyance of property (r. 3.2-9.4, r. 3.2-9.7 and commentary) | 39(R) | 2.8 |
| Duty - client - encouraging settlement / ADR (r. 3.2-4) | 38(L) | 2.2 |
| Duty - client - errors and omissions (s. 7.8) | 40(L) 62(LR) | 2.10; 2.4 |
| Duty - client - examples list | 37(L) | Intro |
| Duty - client - fair & reasonable compensation (r. 3.6-1 and commentary; r. 3.6-4 and commentary; and r. 4.1-1) | 44(L) | 2.1 |
| Duty - client - financial responsibilities (r. 7.1-2 and commentary) | 82(R)-83(L) | 6.1 |
| Duty - client - honesty and candour (r. 3.2-2 and commentary) | 37(R) | 2.1 |
| Duty - client - language rights (rr. 3.2-2A-2B) | 40(L) | 2.11 |
| Duty - client - legal/medical reports (r. 3.2-9.1, r. 3.2-9.3 and commentary) | 39(L) | 2.7 |
| Duty - client - medical/legal reports (r. 3.2-9.1, r. 3.2-9.3 and commentary) | 39(L) | 2.7 |
| Duty - client - minor client (r. 3.2-9 and commentary) | 38(R) | 2.5 |
| Duty - client - mortgage transactions (r. 3.2-9.8 - 9.9) | 39(R) | 2.9 |
| Duty - Client - Privilege | 19(L) | 1 |
| Duty - client - retain third party on behalf of | 82(R)-83(L) | 6.1 |
| Duty - client - returning documents to client | 41(R)-42(R) | 3.3 |
| Duty - client - threatening penal or regulatory proceedings (r. 3.2-5) | 38(L)66(L) | 2.32.1 |
| Duty - client - title insurance (r. 3.2-9.4, r. 3.2-9.7 and commentary) | 39(R) | 2.8 |
| Duty - client - when advising clients | 37(R) | 2 |
| Duty - client file | 41(R)-42(R) | 3.3 |
| Duty - client file - closing | 78(R)-79(L) | 3.3 |
| Duty - client file - destroying closed file | 78(R)-79(L) | 3.3 |
| Duty - client file - documents to be retained after closing | 79(LR) | 3.4 |
| Duty - client file - maintaining | 77(R)-78(R) | 3.2 |
| Duty - client file - naming | 78(L) | 3.2 |
| Duty - client file - opening | 77(R)-78(R) | 3.2 |
| Duty - client file - organization | 77(R)-78(R) | 3.2 |
| Duty - client file - retaining closed file | 78(R)-79(L) | 3.3 |
| Duty - client file - storage | 77(R)-78(R) | 3.2 |
| Duty - client money | 41(R) | 3.2 |
| Duty - client property, money, & files (s. 3.5 and commentaries; By-law 9) | 40(R)-42(R) | 3 - 3.3 |
| Duty - client under duress/undue influence/pressure | 38(R)-39(L) | 2.6 |
| Duty - client under duress/undue influence/pressure - client’s wishes/instructions | 38(R)-39(L) | 2.6 |
| Duty - client under duress/undue influence/pressure - voluntariness | 38(R)-39(L) | 2.6 |
| Duty - client with diminished capacity (r. 3.2-9 and commentary) | 38(R) | 2.5 |
| Duty - client’s dishonesty, fraud, crime, illegal conduct (r. 3.2-7-8 and commentary) | 38(LR) | 2.4 |
| Duty - closing client file | 78(R)-79(L) | 3.3 |
| Duty - communication - courtesy, civility (r. 7.2.4 - 7.2.5) | 63(L) | 3.2 |
| Duty - communication - from other legal practitioners - reasonable promptness | 63(L) | 3.2 |
| Duty - communication - represented person as witness (rr. 5.3-1, 7.2 - 6A) | 71(L) | 4.2 |
| Duty - communication - second opinion | 63(R) | 3.3 |
| Duty - communication - sympathetic and unsympathetic witnesses | 71(R)-72(L) | 4.3.2 |
| Duty - communication - with jurors (r. 5.5-1, 5.5-4) | 72(LR) | 5.1 |
| Duty - communication - with media (r. 7.5) | 65(LR) | 4.3 |
| Duty - communication - with represented person / organization (rr. 7.2-6 - 8.2) | 63(R)-64(L) | 3.3 |
| Duty - communication - with witness giving evidence (r. 5.4-2) | 71(L)-72(L) | 4.3-4.3.2 |
| Duty - competence - efficient and timely service | 16(LR) | 1.4 |
| Duty - competence - judgment | 16(L) | 1.3 |
| Duty - Competence - knowledge - client’s matter | 15(R) | 1.1 |
| Duty - Competence - knowledge - Legal Principles | 15(R) | 1.1 |
| Duty - Competence - knowledge - Procedures |  |  |
| Duty - Competence - knowledge - Substantive Law | 15(R) | 1.1 |
| Duty - competence - manage client expectations |  |  |
| Duty - competence - practice management - manage staff, time, finances & client info; use & assess technologies and methods | 16(R) | 1.5 |
| Duty - Competence - Professional development | 17(L) | 1.6 |
| Duty - competence - quality of service | 17(LR) | 2 |
| Duty - competence -skills | 15(R) -16(L) | 1.2 |
| Duty - confidentiality SEE: Confidentiality | 19(L)-20(L) | 2 |
| Duty - confidentiality - prospective client | 9(R) | 1.1 |
| Duty - conflict checking - screen for conflict of interest (rr. 3.4-1-3.4-3 and commentaries) | 76(R)-77(R)35(R) | 3.1;13 |
| Duty - conflict of interest (r. 1.1-1 and r. 3.4-1) SEE: conflict of interest | 25(LR) | 1 |
| Duty - conveyance of property (r. 3.2-9.4, r. 3.2-9.7 and commentary) | 39(R) | 2.8 |
| Duty - court facilities - security - duty of confidentiality (r. 5.6-3) SEE ALSO: | 66(L)22(R) | 5.3;5.2 |
| Duty - courtesy and good faith | 5(LR) | 3 |
| Duty - courtesy and good faith - duty to lawyers and others (r. 7.2-1 - 3) | 62(R)-63(L) | 3.1 |
| Duty - courtesy in communications | 63(L) | 3.2 |
| Duty - criminal charges, convictions - self-report (r. 7.1-4.4; By-Law 8, s.2) | 61(R)-62(L) | 2.3 |
| Duty - criminal conduct before tribunals (rr. 5.1-1, 5.1-2(b), (e), (g), (j), and (k)) | 69(LR) | 3.4 |
| Duty - criminal proceeding - plea bargain (r. 5.1-7 - 5.1-8) | 73(LR) | 8 |
| Duty - defence counsel (r. 5.1-1) | 68(L) | 2.1 |
| Duty - delegation - affiliated entities | 85(L) | 7.6 |
| Duty - delegation - non-lawyers and support staff | 84(LR) | 7.3 |
| Duty - destroying closed client file | 78(R)-79(L) | 3.3 |
| Duty - diminished capacity client (r. 3.2-9 and commentary) | 38(R) | 2.5 |
| Duty - disclose confidential information - (where required by law) (r. 3.3-1.1) | 20(R) | 4.1 |
| Duty - disclose error, omission to professional liability insurer (s.7.8) | 40(L) 62(LR) | 2.10; 2.4 |
| Duty - disclose juror improper conduct (r. 5.5-2 - 5.5-3) | 72(R) | 5.2 |
| Duty - disclose jurors interest or connection with case or party (r. 5.5-2 - 5.5-3) | 72(R) | 5.2 |
| Duty - disclosure - examinations for discovery (r. 5.1-3.1) | 73(L) | 7 |
| Duty - discovery - lawyer’s obligations (r. 5.1-3.1) | 73(L) | 7 |
| Duty - dishonesty before tribunals (rr. 5.1-1, 5.1-2(b), (e), (g), (j), and (k)) | 69(LR) | 3.4 |
| Duty - docketing of time | 80(R)-81(L) | 4.3 |
| Duty - document registration agreement - real estate transactions | 64(R) | 3.4 |
| Duty - documents to be retained after closing of file | 79(LR) | 3.4 |
| Duty - drugs, alcohol before tribunal process (r. 5.1-2(p) | 69(R) | 3.6 |
| Duty - encourage client to report - dishonest conduct of another lawyer | 61(R) | 2.2 |
| Duty - encourage client to report dishonest conduct of another lawyer (r. 7.1-4 - 4.3) | 61(R) | 2.2 |
| Duty - encourage respect for administration of justice (rr. 5.6-1 and 7.2-1) | 66(L) | 5.1 |
| Duty - encourage settlement / ADR (r. 3.2-4) | 38(L) | 2.2 |
| Duty - error or omission - disclose to insurer (s.7.8) | 62(LR) | 2.4 |
| Duty - error or omission - duty to insurer | 60(R) | 2.4 |
| Duty - error or omission - report (s. 7.8) | 40(L) 62(LR) | 2.10; 2.4 |
| Duty - examinations for discovery (r. 5.1-3.1) | 73(L) | 7 |
| Duty - fair & reasonable compensation (r. 3.6-1 and commentary; r. 3.6-4 and commentary; and r. 4.1-1) | 44(L) | 2.1 |
| Duty - falsehood to tribunals (rr. 5.1-1, 5.1-2(b), (e), (g), (j), and (k)) | 69(LR) | 3.4 |
| Duty - fees - advertising of (r. 4.2-2) | 76(L) | 2.2 |
| Duty - fiduciary duty | 37(LR) | 1 |
| Duty - file management | 76(R)-79(R) | 3 - 3.4 |
| Duty - financial obligations - on behalf of client (r. 7.1-2) SEE ALSO: | 64(R); 82(R)-83(L) | 3.5;6.1 |
| Duty - financial reporting and compliance (By-Laws 8 and 9; Law Society Act, s. 57) | 83(R) | 6.3 |
| Duty - financial responsibilities | 82(R) | 6 |
| Duty - financial responsibilities - on behalf of client (r. 7.1-2 and commentary) | 82(R)-83(L) | 6.1 |
| Duty - financial responsibilities - retain third party on behalf of client | 82(R)-83(L) | 6.1 |
| Duty - firm names | \*Addendum 2-3 | 2.1 |
| Duty - fraud before tribunals (rr. 5.1-1, 5.1-2(b), (e), (g), (j), and (k)) | 69(LR) | 3.4 |
| Duty - good faith and courtesy - duty to lawyers and others (r. 7.2-1 - 3) | 62(R)-63(L) | 3.1 |
| Duty - hiring support staff | 83(R)-84(L) | 7.1 |
| Duty - honesty and candour (r. 3.2-2 and commentary) | 37(R) | 2.1 |
| Duty - illegal conduct before tribunals (rr. 5.1-1, 5.1-2(b), (e), (g), (j), and (k)) | 69(LR) | 3.4 |
| Duty - insurance - disclose error, omissions (s.7.8) | 62(LR) | 2.4 |
| Duty - insurance - duties after error, omissions (s.7.8) | 62(LR) | 2.4 |
| Duty - Integrity and civility | 5(L) | 2 |
| Duty - interests - outside interests (r. 7.3-1 - 2) | 65(L) | 4.1 |
| Duty - interviewing represented person (rr. 5.3-1, 7.2 - 6A) | 71(L) | 4.2 |
| Duty - interviewing witnesses (r. 5.3-1) | 70(R) | 4.1 |
| Duty - judges returning to practice (r. 7.7) | 66(R) | 5.5 |
| Duty - jurors - communications with (r. 5.5-1, 5.5-4) | 72(LR) | 5.1 |
| Duty - jurors - disclose juror improper conduct (r. 5.5-2 - 5.5-3) | 72(R) | 5.2 |
| Duty - jurors - disclose juror interest in or connection to case (r. 5.5-2 - 5.5-3) | 72(R) | 5.2 |
| Duty - jurors - improper conduct - duty to report | 72(L) | 5 |
| Duty - jurors - lawyer’s relations and communications with | 72(LR) | 5 - 5.2 |
| Duty - language rights of client (rr. 3.2-2A-2B) | 40(L) | 2.11 |
| Duty - law firm names | \*Addendum 2-3 | 2.1 |
| Duty - Law SocietyRespond promptlyPrevent unauthorized practiceWorking with unauthorized persons Cease practicing if suspendedSubmit to disciplinary authority | 59(LR)59(R)59(R)-60(L)60(L)60(R) | 1.1;1.2;1.3;1.4;1.5 |
| Duty - lawyer as advocate (rr. 5.1-1, 5.1-3 & 5.1-4 - 6) | 67(R)-68(L) | 2 |
| Duty - lawyer as defence counsel (r. 5.1-1) | 68(L) | 2.1 |
| Duty - lawyer as prosecutor (r. 5.1-3) | 68(L) | 2.2 |
| Duty - lawyer as witness (r. 5.2) | 72(R)-73(L) | 6 |
| Duty - lawyer dealing with jurors - relations with jurors SEE: Jurors - communications with | 72(LR) | 5 - 5.2 |
| Duty - lawyer dealing with witnesses SEE: Duty - witnesses | 70(R)-71(R) | 4-4.3.2 |
| Duty - lawyer in public office (r. 7.4-1) | 65(L) | 4.2 |
| Duty - lawyer, paralegal misconduct - Duty to Report (r. 7.1-3) SEE ALSO: | 61(LR);22(R)-23(L) | 2.1;5.3 |
| Duty - lawyer’s duty in examinations for discovery (r. 5.1-3.1) | 73(L) | 7 |
| Duty - lawyers and othersCourtesy and good faithCommunicationsCommunications with represented persons, providing second opinionsUndertakings and Trust ConditionsFinancial obligations | 62(R)-63(L)62(L)63(L)-64(L)64(LR)64(R) | 3.1;3.2;3.3;3.4;3.5 |
| Duty - legal / medical reports (r. 3.2-9.1, r. 3.2-9.3 and commentary) | 39(L) | 2.7 |
| Duty - legal professionReport misconductEncourage clients to report dishonestyReporting criminal charges/convictionsReporting errors and omissions | 61(LR); 61(R); 61(R)-62(L); 62(LR) | 2.1;2.2;2.3;2.4 |
| Duty - legal services - marketing, advertising (rr. 4.2-0 - 4.2-1.2 and commentary) | \*Addendum 2-3 | 2.1 |
| Duty - legislative change - seeking (r. 5.6-1 - 2) | 66(L) | 5.2 |
| Duty - lie to tribunals (rr. 5.1-1, 5.1-2(b), (e), (g), (j), and (k)) | 69(LR) | 3.4 |
| Duty - limitation period - to advise client regarding | 78(L) | 3.2 |
| Duty - limited scope retainer clients | 11(R) | 2.5 |
| Duty - loyalty | 37(L) | 1 |
| Duty - loyalty - prohibited use of client information (r. 3.3-1) | 23(L) | 6 |
| Duty - LSUC | 59(L) | 1 |
| Duty - maintaining client file | 77(R)-78(R) | 3.2 |
| Duty - making legal services available (s. 4.1) | 75(R) | 2 |
| Duty - marketing legal services (rr. 4.2-0 - 4.2-1.2 and commentary) | \*Addendum 2-3 | 2.1 |
| Duty - mediator (r. 5.7) | 66(R) | 5.4 |
| Duty - medical / legal reports (r. 3.2-9.1, r. 3.2-9.3 and commentary) | 39(L) | 2.7 |
| Duty - minor client (r. 3.2-9 and commentary) | 38(R) | 2.5 |
| Duty - misconduct of lawyer, paralegal - duty to report (r. 7.1-3) SEE ALSO: | 61(LR);22(R)-23(L) | 2.1;5.3 |
| Duty - mistreating witnesses (rr. 5.1-2(m), (o), 5.3-1, 7.2-6 and 7.2-8 - 8.2) | 69(R) | 3.5 |
| Duty - multi-discipline practices (r. 7.8-1) | 65(R) | 4.4 |
| Duty - naming of client file | 78(L) | 3.2 |
| Duty - nature of practice - advertising (r.4.3-1 and commentary; By-Law 15) | 76(L) | 2.3 |
| Duty - not to influence tribunal process (rr. 5.1-2(c) and (d)) | 69(L) | 3.3 |
| Duty - not to mislead tribunal process (rr. 5.1-2(e), (f), (h), (i), (l)) | 68(R)-69(L) | 3.2 |
| Duty - not to practice - suspension / restriction of License (rr. 7.6-1.2 to 7.6-1.4; By-Law 7.1, Part II; and By-Law 9, Part II.1) | 60(L) | 1.4 |
| Duty - of Lawyer to Service to client | 9(L) | Intro |
| Duty - offering legal services (s. 4.1) | 75(R) | 2 |
| Duty - omissions and errors - report (s. 7.8) | 40(L) 62(LR) | 2.10; 2.4 |
| Duty - opening client file | 77(R)-78(R) | 3.2 |
| Duty - organization of client file | 77(R)-78(R) | 3.2 |
| Duty - others - Administration of justice SEE: Duty - Administration of Justice | 65(R)-66(R) | 5 |
| Duty - others - Law Society | 59(L) | 1 |
| Duty - others - lawyer and others | 62(R)-64(R) | 3 |
| Duty - others - legal profession SEE: Duty - legal profession | 61(L)-62(R) | 2 - 2.4 |
| Duty - others - uphold integrity of profession | 64(R)-65(L) | 4 |
| Duty - outside interests - cannot interfere with lawyer obligations (r. 7.3-1 - 2) | 65(L) | 4.1 |
| Duty - paralegals - supervision | 85(L) | 7.5 |
| Duty - payments on behalf of client (r. 7.1-2 and commentary) | 82(R)-83(L) | 6.1 |
| Duty - plea bargain (r. 5.1-7 - 5.1-8) | 73(LR) | 8 |
| Duty - practice management | 75(L) | Intro |
| Duty - practice management - advertising fees(r. 4.2-2) | 76(L) | 2.2 |
| Duty - practice management - advertising legal services (rr. 4.2-0 - 4.2-1.2 and commentary) | \*Addendum 2-3 | 2.1 |
| Duty - practice management - advertising nature of practice (r.4.3-1 and commentary; By-Law 15) | 76(L) | 2.3 |
| Duty - practice management - closing client file | 78(R)-79(L) | 3.3 |
| Duty - practice management - conflict checking (rr. 3.4-1-3.4-3 and commentaries) | 76(R)-77(R)35(R) | 3.1;13 |
| Duty - practice management - destroying closed client file | 78(R)-79(L) | 3.3 |
| Duty - practice management - docketing time | 80(R)-81(L) | 4.3 |
| Duty - practice management - documents to be retained after closing | 79(LR) | 3.4 |
| Duty - practice management - file management | 76(R)-79(R) | 3 - 3.4 |
| Duty - practice management - financial reporting and compliance (By-Laws 8 and 9; Law Society Act, s. 57) | 83(R) | 6.3 |
| Duty - practice management - financial responsibilities | 82(R) | 6 |
| Duty - practice management - financial responsibilities - on behalf of client (r. 7.1-2 and commentary) | 82(R)-83(L) | 6.1 |
| Duty - practice management - firm names | \*Addendum 2-3 | 2.1 |
| Duty - practice management - hiring support staff | 83(R)-84(L) | 7.1 |
| Duty - practice management - maintaining client file | 77(R)-78(R) | 3.2 |
| Duty - practice management - making legal services available (s. 4.1) | 75(R) | 2 |
| Duty - practice management - marketing legal services (rr. 4.2-0 - 4.2-1.2 and commentary) | \*Addendum 2-3 | 2.1 |
| Duty - practice management - naming client file | 78(L) | 3.2 |
| Duty - practice management - opening client file | 77(R)-78(R) | 3.2 |
| Duty - practice management - organizing client file | 77(R)-78(R) | 3.2 |
| Duty - practice management - privacy SEE: Privacy | 86(L) | 9.1 |
| Duty - practice management - retaining closed client file | 78(R)-79(L) | 3.3 |
| Duty - practice management - storing client file | 77(R)-78(R) | 3.2 |
| Duty - practice management - supervision of support staff | 84(LR) | 7.3 |
| Duty - practice management - technology - advertising, marketing, providing legal services | 81(LR) | 5.1 |
| Duty - practice management - technology - backup | 82(L) | 5.3 |
| Duty - practice management - technology - security measures | 82(L) | 5.3 |
| Duty - practice management - technology - special considerations | 82(L) | 5.3 |
| Duty - practice management - technology - update | 82(L) | 5.3 |
| Duty - practice management - tickler system - time management | 80(LR) | 4.2 |
| Duty - practice management - time docketing | 80(R)-81(L) | 4.3 |
| Duty - practice management - time management | 79(R)-81(L) | 4 - 4.3 |
| Duty - practice management - time planning | 79(R)-80(L) | 4.1 |
| Duty - practice management - time reminder systems | 80(LR) | 4.2 |
| Duty - practice management - training support staff | 84(L) | 7.2 |
| Duty - preparing witnesses (r. 5.3-1) | 70(R) | 4.1 |
| Duty - prevent paralegals - unauthorized practice (r. 7.6-1) | 59(R) | 1.2 |
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| Law Society - mandate | 1(L) | 1 |
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| Law Society - primary functions | 1(L) | 1 |
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| Lawyer - communication w witnesses - unsure - best practice | 72(L) | 4.3.3 |
| Lawyer - dealing with witnesses | 70(R) | 4 |
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| Practice arrangements and business structures - permitted (By-Law 7) | 75(L) | 1 |
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| Practice management - client file - storage | 77(R)-78(R) | 3.2 |
| Practice management - closing client file | 78(R)-79(L) | 3.3 |
| Practice management - Competence - manage staff, time, finances & client info; use & assess technologies and methods | 16(R)-17(L) | 1.5 |
| Practice management - conflict checking | 76(R)-77(LR); 35(R) | 3.1; 13 |
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| Practice management - duty of competence - manage staff, time, finances & client info; use & assess technologies and methods | 16(R)-17(L) | 1.5 |
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| Practice Management - managing administrative and business aspects of practice | 85(LR) | 8 |
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| Practice management - privacy - application of PIPEDA | 86(LR) | 9.2.1 |
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| Practice management - technology - update | 82(L) | 5.3 |
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| Practice management - time docketing | 80(R)-81(L) | 4.3 |
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| Practice management - time planning | 79(R)-80(L) | 4.1 |
| Practice management - time reminder systems | 80(LR) | 4.2 |
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| Practice management - use of technology | 81(R) | 5.2 |
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| Privacy - application of PIPEDA - law practice | 86(LR) | 9.2.1 |
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| Privileged communication - duty to protect | 19(LR) | 2 |
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| Professional development - education and licensing | 1(L) | 1.2 |
| Professional development - lawyers | 1(L) | 1 |
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| Professional liability insurance - required | 85(L) | 8 |
| Professional misconduct - definition (r. 1.1-1, 2.1-1, s.7.8.2) | 60(R) | 1.5 |
| Professional regulation - LSUC | 1(R) | 1.3 |
| Professionalism - Advancement of the legal profession | 5(R) | 4 |
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| Professionalism - Courtesy | 5(LR) | 3 |
| Professionalism - Duty - components | 5(L) | 1 |
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| Prospective client - screen for conflict of interest (r.3.4-1 and commentary) | 25(R) | 3 |
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| Records - identification and verification of client | 13(R) | 3.3 |
| Referral - privacy concerns - client | 87(L) | 9.2.2 |
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| Related persons (allowable) - Acting for transferor (vendor) and transferee (purchaser) | 30(L) | 8.3 |
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| Report - duty to client - errors or omissions (s. 7.8) | 40(L) 62(LR) | 2.10; 2.4 |
| Reporting - and compliance - financial responsibilities (By-Laws 8 and 9; Law Society Act, s. 57) | 83(R) | 6.3 |
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| Represented person - witnesses (rr. 5.3-1, 7.2 - 6A) | 71(L) | 4.2 |
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| Verification and identification of client - Records | 13(R) | 3.3 |
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| Verification and identification of client - withdrawal obligations | 13(R) | 3.4 |
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