

Success Summit for Paralegals, Law Clerks & Legal Assistants

MAY 18TH 2023

The Hamilton Law Association | 45 Main Street East, Suite 500
1:00 PM - 4:00 PM

Planners: **Lisa Allen & David Thompson**, Scarfone Hawkins LLP



This program contains: 3.00 HOURS OF PROFESSIONALISM CONTENT

This organization has been approved as an Accredited Provider of Professionalism Content by The Law Society of Ontario

*Registration opens and **lunch provided** at 12:15pm*

Topics Covered:

- File lists, tasks, tickler systems to maximize efficiency
- Best Billing Practice - satisfy clients, maximize revenue and collections, and minimize accounts receivable
- Tips and Best Practices for Effective Communication
- Legal research and HLA/Library Tour and Resource Review
- Workplace Challenges - Panel Discussion

Wine and cheese networking reception afterwards

**REGISTRATION FEES (INCLUDES MATERIALS, LUNCH, WINE & CHEESE): ALL ATTENDEES:
\$106.19 +HST= \$120.00**

Registration

Name: _____ * Firm: _____ *

City: _____ * Email: _____ *

PAYMENT METHOD*

Credit Card (VISA MasterCard) Cheque OR Invoice Me

Credit Card Number: _____ Expiry: _____

Cardholder Name: _____ CVV Number: _____

Confirm Amount: _____

* Required Field

Thank you to our sponsors!



Refund Policy: Registration fee less then 25% plus HST is refundable if cancellation is received at least FIVE working days before the program



E-Mail this form to:
events@hamiltonlaw.on.ca



Fax this form to:
905-572-1188



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