

The Law Society  
*of British Columbia*



# RESOURCES FOR BC LAWYERS

An at-a-glance guide to the Law Society of BC

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## Practice resources

The Law Society offers a wealth of practice resources on its website to help members in the following areas: client identification and verification, client service and communications, confidentiality, conflict of interest, incorporation precedents, marketing, model letters, office organization, retainer agreements, statutory declarations and technology. Visit [lawsociety.bc.ca](http://lawsociety.bc.ca) for more information.

### Articling registry

An initiative of the Law Society and the Canadian Bar Association, this online registry connects articling students with lawyers across BC. Members can post available positions and browse potential applicants.

### *Beat the Clock: Timely lessons from 1,600 lawyers*

Prevent missed deadlines by adopting the simple practices and procedures laid out in this guide. Covering over 70 risk management tips, *Beat the Clock* is a must-read for all BC lawyers.

### Checklists manual

Checklists are divided into nine areas: client identification and verification, corporate and commercial, criminal, family, human rights, immigration, litigation, real estate and wills and estates. Checklists are updated annually and are available online.

### Locum registry

An important part of maintaining a busy and successful practice is planning necessary leaves to promote work-life balance. A locum can help maintain your practice while you are away and keep your office running smoothly.

### Succession planning

There are many reasons why you may have to wind up your practice—a transfer between firms, retirement, sudden illness or accidental death. It is critical to have a plan in place. The Law Society offers online resources to help you develop and implement a succession plan, including checklists and precedents.

### Trust accounting handbook

This how-to guide provides lawyers and bookkeepers with a comprehensive overview of best practices for setting up books and records. It also includes practice tips and a sample workbook that illustrates the recording of common day-to-day trust account transactions.



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## Practice support

### Equity and diversity

The Law Society has resources to help law firms promote equity and diversity, including a business case for the retention and advancement of women lawyers in private practice and a range of model policies related to workplace equality.

EMAIL [diversity@lsbc.org](mailto:diversity@lsbc.org)

### Equity Ombudsperson

A free and confidential service for lawyers, articulated students, law firm staff and human resources professionals regarding harassment and discrimination.

EMAIL [achopra1@novuscom.net](mailto:achopra1@novuscom.net) or CALL 604-687-2344

### Interlock

Free and confidential counselling on a wide range of personal, family and work-related concerns, funded by the Law Society. Available to all BC lawyers, articulated students and their immediate families.

CALL 604-431-8200 or 1-800-663-9099

### Lawyers Assistance Program

Provides free and confidential peer support, counselling, referrals and interventions for lawyers, their families, support staff and articulated students suffering from alcohol or chemical dependencies, stress, depression or other personal problems.

CALL 604-685-2171 or 1-888-685-2171

### Practice advisors

Law Society practice advisors are staff lawyers who provide confidential\* advice in areas such as: client identification and verification, confidentiality and privilege, conflicts, ethics, fraud prevention, lawyer-lawyer relationships, marketing, mobility, practice management, systems and technology.

EMAIL [advisor@lsbc.org](mailto:advisor@lsbc.org)

*\* except in cases of trust fund shortages*



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## Member services

Provides assistance and information to members in the following areas: address changes, admissions, articling, call ceremonies, fees, law corporations, membership status changes, membership reinstatement, transfer of membership to BC and unclaimed trust funds.

EMAIL [memberinfo@lsbc.org](mailto:memberinfo@lsbc.org) or CALL 604-605-5311

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## Lawyers Insurance Fund

The Lawyers Insurance Fund manages the insurance program for BC lawyers. The program provides both professional liability insurance for negligence and trust protection coverage for theft. Although reports of claims and potential claims must be in writing, LIF claims counsel are available to speak with you by telephone about a matter you have not yet reported. Any information you provide is kept confidential and will not be disclosed except in accordance with the terms of the Policy.

LIF also publishes risk management materials such as *Beat the Clock*, the seminal guide to avoid missing limitations and deadlines, and articles relating to fraud prevention for lawyers.

For detailed information about the insurance program, including insurance policies, reporting guidelines, answers to coverage questions, program reports, contact information and risk management materials, visit the "Insurance" section of the Law Society website.

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## Online learning

The Law Society has developed a series of free online learning resources for BC lawyers.

Log on to [learning.lawsociety.bc.ca](http://learning.lawsociety.bc.ca) to access the following courses:

### Building your practice

Designed to be self-paced, this course offers concise modules on topics relevant to building a law practice, with a focus on sole practitioners and small firm lawyers. Topics include business planning, client development, client service and use of technology.

### Communications toolkit

Poor communication is a common thread that runs through many of the complaints the Law Society receives about lawyers. This course describes common problem areas and provides examples of how communication can be improved.

### Practice refresher

Developed to assist lawyers resume practice after an absence of one to seven years, this course provides a refresher on core concepts, substantial and procedural developments, as well as client and office management.

### Small firm practice

This course offers learning modules on practice issues of interest to sole practitioners and small firm lawyers, including practice management, trust accounting, technology issues and pitfalls of practice.



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## Publications

### ***Benchers' Bulletin***

A quarterly publication in paper and electronic form that focuses on news of interest to the profession, including policy and regulatory matters, work of committees and task forces, Law Society programs and activities, and practice and ethical issues.

### **Committee and task force reports**

Reports from Law Society committees and task forces, both past and present, are available on the Law Society website.

### ***E-Brief***

An electronic news service that features news about Bencher activities and other items of interest to the profession.

### ***Insurance Issues***

Published twice a year by the Lawyers Insurance Fund, this newsletter provides timely program information and risk management advice to lawyers.

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## Other law-related organizations

### **BC Law Institute (BCLI)**

Promotes the clarification and simplification of the law and its adaptation to modern social needs, improvement of the administration of justice and respect for the rule of law and scholarly legal research.

VISIT [bcli.org](http://bcli.org) or CALL 604-822-0142

### **Canadian Bar Association, BC Branch**

The CBA advances the commercial and professional interests of lawyers and protects the independence of both the judiciary and the bar.

VISIT [bccba.org](http://bccba.org) or CALL 604-687-3404

### **Canadian Legal Information Institute**

A not-for-profit organization whose aim is to make primary sources of Canadian law accessible for free on a single website.

VISIT [canlii.org](http://canlii.org).

### **Continuing Legal Education Society of BC**

A respected source of continuing professional education for lawyers and their support staff since 1976.

VISIT [cle.bc.ca](http://cle.bc.ca) or CALL 604-669-3544

### **Courthouse Libraries BC**

A non-profit organization that provides legal information and resources to the legal community and the public.

VISIT [courthouselibrary.ca](http://courthouselibrary.ca) or CALL 604-660-2841

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## Other law-related organizations, continued...

### Federation of Law Societies of Canada

Facilitates the exchange of views and information of member law societies.

VISIT [flsc.ca](http://flsc.ca) or CALL 613-236-7272

### Justice Education Society

Dedicated to improving access to the justice system through hands-on, targeted, two-way education between the public and those working in the system.

VISIT [justiceeducation.ca](http://justiceeducation.ca) or CALL 604-660-9870

### Law Foundation of BC

A non-profit foundation that distributes funds for legal aid, legal education, law reform, legal research and law libraries.

VISIT [lawfoundationbc.org](http://lawfoundationbc.org) or CALL 604-688-2337

### Legal Services Society

An independent organization that provides legal aid services in British Columbia.

VISIT [lss.bc.ca](http://lss.bc.ca) or CALL 604-601-6000

### Pro Bono Law of BC

An independent, non-profit society that promotes and facilitates the delivery of pro bono legal services throughout BC.

VISIT [probononet.bc.ca](http://probononet.bc.ca) or call 604-893-8932

### Salvation Army BC Pro Bono Program

Provides access to legal services for the province's poor.

VISIT [probono.ca](http://probono.ca) or CALL 604-694-6647

### Trial Lawyers Association of BC

A non-profit society of plaintiffs' lawyers that works to strengthen and preserve laws that protect the rights of individuals.

VISIT [tlabc.org](http://tlabc.org) or CALL 604-682-5343

### Law Libraries

UBC Law Library, VISIT [library.ubc.ca/law](http://library.ubc.ca/law) or CALL 604-822-2275

UVic Diana M. Priestly Law Library, VISIT [library.law.uvic.ca](http://library.law.uvic.ca) or CALL 250-472-5023

### The Western Canada Society to Access Justice

A non-profit society dedicated to justice for those who cannot afford it. Volunteer lawyers serve as Access Justice's directors and provide its legal services, free of charge.

VISIT [accessjustice.ca](http://accessjustice.ca) or CALL 604-482-3195





Whether you're a law firm managing partner, sole practitioner, in-house counsel or articling student, a wealth of personalized services, educational opportunities and practice resources await you on our website. Visit [lawsociety.bc.ca](http://lawsociety.bc.ca) for information about the resources contained in this guide.



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Do you have any questions or comments on this brochure?

Email [communications@lsbc.org](mailto:communications@lsbc.org)

[lawsociety.bc.ca](http://lawsociety.bc.ca)