

Chapter 1: Law Firm Configuration

Learning Outcomes

In this chapter, students will:

- Discover the configuration of the law firm that will be used throughout the text
- Learn how to access the private webpage that accompanies the text
- Find the letterhead templates to be used in generating professional legal correspondence in the exercises that accompany the text

Overview of Law Firm

The examples and exercises in this text refer to a fictional law firm, **Lawyers' Professional Corporation**. The firm practices in the following areas of law:

- Corporate
- Family
- Labour
- Litigation
- Real Estate
- Wills and Estates

The firm is comprised of a Managing Partner, an administrative department, plus a variety of legal professionals including lawyers (both partners and associates), paralegals, law clerks, legal assistants, and articling students.

Your role in this firm will be as the Law Clerk to Marc Bourque, the firm's corporate lawyer. However, you may be required to create documentation for the other lawyers in the firm when their Law Clerks or Paralegals are away from the office or overloaded with work.

Lawyers' Professional Corporation

As you create the documentation in either the demonstration portion of this book or the exercise portion of this book, you can use one of the following satellite offices of **Lawyers' Professional Corporation**:

- Halifax Office

Lawyers' Professional Corporation
1 Lawyer Lane
Halifax, Nova Scotia
B2K 2K2

- Toronto Office

Lawyers' Professional Corporation
1 Lawyer Lane
Toronto, Ontario
M2K 2K2

- Ottawa Office

Lawyers' Professional Corporation
1 Lawyer Lane
Ottawa, Ontario
K2K 2K2

- Winnipeg Office

Lawyers' Professional Corporation
1 Lawyer Lane
Winnipeg, Manitoba
R2K 2K2

- Edmonton Office

Lawyers' Professional Corporation
1 Lawyer Lane
Edmonton, Alberta
T2K 2K2

- Vancouver Office

Lawyers' Professional Corporation
1 Lawyer Lane
Vancouver, British Columbia
V2K 2K2

Alternatively, your professor may choose to create a custom office for your class. To do so, simply change the city and province to your city and province, and change the first letter of the postal code to the first letter of your postal code.

ONLINE: Note that letterhead precedents are provided to you on our private webpage, as follows:

Webpage: <http://www.asselingroup.com/lawclerks>

Password: lawclerks

Chart of Lawyers and Staff

The individual lawyers and staff are detailed in the organizational chart shown below.

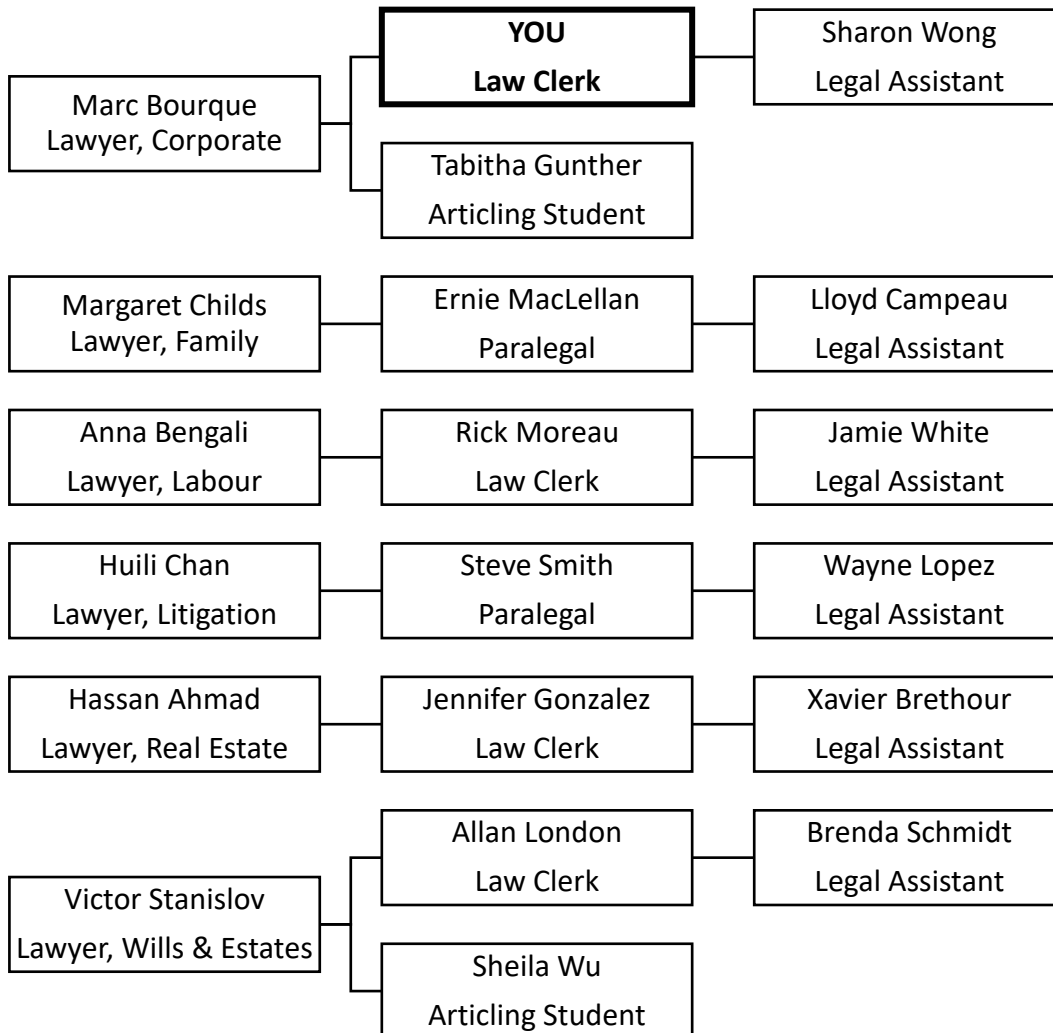
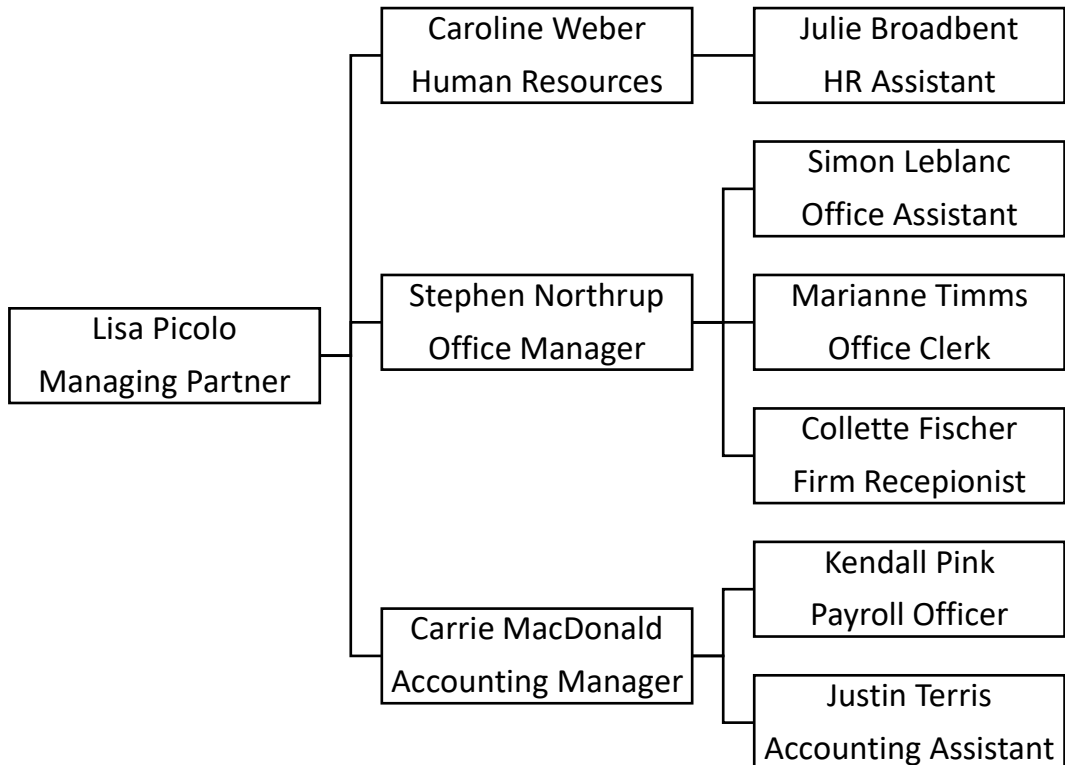


Chart of Administration Department

The Managing Partner and the employees in the administration department are detailed in the organizational chart shown in Figure 1.2.



Chapter Summary

In this chapter, students discovered how the firm used in the text's exercises is set up and their place in the firm. Students found out how to access the supporting documentation, videos, and precedents that will allow them to succeed in their course through a private webpage.