

# Guide to resources

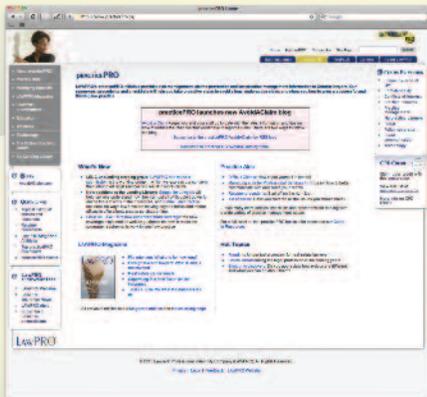
*LAWPRO's practicePRO initiative provides risk management, claims prevention and law practice management information to Ontario lawyers. Our resources, precedents and checklists will help you take proactive steps to avoid a legal malpractice claim, and show you how to grow a successful and thriving law practice.*

## AvoidAClaim blog

Managing risk and preventing claims

- The latest claims prevention information
- Fraud warnings and alerts
- Names of confirmed fraudsters
- Subscribe to get updates by email or RSS feed

[avoidaclaim.com](http://avoidaclaim.com)



## practicepro.ca website

All of the risk management information that LAWPRO creates under the practicePRO banner is available on the practicePRO website.

- Information on the biggest claims risks
- Practice aids, precedents and checklists
- Past issues of *LAWPRO Magazine*
- Claim your LAWPRO Risk Management Credit and see a list of approved programs
- Most popular downloads (see back page for list)

[practicepro.ca](http://practicepro.ca)



## LAWPRO Magazine archives and topical listing

Articles and supplemental resources from all past issues of *LAWPRO Magazine* are available online. Finding individual articles is easy as they are listed both chronologically and by topic/issue. The topical listings page includes more than 40 subject categories including fraud and identity theft, real estate and family law, electronic discovery, practice finances, winding up a practice, technology, and wellness and balance.

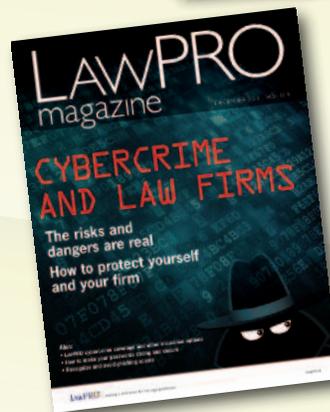
[practicepro.ca/lawpromag](http://practicepro.ca/lawpromag)

## The “managing” series of booklets

These “how-to” booklets provide practical insights, precedents and checklists to help lawyers deal with specific law practice management issues. Titles include:

- Managing the Lawyer/Client Relationship
- Managing Conflicts of Interest
- Managing the Practice of Investing in Clients
- Managing a Mentoring Relationship
- Managing Practice Interruptions
- Managing the Finances of Your Practice
- Managing a Better Professional Services Firm

[practicepro.ca/managingbooklets](http://practicepro.ca/managingbooklets)



### Cybercrime and law firms: the risk and dangers are real

Recognizing that lawyers and firms are increasingly the target of cybercrime, this magazine offers steps to take to address vulnerabilities.

## Wellness and balance

Lawyers are exposed to high levels of stress on a daily basis. The results can be use, misuse or even addiction to drugs or alcohol, and challenges to physical or mental wellness. Reducing stress can help make you a more effective lawyer. practicePRO provides you with tools and resources to help you manage stress, and achieve a healthy and balanced lifestyle. These resources include links to third-party self-assessment tools to measure how well you cope with stress or have addiction issues.

[practicepro.ca/wellness](http://practicepro.ca/wellness)

The Law Society’s Member Assistance Plan (MAP) through Homewood Human Solutions offers lawyers, law students, judges and their families confidential counselling, courses, and other resources.

[myassistplan.com](http://myassistplan.com)



# practicePRO Lending Library

The practicePRO Lending Library has more than 100 books on a wide variety of law practice management topics. Ontario lawyers can borrow books in person or via e-mail. A full catalogue of books is available online. Books can be borrowed for three weeks. LAWPRO ships loaned books to you at our expense, and you return books to us at your expense. We have books on these topics:



- Billing & financial management
- Career issues
- Law firm management & administration
- Wellness and balance issues
- Marketing & client relations
- Solo and small firm issues
- Law office technology

[practicepro.ca/lendinglibrary](http://practicepro.ca/lendinglibrary)

## Practice Aids

There are many practice aids available under the practicePRO banner. These tools and resources provide you with practical information and advice for dealing with a wide variety of practice management-related issues.



### Better client service

- Stronger lawyer/client relationships
- Dealing with difficult clients
- Better professional service
- Serving elderly clients
- Avoiding conflicts of interest
- Investing in clients

### Precedents and checklist

- Retainer precedents
- ILA checklist
- Limitation period summary charts
- Generic law firm privacy policy

### Technology

- Improving electronic data security
- Handling electronic discovery

### Firm management

- Improving practice finances
- Retirement and succession planning
- Building mentoring relationships
- Preparing for practice interruptions

[practicepro.ca/practiceaids](http://practicepro.ca/practiceaids)  
[practicepro.ca/checklists](http://practicepro.ca/checklists)

## Avoid Bad Cheque Frauds

Fraudsters are actively targeting lawyers with bad cheque scams. These frauds will look like legitimate legal matters: spousal support or debt collections, business loans or real estate deals. They will trick you into disbursing funds after you have deposited a fake cheque in your trust account – leaving you with a shortfall. Don't get fooled:

- See the AvoidAClaim.com blog for fraud warnings, the names of bogus clients involved with confirmed frauds and examples of the messages and documents they are providing to lawyers.
- Use our Fraud Fact Sheet to help you and your staff recognize the red flags of a fraud.

[practicepro.ca/fraud](http://practicepro.ca/fraud)



# The practicePRO “Top 10” downloads

The following are the most popular downloads from the practicePRO website.  
[practicepro.ca/topdownloads](http://practicepro.ca/topdownloads)

## The Top 10 LawPRO Magazine Articles

- 1 *LinkedIn dos and don'ts* by Dan Pinnington
- 2 *Capacity and capacity assessment in Ontario* by Judith Wahl
- 3 *Beware the dangers of metadata* by Dan Pinnington
- 4 *Student to lawyer: 20 tips for a successful transition*
- 5 *New year's resolutions for a healthier law practice and a new you* by Dan Pinnington and Tim Lemieux
- 6 *Self-represented litigants: a survival guide* by Carol Cochrane
- 7 *Lawyers on boards: assessing the risks and limiting the liability* by Alan L. W. D'Silva, Patrick O'Kelly and Ellen M. Snow
- 8 *Dealing with difficult clients* by Justice Carol Curtis
- 9 *Dos and don'ts for Twitter* by Dan Pinnington
- 10 *The future of law* by Dan Pinnington

## The Top 10 Precedents and Checklists

- 1 Sitting on a non-profit board: a risk management checklist
- 2 General retainer agreement
- 3 Employee departure checklist
- 4 Sample law firm budget spreadsheet
- 5 Law firm business plan outline
- 6 Independent legal advice checklist
- 7 Sample associate agreement
- 8 Commercial transaction checklist
- 9 Domestic contract matter toolkit
- 10 Family law retainer agreement

## The Top 10 Papers and Supplemental Resources

- 1 E-discovery reading list
- 2 LawPRO fraud fact sheet
- 3 Top 10 technology tools (and tips on how to use them)
- 4 Managing the lawyer/client relationship
- 5 Managing the finances of your practice booklet
- 6 Transition rules chart: *Limitations Act, 2002*
- 7 Managing conflict of interest situations
- 8 Managing a mentoring relationship
- 9 *Dealing with difficult judges* by Justice Carol Curtis
- 10 Managing a better professional services firm

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[practicepro.ca](http://practicepro.ca)

practicePRO is LawPRO's risk and change management program

This publication includes techniques which are designed to minimize the likelihood of being sued for professional liability. The material presented does not establish, report, or create the standard of care for lawyers. The material is not a complete analysis of any of the topics covered, and readers should conduct their own appropriate legal research.

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