

LEGAL PRACTICE

CATALOGUE

2021-2022

The logo features a light teal horizontal bar with a circular shape in the center. The word "emond" is written in a dark teal serif font, with the letter "e" enclosed within the circular shape.

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The Emond name has been synonymous with legal learning for 40 years, and our publications form the foundation of law school, paralegal, and law clerk curriculums across Canada. Our customers have told us that our texts have served them well beyond their academic careers and have been important resources to them in their law practice. Of course, not all of our titles fall into this category, and that is why this catalogue is unique. I have hand-selected every title to ensure that only the resources well suited to practising professionals are included.

Several years ago, Emond began publishing practical, accessible, and affordable legal guides designed specifically for the busy practitioner. A selection of titles from our Criminal Law Series and Employment Law Series are included in this catalogue, as well as resources for immigration and refugee law, personal injury, accident benefits, administrative law, mediation, and debtor-creditor law. Please stay tuned for new practice publications from us in the months to come.

Sincerely,

A handwritten signature in black ink that reads "Paul Emond". The signature is written in a cursive style with a large, looped "P" and "E".

Paul Emond
President
Emond Publishing

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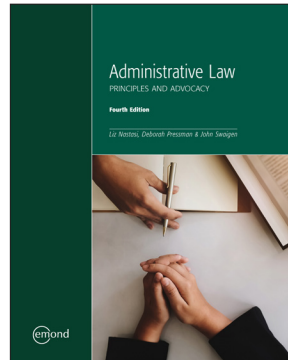
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**ADMINISTRATIVE LAW: PRINCIPLES AND ADVOCACY, 4TH EDITION**

*Liz Nastasi
Deborah Pressman
John Swaigen*

Administrative Law: Principles and Advocacy, 4th Edition teaches readers the fundamental principles of administrative law. Through simple language and practical examples, readers will understand key legal issues and learn how to successfully argue cases before administrative tribunals.

The fourth edition is divided into three parts: Principles and Theory, Advocacy, and Challenging Administrative Decision-Making and Enforcing Orders. Part I introduces readers to fundamental administrative law principles, such as the right to be heard and the duty to give reasons, with an emphasis on procedural fairness. Part II examines effective advocacy and outlines procedures at every stage of the hearing process, including presenting evidence at a hearing and conduct outside of the hearing. Part III addresses issues that may arise after proceedings and steps that must then be taken.

Authors Liz Nastasi and Deborah Pressman have provided important legislative and pedagogical updates to the fourth edition. These cover major developments such as the rise of active adjudication, new dispute resolution processes that encourage mediation, and online processes.

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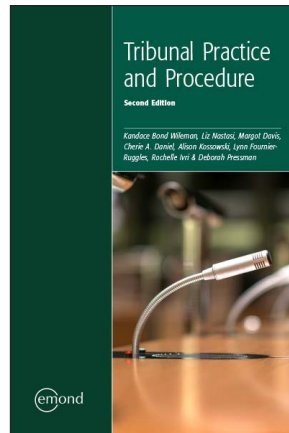
- Current legislation and case law.
- Updated glossary; review questions; end-of-chapter exercises; and figures, including tables and flow charts.
- Coverage of Ontario's Adjudicative Tribunals Accountability, Governance and Appointments Act, 2009 and tribunal "clustering".
- Practice and procedure before selected administrative agencies and tribunals, including the Immigration and Refugee Board.
- A discussion of human rights codes and the Charter in relation to administrative law.

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- Expanded discussion on virtual court processes and procedures.
- Sample completed forms in select chapters.
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- Additional charts and figures to enhance the appeal for visual learners.
- Case-in-Point feature boxes highlighting facts, issues, and decisions of real-life cases.
- Additional Practice Tip boxes and scenario-based questions.



TRIBUNAL PRACTICE AND PROCEDURE, 2ND EDITION

*Kandace Bond Wileman
Liz Nastasi
Margot Davis
Cherie A. Daniel
Alison Kossowski
Lynn Fournier-Ruggles
Rochelle Ivri
Deborah Pressman*

Tribunal Practice and Procedure, 2nd Edition is a comprehensive, practice-oriented handbook designed to help readers effectively advocate for clients at administrative tribunals. Each chapter provides an in-depth and up-to-date examination of a specific board or tribunal, covering its history, scope, procedures, hearing and appeal processes, and key cases.

The second edition includes a new chapter devoted to Canada's first fully online tribunal, the Condominium Authority Tribunal. Each chapter now contains a comprehensive Case in Point box, along with shorter examinations of relevant case law, new practice tips, new tables, and new figures.

This text includes scenario questions that allow readers to apply the concepts and skills they learn in each chapter. With this comprehensive understanding of tribunals, readers will be prepared to effectively participate in proceedings before select federal and provincial tribunals.

"[These authors] have pulled together a wealth of information regarding many of the busiest tribunals in Canada and Ontario. I recommend this book to all who have reason to appear before our administrative tribunals."

—Sean Weir, Executive Chair, Tribunals Ontario

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Chapter 8:	Workplace Safety and Insurance Board/Workplace Safety and Insurance Appeal Tribunal
Chapter 9:	Ontario Labour Relations Board
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- Chapter 9: What Is Arbitration?
- Chapter 10: Preparing for Arbitration Advocacy
- Chapter 11: Selecting the Right ADR Process
- Chapter 12: ADR Standards of Practice and Ethics



ADR FOR LEGAL PROFESSIONALS

Jennifer Zubick
Samantha Callow

Unlike other conflict resolution texts, *ADR for Legal Professionals* recognizes and addresses the specific needs of paralegals involved in alternative dispute resolution. Following LSO guidelines, the text explores key issues such as ethics, access to justice, licensing of paralegals, and the increased role of paralegals.

With information and tips designed for paralegals, readers will become better equipped to advocate on behalf of clients effectively. They will also learn fundamental tactics and develop essential communication skills that will prepare them for mediation, negotiation, and arbitration.

This text also includes practical resources such as checklists, practice tips, and industry-specific examples to further enforce key concepts and strategies. This collection of specialized materials is a must-have for any paralegal practising conflict resolution.

Written for paralegals, law clerks, and other legal professionals

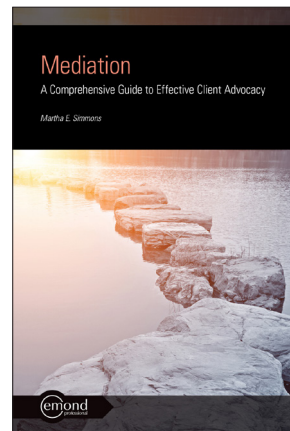
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- Numerous Practice Tips.
- Sample agreements, checklists, figures, and tables.
- Content designed to meet the needs of the LSO's paralegal competencies.
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Written for litigators and
mediators



MEDIATION: A COMPREHENSIVE GUIDE TO EFFECTIVE CLIENT ADVOCACY

Martha E. Simmons

Mediation: A Comprehensive Guide to Effective Client Advocacy is an essential reference tool that provides litigators and other legal professionals with the practical mediation strategies that will help them best serve their clients in out-of-court dispute resolutions.

This detailed resource offers step-by-step guidance in navigating the mediation process, including case and client assessment, how to choose an effective mediator, mediation preparation, ethical considerations, how to overcome barriers to settlement, and when to end mediation.

The text draws on expert knowledge and extensive experience from renowned litigators, academics, and mediators from across Canada to deliver the ultimate practical guide for mediation advocates.

“Mediation: A Comprehensive Guide to Effective Client Advocacy is a ‘must read’ for lawyers who are, or plan to be, advocates for their clients in mediation...After reading this book, lawyers will be well aware of the advantages and the risks of mediation and how to engage in the process strategically. They will know how to select a mediator, and they will appreciate the importance of adjusting their negotiation approach to the situation at hand. If an impasse occurs, they will be able to reach into their toolbox and explore ways to move beyond the hurdle.”

— Leslie H. Macleod, Co-Director, LLM in Dispute Resolution,
Osgoode Professional Development, Toronto, Ontario

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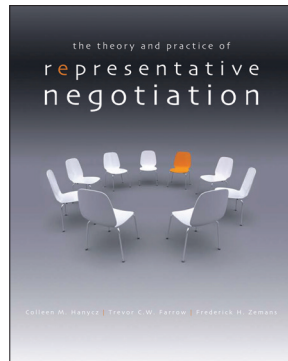
- Useful field notes, checklists, flowcharts, tables, and model documents to facilitate effective client representation.
- Essential mediation tactics for legal professionals, specifically new litigators.
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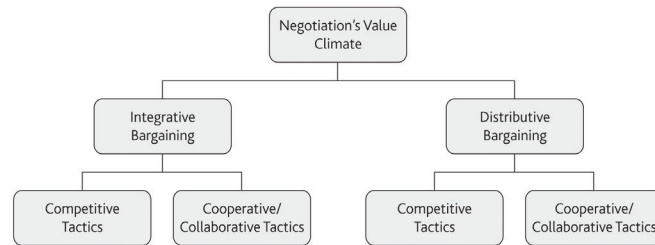
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- Chapter 5: Representative Negotiators of Integrity
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**THE THEORY AND PRACTICE OF REPRESENTATIVE NEGOTIATION**

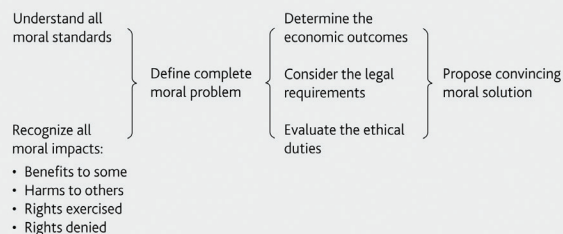
*Colleen M. Hanyecz,
Trevor Farrow,
Frederick Zemans*

The Theory and Practice of Representative Negotiation blends the key ingredients of a theoretical framework with a practical focus. With a respected lineup of contributors and a Canadian focus, this book will be of interest to the legal community and to anyone working in a field where strong representative skills are essential. Paying particular attention to ethics and professional responsibility, the authors allow readers to consider the inherent risks and potential gains associated with various approaches to strategic negotiations.

*Written for paralegals,
law clerks, and other
legal professionals*

Figure 3.1 The Value Climate of a Negotiation

Chapter 5 Representative Negotiators of Integrity 109

Figure 5.4 Analytical Process for the Resolution of Moral Problems

Source: L.T. Homer, *The Ethics of Management*, 4th ed. (New York: McGraw-Hill/Irwin, 2003).

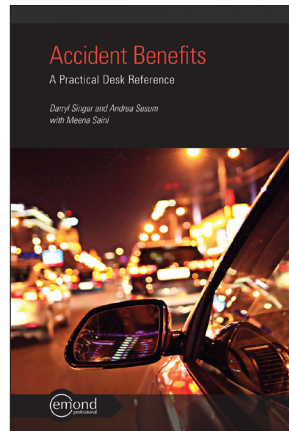
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- Additional chapter contributions from:
 - Michael Coyle
 - Paul Emond
 - Delee Fromm
 - Michelle LeBaron
 - Andrew Pirie

*Written for personal
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FEATURES

- Procedural and tactical focus, including practice tips for plaintiff, defence, law clerks, paralegals, and insurance adjusters.
- Analyzes the different types of compensation provided to injured parties after motor vehicle accidents:
 - Income replacement, non-earner benefits, caregiver benefits.
 - Medical benefits, rehabilitation benefits, attendant care benefits, disability benefits.
 - Housekeeping benefits, home maintenance benefits.
 - Optional benefits, dependent care benefits, indexation benefits.
 - Other expenses related to the injuries sustained in a car accident.
- OCF forms and application documents.
- Model letters, helpful tables, and precedents.
- Rules of professional conduct for paralegals are dispersed throughout the text.



ACCIDENT BENEFITS: A PRACTICAL DESK REFERENCE

*Darryl Singer
Andrea Sesum
Meena Saini*

Accident Benefits: A Practical Desk Reference is an easy-to-use reference tool designed to help lawyers, paralegals, law clerks, and insurance adjusters properly file, negotiate, and complete accident benefits claims.

This indispensable resource analyzes the many forms of compensation available to injured parties after motor vehicle accidents and includes insightful practice tips for all parties involved in a claim. It contains OCF forms, application documents, model letters, and precedents.

The author team has drawn on their extensive knowledge and experience to create a comprehensive guide for all stakeholders in an accident benefits claim.

"I recently purchased Accident Benefits, and as a newly called lawyer, I find this book fantastic. I have been looking for such a text for a long time. It's an excellent reference for lawyers."

—Kristofer B. Angle, D'Angela Fox Vanounou LLP

"As a busy practitioner in accident benefits, navigating the complexities of the SABS legislation can be daunting, especially if you have limited knowledge of the system. Accident Benefits: A Practical Desk Reference has filled a void in the legal field and has made it easier for me to find answers to specific questions, provided me with great practice tips and has helped me improve my understanding of the regulations. I would recommend that anyone who is considering representing SABS claims purchase this book to help guide them toward the best resolution for their clients."

—Crystal Krandel, Grillo Barristers Personal Injury Lawyers

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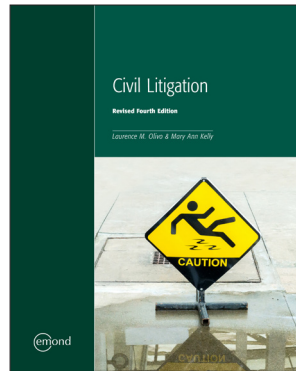
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**CIVIL LITIGATION,
REVISED 4TH EDITION**

Laurence M. Olivo
Mary Ann Kelly

Civil Litigation, Revised 4th Edition, prepares law clerk students for litigation as well as to assist lawyers for civil court. The Abigail Boar fact situation guides students from the initial act of hiring a lawyer to the final stage of appealing a trial judgment. This text addresses crucial topics, including the procedure before the commencement of proceedings, client management, motions, Documentary Discovery and e-Discovery, trial preparation, statement of account, the simplified procedure under Rule 76, and the Commercial List.

The revised fourth edition captures the 2021 amendments to the *Rules of Civil Procedure* (Reg 689/20 and Reg 248/21) and includes updated court forms, court fees, and figures. Ontario Regulation 689/20 (passed on January 1, 2021) and Ontario Regulation 248/21 (passed on April 1, 2021) reflect the procedural changes generated by the COVID-19 pandemic.

This revised edition provides law clerk students with a clear and concise guide to the new online procedures in Ontario's civil litigation process, including e-signature authorizations, electronic document processes, remote affidavit approval, and virtual-hearing requests.

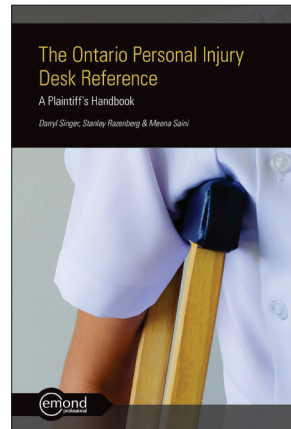
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- Updates to reflect amendments to the *Rules of Civil Procedure*.
- Up-to-date sample forms.
- New sample affidavit showing service by email.
- A "slip and fall" fact situation runs throughout the text.
- Chapter summaries that allows for a quick review of the material.
- A comprehensive glossary of key terms.

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THE ONTARIO PERSONAL INJURY DESK REFERENCE: A PLAINTIFF'S HANDBOOK

*Darryl Singer
Stanley Razenberg
Meena Saini*

An essential handbook for anyone practicing in the field of personal injury and insurance law, *The Ontario Personal Injury Desk Reference* is the only book of its kind to offer a straightforward, plaintiff-focused, practice-oriented approach to these types of claims.

Chapters are subdivided into easily searchable and digestible sections, each containing important legal and procedural considerations. This information is supplemented with practical tips based on the knowledge and experience of the author team. This strategic advice will help readers apply abstract concepts to various aspects of practice, including advocacy, client management, practice management, and professional responsibility.

This guide is sure to benefit all plaintiff-side practitioners and their staff by offering practical and procedural content on a wide range of personal injury claims.

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- Chapter 10: Enforcing Small Claims Court Judgments



SMALL CLAIMS COURT: PROCEDURE AND PRACTICE, 5TH EDITION

S. Patricia Knight

Small Claims Court, 5th Edition provides a step-by-step guide to trial preparation and trial presentation in Small Claims Court. Readers will learn about rules and forms specific to Ontario, as well as common practices, including how to draft Small Claims Court pleadings. Covering a range of key topics, this go-to resource addresses everything from preliminary considerations to enforcing Small Claims Court judgments.

This edition reflects changes to the *Rules of the Small Claims Court* and to the monetary jurisdiction of the Court. It also features updated sample pleadings, more complex fact situations and sample documents, additional references to case law, and new drafting exercises.

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- Regulation changes, including new monetary jurisdiction of the Small Claims Court and updated amount of Fees and Allowances
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ADVANCED CORPORATE LEGAL PROCEDURES, 2ND EDITION

Elizabeth Gillis

Advanced Corporate Legal Procedures, 2nd Edition provides a complete overview of the fundamental legal issues and procedures associated with the Canadian business sector. Author Elizabeth Gillis discusses the key legislation that affects different types of businesses—from larger corporations to not-for-profit organizations—as well as the legal steps involved in the formation and maintenance of a business, including registration, minute books, and share types. The text clarifies the relevant provisions of the business corporations legislation and the Ontario *Securities Transfer Act*, describes the role of related government departments, and includes a chapter on not-for-profit organizations and charities. Additionally, it offers sample forms relating to corporate legal procedures.

FEATURES

- Step-by-step guide to incorporating a range of company types, including federal non-profits.
- Sample forms and checklists for inclusion in federal and provincial corporate registrations, name searches, issuance of shares, and annual returns filing dates.
- Addresses the relevant provisions of provincial and federal business legislation, with substantive law underlying corporate procedures presented alongside applicable documents and forms required to complete the transaction.
- Comparative table of incorporation provisions across Canada.

TABLE 8.1 PROVISIONS FOR RECORD KEEPING UNDER THE CBCA AND THE OBCA

Provision	Canada	Ontario
Corporate records to be maintained	<ul style="list-style-type: none"> • Articles and all amendments • Bylaws and all amendments • Unanimous shareholder agreements • Minutes of meetings and shareholder resolutions • Copies of all notices of registered office and directors • Securities register containing the information set out in CBCA s. 50 	<ul style="list-style-type: none"> • Articles and all amendments • Bylaws and all amendments • Copy of any unanimous shareholder agreement known to the directors • Minutes of meetings and shareholder resolutions • A register of directors in which are set out the names and residence addresses while directors, including the street and number, if any, of all persons who are or have been directors of the corporation with the dates on which each became or ceased to be a director • A securities register that complies with OBCA s. 141(1)
	Records to be maintained at registered office or any other place in Canada designated by the directors (CBCA s. 20(1))	Records to be maintained at registered office or at such other place in Ontario designated by the directors (OBCA s. 140(1))
		Register of transfers in which all transfers of securities issued by the corporation in registered form and the date and other particulars of each transfer (OBCA s. 141(2))

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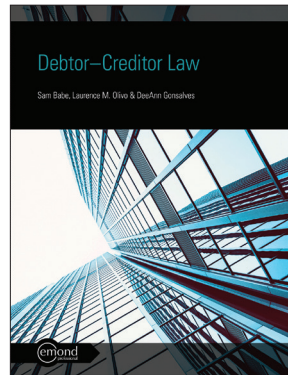
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**DEBTOR-CREDITOR LAW**

Sam Babe
Laurence M. Olivo
DeeAnn Gonsalves

Debtor-Creditor Law provides comprehensive instruction for legal professionals navigating the debt collection process. The text offers strategic guidance at every step in both the Superior Court of Justice and the Small Claims Court, from determining the amount owing to presenting the client's claim in court.

With supporting checklists, completed forms and precedents, and true-to-life sample scenarios, this handbook leads the reader through identifying the debtor, performing background searches, determining pre- and post-judgment interest, drafting statements of claim, and following specific procedures in both the Superior Court of Justice and Small Claims Court.

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"Debtor-Creditor Law ... would be an invaluable resource should a new associate practise in either debtor-creditor law or in Small Claims Court. The material is very practical and the language used throughout is clear and relatable. I particularly appreciated the texts' use of a cost-benefit approach to litigation with a focus upon not just why a party may sue, but more importantly, how they can collect on a judgment. I can see why this resource has proven useful to clerks and paralegals as well as young associates."

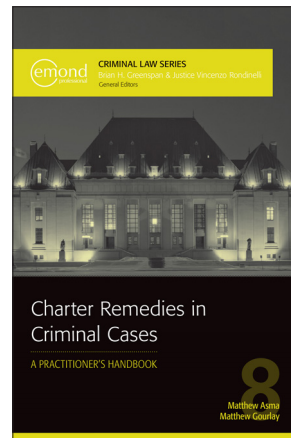
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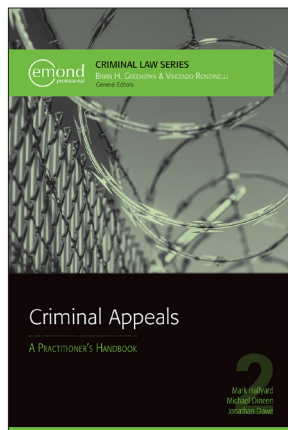
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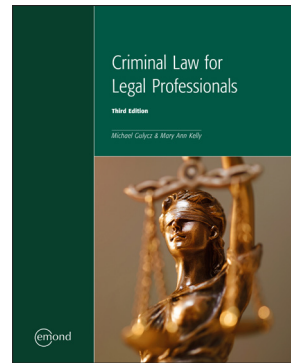
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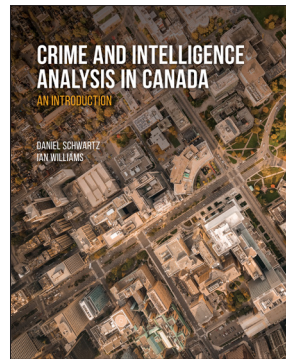
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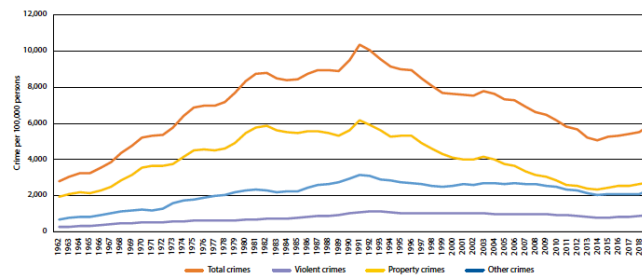


CRIME AND INTELLIGENCE ANALYSIS IN CANADA: AN INTRODUCTION

Daniel M. Schwartz
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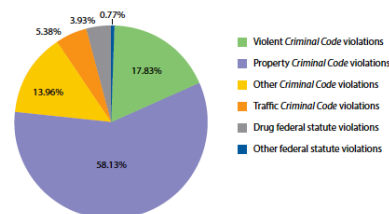
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FIGURE 2.2 Canadian Crime Rates per 100,000 Persons, 1962–2019



Source: Statistics Canada. (2020). *Chart 7 Police-reported crime rates, Canada, 1962 to 2019* [Chart]. <https://www150.statcan.gc.ca/n1/pub/85-002-x/2020001/article/00010-eng.htm>

FIGURE 2.3 Share of Violations in Canada by Major Crime Category, 1998–2019



Source: Adapted from Statistics Canada. (2021). *Table 35-10-0177-01 Incident-based crime statistics, by detailed violations, Canada, provinces, territories and Census Metropolitan Areas* [Data table]. <https://www150.statcan.gc.ca/t1/tbl1/en/tvaction?pid=3510017701>

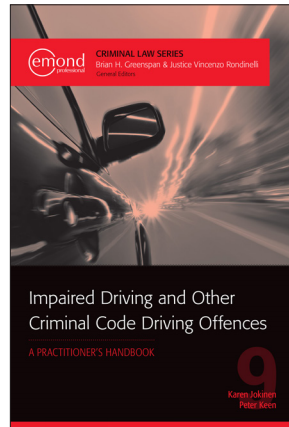
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IMPAIRED DRIVING AND OTHER CRIMINAL CODE DRIVING OFFENCES: A PRACTITIONER'S HANDBOOK

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Karen Jokinen
Peter Keen

In 2018, Parliament repealed and replaced all driving provisions of the *Criminal Code*, in part as a response to the enactment of the *Cannabis Act*. *Impaired Driving and Other Criminal Code Driving Offences: A Practitioner's Handbook* is a comprehensive and balanced guide to this new legislation, designed to assist Crown and defence lawyers, as well as members of the judiciary. It explores all aspects of this area of law, including the different types of offences, the investigation process, provincial procedural differences, trial strategies and issues, sentencing, and ethics.

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- Exploration of the strengths and weaknesses of arguments often presented by Crown and defence.

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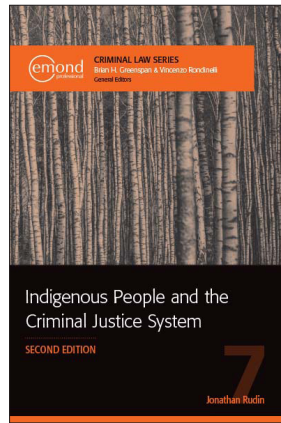
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INDIGENOUS PEOPLE AND THE CRIMINAL JUSTICE SYSTEM, 2ND EDITION

General Editors
 Brian H. Greenspan
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Jonathan Rudin

Indigenous people are the most over-represented population in Canada's criminal justice system. Their experiences within the system are interwoven with issues of colonialism and discrimination. *Indigenous People and the Criminal Justice System*, 2nd Edition, examines these issues and their impact to provide lawyers and judges with a deeper understanding of this area of the law.

In this bestseller, Jonathan Rudin provides a practical review of leading case law and day-to-day considerations for practitioners who are working with Indigenous clients. A host of key topics are explored in the text, including but not limited to major inquiries and cases, Indigenous courts, Aboriginal justice programs, and the challenges surrounding sentencing circles.

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Practitioners using this guide will be equipped with invaluable tools and the most up-to-date information designed to help them navigate cases involving Indigenous people within the Canadian criminal justice system.

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Drug-related offences are one of the single largest areas of activity within criminal law. *Prosecuting and Defending Drug Cases: A Practitioner's Handbook* is a practical guide to the different types of drug offences, including possession, trafficking, importing, exporting, and production offences, as well as conspiracy and criminal organization offences in the context of drug distribution offences. These cases are addressed from both a prosecution and defence perspective, and provincial differences in practice or procedure are noted in each chapter.

The text also provides an in-depth exploration of issues surrounding bail, disclosure, the Charter, and sentencing, alongside practice-oriented coverage of the *Cannabis Act* and *Garofoli* applications. This thorough and extensive text is sure to benefit any practitioner who works on cases involving drug-related offences.

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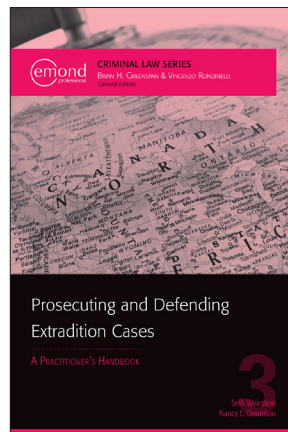
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The extradition process involves many checks and balances to uphold international obligations and protect the rights of the person sought. Because these cases are a unique form of international cooperation that deals with the liberty of an individual, it is of paramount importance that practitioners are knowledgeable on all aspects of the process.

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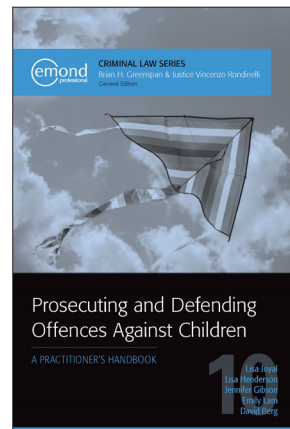
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Children have a unique status when participating in the criminal justice system. In order to clarify the issues and challenges that arise in these specific circumstances, *Prosecuting and Defending Offences Against Children: A Practitioner's Handbook* breaks down the numerous factors and considerations that legal professionals should be aware of when working on cases where children have been victims of crime.

The author team—composed of Crown, defence, and judiciary—thoroughly examines multiple facets of child abuse, including neglect, sexual abuse, Internet exploitation, physical abuse, and homicide. Additionally, the text takes great care to consider how children interact with the criminal justice system differently than adults through its exploration of child witness preparation and the special features of children's evidence, testimonial aids, and sentencing.

This practical and procedural guidance is invaluable to anyone seeking a comprehensive understanding of how criminal law applies to cases involving the abuse of children.

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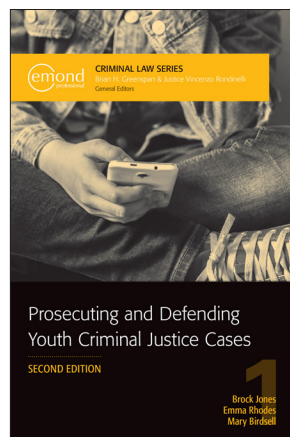
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**PROSECUTING AND DEFENDING YOUTH CRIMINAL JUSTICE CASES, 2ND EDITION**

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There are many procedural and ethical considerations that practitioners need to be aware of when working on a criminal case involving youth, especially when the young persons involved are from vulnerable populations that require special care. The second edition of *Prosecuting and Defending Youth Criminal Justice Cases* provides practical commentary and analysis alongside updated policy, case law, and legislation in order to guide readers through a youth criminal justice case from beginning to end.

New to this edition is coverage of the *Cannabis Act* and how it impacts young persons, as well as a review of the amendments in Bill C-75 that could impact youth justice cases. In addition, chapters on bail, youth records and privacy, and youth trials have been updated to include information on the treatment of youth in the welfare system, court remedies surrounding privacy violations, and the admissibility of digital evidence. This text also features discussions of the landmark decision of *R v Jarvis*, a decision in which author Brock Jones was cited.

Apart from this new content, readers can rely on the text's valuable checklists, charts, precedents, and advice to assist them through procedures and issues surrounding interviewing clients, arrest and bail matters, trials, and sentencing.

Overall, this text is an incredibly comprehensive and balanced resource that is sure to enhance the practice of lawyers, judges, and other legal professionals who interact with the youth criminal justice system.

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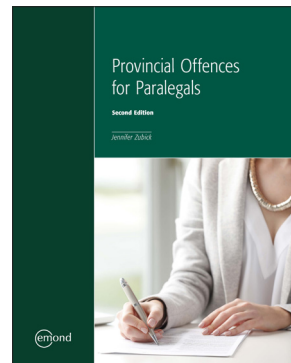
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PROVINCIAL OFFENCES FOR PARALEGALS, 2ND EDITION

Jennifer Zubick

Provincial Offences for Paralegals, 2nd Edition is a clear and concise resource on the litigation of regulatory offences, designed for professionals who represent clients before the Ontario Courts of Justice. Its comprehensive coverage includes straightforward explanations of the *Provincial Offences Act*, numerous common law concepts, and other related areas of law such as evidence, advocacy, and *voir dire*. These explanations are coupled with practice tips, forms, review questions, and scenarios to provide an all-inclusive, practical guide to these types of offences.

This text provides insight into the choices available to legal professionals at each stage of the process, including discussions of how to enter pleas; how to file motions, applications, and appeals; and techniques for interviewing and questioning witnesses. It also offers an overview of offences and defences under other key provincial legislation, including:

- *Highway Traffic Act*
- *Liquor Licence Act*
- *Environmental Protection Act*
- *Occupational Health and Safety Act*
- *Trespass to Property Act*
- *Blind Persons Rights Act*
- *Dog Owners' Liability Act*

FEATURES

- Helpful forms, practical tips, flow charts, and other visuals for a clearer representation of various processes.
- Multiple references to the *Paralegal Rules of Conduct* and the Law Society's by-laws.
- Full text of the *Provincial Offences Act*.
- A new chapter on administrative penalties.
- Common POA Forms.
- Schedule 43 to the HTA.
- Demerit Points Regulation 339/94.

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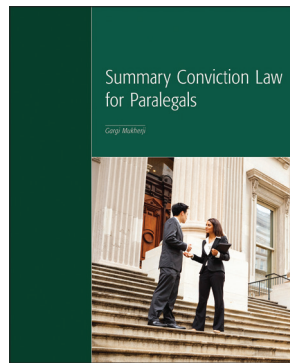
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SUMMARY CONVICTION LAW FOR PARALEGALS

Gargi Mukherji

Summary Conviction Law for Paralegals is a one-stop resource that balances the theoretical and practical application of criminal law from a paralegal perspective. It includes relevant references to the LSO's *Paralegal Rules of Conduct*, the *Criminal Code*, the *Criminal Rules of the Ontario Court of Justice*, and the Charter.

This text provides a comprehensive overview of summary conviction proceedings with practical tips and guidance for all stages of the process.

Steps in the Trial Process

1. Start of Crown's case—Crown conducts direct examination of Crown's first witness
2. Defence conducts cross-examination of Crown's first witness
3. Crown may conduct re-examination of first witness on new issues raised during cross-examination by defence only
4. Crown calls second and subsequent witnesses; the same procedure occurs with each witness
5. Close of Crown's case
6. After calling all of its witnesses, if Crown has not established a *prima facie* case, the defence may bring a motion for directed verdict of acquittal
7. If Crown has established a *prima facie* case, defence must decide whether to call evidence (by calling the accused or other witnesses)
8. Start of defence's case—defence conducts direct examination of defence's first witness
9. Crown cross-examines defence's first witness
10. Defence may conduct re-examination of first witness (only on new issues raised during cross-examination by Crown)
11. Defence calls second and subsequent witnesses and same procedure occurs with each witness
12. After calling all of its witnesses, defence rests
13. Crown may call reply or **rebuttal** evidence, which is limited to circumstances in which the defence has raised a new matter or defence that the Crown could not reasonably have anticipated (for example, alibi evidence)
14. Closing submissions by defence, based on the evidence called at trial and inferences that may be drawn
15. Closing submissions by Crown, based on the evidence called at trial and inferences that may be drawn
16. **Verdict** delivered by trial judge
17. If defendant found guilty, sentencing may proceed at this time, or matter may be adjourned for sentencing to take place at a later date

Written for paralegals, law clerks, and other legal professionals

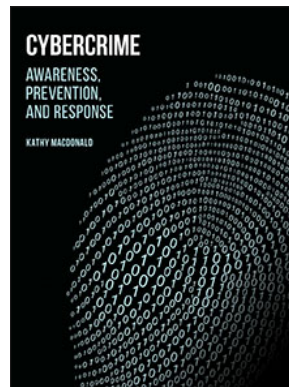
FEATURES

- Focus on coverage of topics permitted in the paralegal scope of practice.
- The *Law Society of Ontario's* rules and guidelines for ready reference.
- Extensive coverage of search and arrest.
- A section on drafting pre-trial applications, along with rules for serving and filing them in court.
- Practice tips throughout the text.

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legal professionals



CYBERCRIME: AWARENESS, PREVENTION, AND RESPONSE

Kathy Macdonald

Cybercrime: Awareness, Prevention, and Response is the first Canadian resource of its kind to effectively address the role of crime within this increasingly digitally dependent age and networked world. A wide spectrum of cybercrimes, including online fraud and exploitation, identity fraud, social engineering, phishing, and cyberbullying, are explained and thoroughly mapped out with prevention strategies, intelligence-gathering tactics, and response plans. With each chapter highlighting real incidents and referencing Canadian content, students and professionals will be equipped to tactfully approach cyber-related crimes from a law enforcement perspective.

This comprehensive resource is essential for anyone working in or being introduced to this growing field, providing readers with an overview of how cybercrimes affect individuals, businesses, governments, institutions, and organizations.

FEATURES

- Definitions related to cybercrime, technology, and cybersecurity.
- Case studies of Canadian incidents and investigations.
- Checklists and tips for safeguarding against cybercrime.
- A discussion of the process of investigating cybercrime.
- An overview of social media's relationship with cybercrime.

Common Fraud Schemes

Lottery scam

A scam in which victims are told they have won a lottery and need to wire or send a cheque in an amount of a few thousand dollars to possibly tens of thousands of dollars to pay taxes or administrative fees and collect winnings.

Romance scam

A scam in which a perpetrator, who is very persistent, claims to have fallen in love with and wants to marry the victim and follows this up with a problem, such as loss of travel documents, sickness, or injury, and a request for the victim to provide financial help.

Military scam

A scam in which victims are contacted by an official-sounding agency trying to return military officers and their property and are told there is a problem, such as a soldier being arrested and jailed, and money is needed to bail out the soldier.

Grandparent scam

A scam in which perpetrators phone a victim, pretend to be a grandchild, and claim to have been arrested and in need of money for bail; alternatively, callers playing the role of a police officer or lawyer direct victims to wire money to help their grandchild.

Inheritance scam

A scam in which perpetrators contact victims by telephone or email claiming to be dying and leaving their estate to the victim but first requiring money for inheritance documents to prove the lawful beneficiary.

Tax scam

A scam in which perpetrators send a fake refund cheque and then request that a portion be returned or use threatening language, scare tactics, and urgency to advise victims that they need to immediately wire funds to cover a discrepancy in their taxes.

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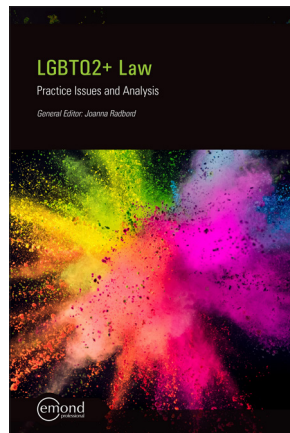
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- Chapter 10: LGBTQ2+ Immigration Issues
- Chapter 11: Children and Youth Legal Issues
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**LGBTQ2+ LAW:
PRACTICE ISSUES
AND ANALYSIS**

Joanna Radbord

Issues related to sexual orientation and gender identity impact almost all areas of legal practice. Members of the LGBTQ2+ community face unique hurdles, especially in areas of family, immigration, estates, and criminal law. *LGBTQ2+ Law: Practice Issues and Analysis* is the first text of its kind, offering a practical treatment of these specific challenges within a variety of legal contexts.

Beginning with a foreword by Kathleen Wynne, the first openly LGBTQ2+ premier in Canada, this text draws on the expertise and experience of a diverse author team to provide practitioners with a deep understanding of how their clients' identities affect their interactions with the Canadian legal landscape.

The chapters were authored by highly regarded practitioners, academics, and activists: Joanna Radbord, Karen Busby, Jeremy Dias, Andy Inkster, Sam Singer, Susan Ursel, Emily Elder, Kelly Jordan, Emma White, John-Paul Boyd, Janet Walker, Ian Hull, Suzana Popovic-Montag, Sayuri Kagami, Adrienne Smith, Michael Battista, Sydney Bunting, Christina Doris, Erica Tait, Andrew Vankoughnett, Ryan Peck, Angela Chaisson, Khalid Janmohamed, Marcus McCann, and Richard Elliott.

“Joanna’s commitment to an intersectional analysis and to focussing on the real-world impact of law on people’s lives helps make this book an exceptional resource. ... The text belongs on the bookshelf of every lawyer who seeks to provide culturally competent service, with the leading practitioners in LGBTQ2+ law sharing substantive and practical guidance.”

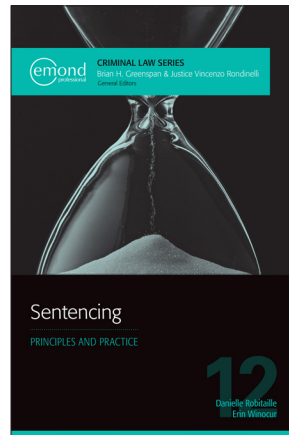
—Kathleen Wynne

*Written for lawyers,
paralegals, and other
legal professionals*

FEATURES

- An exploration of the experiences of Indigenous and racialized members of the LGBTQ2+ community by drawing on the expertise of Promise Holmes Skinner, Raji Mangat, and Paul Jonathan Saguil.
- More than 20 personal stories describing the challenges and successes the LGBTQ2+ community has faced in navigating Canada’s legal system.
- A glossary of terms at the end of the text.

*Written for Crown,
defence, and the judiciary*



SENTENCING: PRINCIPLES AND PRACTICE

General Editors
Brian H. Greenspan
Justice Vincenzo Rondinelli

Danielle Robitaille
Erin Winocur

Sentencing: Principles and Practice serves as a concise resource for all sentencing issues in the Canadian criminal justice system. Building on general principles, this text tackles both common and unusual sentencing issues and questions, and pragmatically discusses plea negotiations, procedure and advocacy, dangerous offenders, types of sentences, Charter considerations, appellate issues, and ancillary orders, as well as post-sentencing issues.

Criminal defence counsel Danielle Robitaille and assistant Crown attorney Erin Winocur inject their perspective and experience as front-line advocates, providing readers with a constructive and balanced discussion of the topic. The experienced authors and contributors have written chapters dedicated to various areas of practice, creating a comprehensive reference that thoroughly explores an array of themes relating to sentencing.

FEATURES

- Recent Bill C-75 amendments.
- Tips and samples of guilty plea directions and support letter instructions.
- Charts simplifying statutory issues into manageable information.
- Sentencing issues specific to Indigenous offenders.
- Discussions on the latest trends and issues affecting sentencing.
- Foreword by the Honourable M. Joyce DeWitt-Van Oosten of the Court of Appeal for British Columbia.

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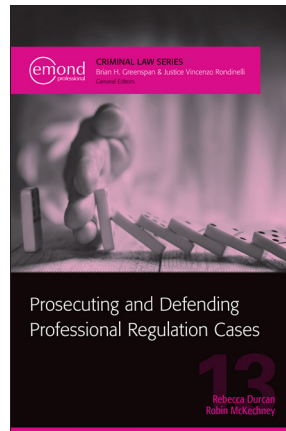
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**PROSECUTING AND DEFENDING PROFESSIONAL REGULATION CASES**

General Editors
Brian H. Greenspan
Justice Vincenzo Rondinelli

Rebecca Durcan
Robin McKechney

Prosecuting and Defending Professional Regulation Cases is an essential resource for practitioners advising or representing professionals or institutions involved in regulatory proceedings. This guide equips practitioners with the legal knowledge and profession-specific requirements and context needed to manoeuvre through the regulation process. Matters addressed include registration and licensure requirements, complaints and investigation processes, incapacity and fitness to practise investigations and proceedings, special considerations for sexual abuse cases, discipline and parallel proceedings, penalties, and reinstatement procedures.

Written for Crown, defence, and the judiciary

FEATURES

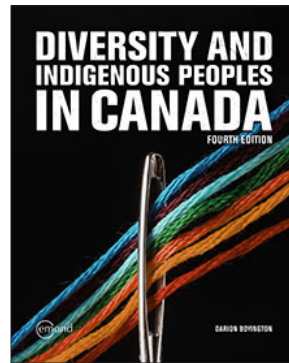
- Foreword by Malcolm M. Mercer, treasurer of the Law Society of Ontario.
- End-of-chapter “Takeaways” highlight key considerations for counsel.
- Up-to-date discussion on regulatory audits and reports that can affect registrants.
- Nation-wide overview of how regulators approach various issues.
- Highlighting of applicable codes, such as *Health Professions Procedural Code*, *Professional Code*, *Model Code of Professional Conduct*.
- Addresses relevant acts, including the *Ontario Regulated Health Professions Act, 1991*; *Protecting Patients Act, 2017*; *Early Childhood Educators Act, 2007*; *Ontario College of Teachers Act, 1996*; *Registered Human Resources Professionals Act, 2013*; *the Criminal Code and the Controlled Drugs and Substances Act*; and *the Criminal Records Act*.

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DIVERSITY AND INDIGENOUS PEOPLES IN CANADA, 4TH EDITION

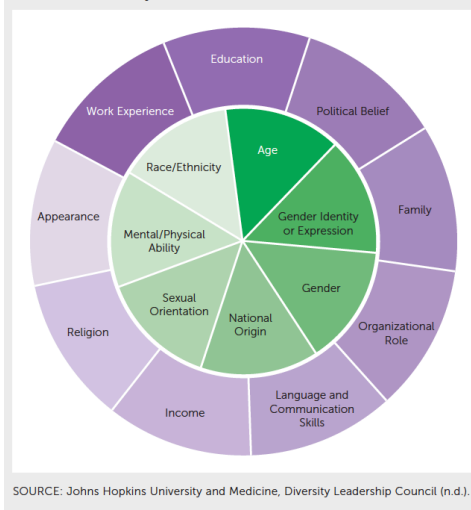
Darion Boyington

Diversity and Indigenous Peoples in Canada, 4th Edition provides a firm foundation for criminal justice students and law enforcement to understand cultural and identity issues within the Canadian context. Through examining the concepts of diversity, human rights, and Indigenous issues, students will learn to responsibly manoeuvre through Canada's evolving social landscape—a necessary skill in law enforcement.

This text consists of two parts: Part I explores diversity, multiculturalism, and human rights within Canada; Part II reviews past and present interactions between Indigenous peoples and Canadian settlers.

This comprehensive resource supports college and university courses that focus on diversity, inclusiveness, and social awareness.

FIGURE 1.1 Diversity Wheel



SOURCE: Johns Hopkins University and Medicine, Diversity Leadership Council (n.d.).

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- Chapter 6: Diversity Competency in the Criminal Justice System

Part II: Indigenous Peoples in Canada

- Chapter 7: Colonization and Treaties
- Chapter 8: Current Issues over Land
- Chapter 9: Indian and Inuit Residential Schools
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- Chapter 11: Indigenous Peoples and the Criminal Justice System

FEATURES

- New, expanded coverage of LGBTQ2 issues.
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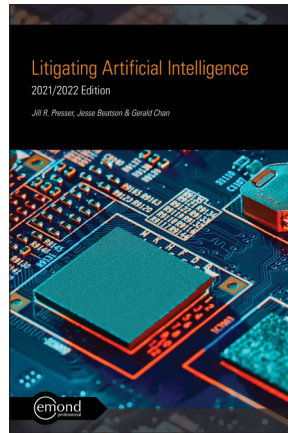
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LITIGATING ARTIFICIAL INTELLIGENCE

Jesse Beatson
Gerald Chan
Jill R. Presser

Litigating Artificial Intelligence is the first resource of its kind in Canada to comprehensively review the diverse ways AI can interact with the litigation process, both in the courtroom and in legal practice. Presenting a realistic, even-handed treatment of the latest developments in AI and law, the General Editor team and expert contributors address four primary ways litigators can expect AI to influence their work: 1) challenging AI-informed decision-making, 2) navigating evidence law questions arising from AI, 3) bringing or defending lawsuits involving AI-based products, and 4) using AI tools to enhance aspects of legal practice.

Litigating Artificial Intelligence is an ideal resource for all litigators (civil, criminal, corporate, commercial, immigration, and administrative) and essential reading for law enforcement professionals, academics, judges, journalists, policy-makers, law students, forensic scientists, and computer engineers.

“This book has assembled a number of legal experts who have created an eclectic mix of the academic, the practical, the philosophical, and the possible that cover four areas where litigators will encounter AI This is a book that can be read cover to cover for a useful overview of the sector or dipped into as needed for specific concerns.”

—Mitch Kowalski

Written for lawyers, paralegals, and other legal professionals

FEATURES

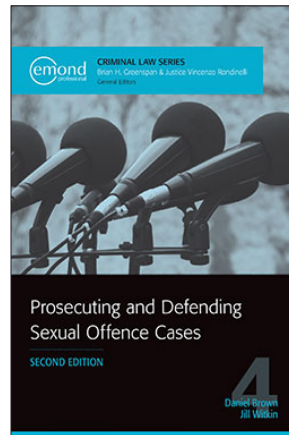
- Coverage of the relationship between AI and legislation, international ethical guidelines, and recent jurisprudence.
- Summary of the main AI tools in use in the Canadian justice system and other applications.
- Practical recommendations about litigation involving AI.
- A chapter on AI and administrative law, written by Justice Sossin of the Ontario Court of Appeal.
- A chapter on AI and Online Dispute Resolution (ODR), written by former Attorney General of Ontario, Chris Bentley.
- A chapter on AI and e-discovery, written by Professors Maura Grossman and Gordon Cormack.
- A chapter on international and military law, written by Major Christopher Nam of the Judge Advocate General’s office.
- A chapter on predictive analytics, written by Blue J Legal co-founder Anthony Niblett.

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*Written for Crown,
defence, and the judiciary*

FEATURES

- A foreword by Marie Henein.
- Contributions from Cecilia Hageman, Meaghan Cunningham, Dawne Way, Adam Weisberg, and Colleen McKeown.
- A new chapter on prosecuting and defending historic offences.
- Extensive updates pertaining to new legislation, including the Bill C-51 and Bill C-75 amendments to the *Criminal Code*.
- Discussions of the new 278.92 regime that governs the use of records in sexual offence cases.
- A new section dealing with “myths and stereotypes” in relation to the complainant as well as the accused.
- Key commentary, from both Crown and defence, on advocacy and trial strategy.
- Practical checklists, tables, and sample consent forms.



PROSECUTING AND DEFENDING SEXUAL OFFENCE CASES, 2ND EDITION

General Editors
Brian H. Greenspan
Justice Vincenzo Rondinelli

Daniel Brown
Jill Witkin

In *Prosecuting and Defending Sexual Offence Cases*, 2nd Edition, Crown prosecutor Jill Witkin and defence lawyer Daniel Brown offer an extensive examination of the legal processes involved in litigating sexual offences. This bestseller is designed to help practitioners focus on the procedural, evidentiary, and strategic elements specific to sexual offence cases. These elements include search issues, children’s evidence, cross-examination on private records, and sentencing.

This edition contains new chapters on historical sexual offences and cross-examination of private records and reflects changes in Bill C-51 pertaining to third-party records, other sexual histories, and consent. Analysis of case law and relevant *Criminal Code* provisions have been integrated throughout the text in order to effectively guide readers through the flow of a sexual offence case.

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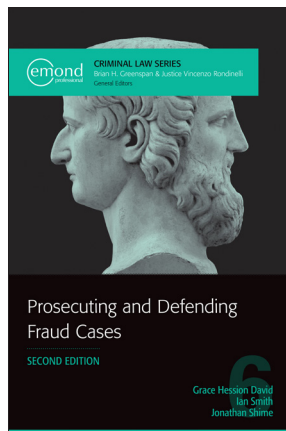
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**PROSECUTING AND DEFENDING FRAUD CASES, 2ND EDITION**

General Editors
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Prosecuting and Defending Professional Regulation Cases is an essential resource for practitioners advising or representing professionals or institutions involved in regulatory proceedings. This guide equips practitioners with the legal knowledge and profession-specific requirements and context needed to manoeuvre through the regulation process. Matters addressed include registration and licensure requirements, complaints and investigation processes, incapacity and fitness to practise investigations and proceedings, special considerations for sexual abuse cases, discipline and parallel proceedings, penalties, and reinstatement procedures.

"[T]his text is an indispensable companion to the criminal counsel, Crown or defence, who wish to litigate these cases in a highly skilled and professional manner."

—Mark Sandler, LLB

Written for Crown, defence, and the judiciary

FEATURES

- A new chapter on cyber fraud in Canada.
- New content covering Crown obligation with respect to e-disclosure, documents in possession, and the recent SCC pronouncement on influence peddling and breach of trust involving a police officer.
- Updated sentencing charts and case law tables on various topics, including for "Other Fraudulent Means," breach of trust sentencing, major fraud sentencing, fine in lieu of forfeiture, and time to pay.
- First-ever chapter published on criminal organizations and fraud, which distinguishes a conspiracy from a criminal organization and includes sentencing considerations.
- Content covering victim impact statements and community impact statements.
- Boilerplate for s.29 CEA bank affidavits to accompany documentary evidence from a Production Order.

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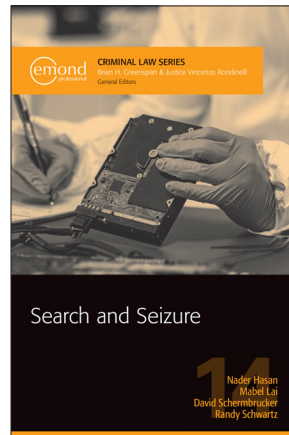
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*Written for Crown,
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FEATURES

- Useful “Practice Tips” sections in each chapter with practical advice from Crown and defence.
- A chapter devoted to digital search and seizure powers, including discussions on internet search history.
- A chapter focused on the warrant application process, including forms to be used, telewarrants, and drafting the Information to Obtain (ITO), as well as dealing with information from a confidential informer (CI).
- Up to-date content that reflects the latest case law on search and seizure issues.
- Relevant legislation from the Canadian Charter of Rights and Freedoms and the Criminal Code.
- A chapter dedicated to reviewing the Garofoli process.
- Content written by experienced Crown and defence counsel.
- Foreword by the Honourable Sheilah L. Martin of the Supreme Court of Canada.



SEARCH AND SEIZURE

General Editors
Brian H. Greenspan
Justice Vincenzo Rondinelli

David Schermbrucker
Randy Schwartz
Mabel Lai
Nader Hasan

Search and Seizure provides a practical examination of the evolving body of legal rules and principles that govern how reasonable searches and seizures are conducted. In particular, it considers the increased complexity of assessing a person's reasonable expectation of privacy in the digital age. This handbook addresses central concerns and relevant topics such as Section 487 Search Warrants, computer device searches, warrantless searches, and exclusion of evidence.

This all-in-one comprehensive guide analyzes every perspective, including those of the rights-holder, the police officer conducting a search or seizure, prosecutors and defence counsel, and judges reviewing police conduct after the fact.

“Search and Seizure is not only a guide to the here and now; it will help chart a path through the uncertain terrain of the future. With its principled analysis, practical wisdom, and hands-on, how-to format, it is a must-have for anyone involved in the enforcement and administration of criminal justice.”

—Justice Renee M. Pomerance

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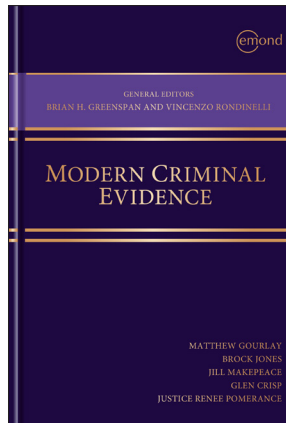
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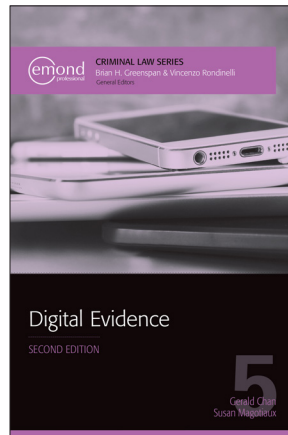
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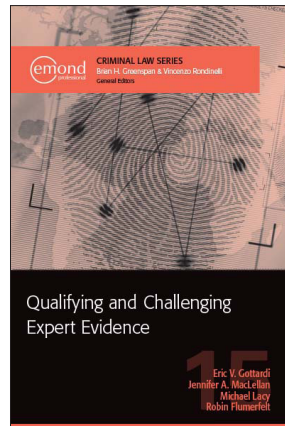
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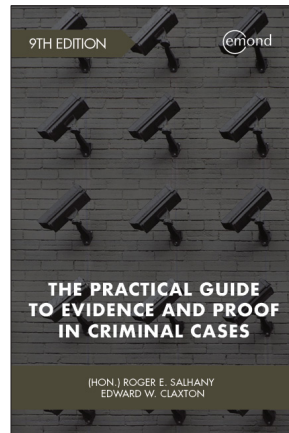
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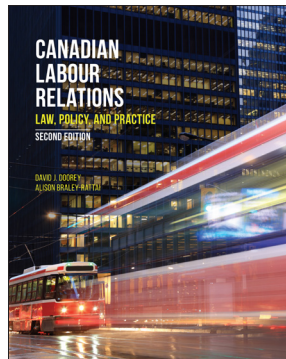
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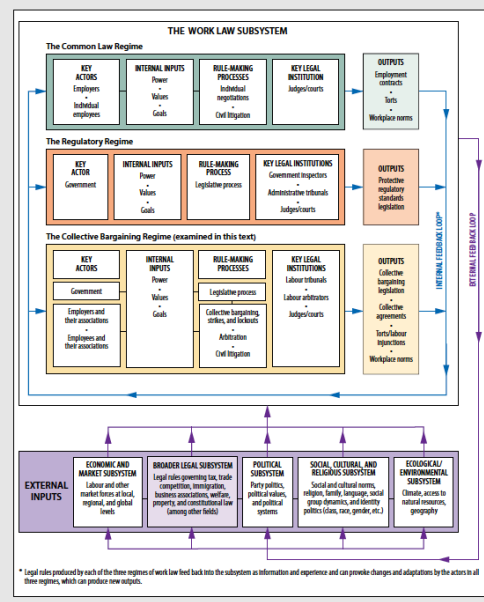
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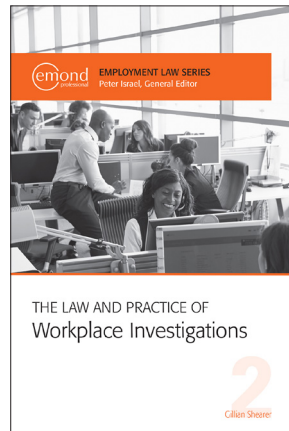
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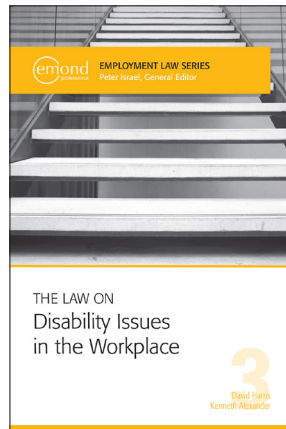
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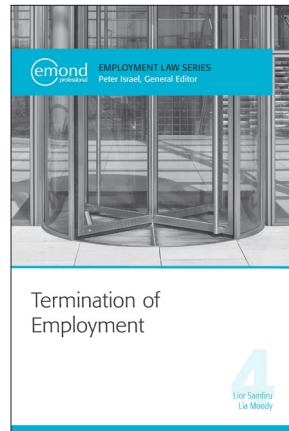
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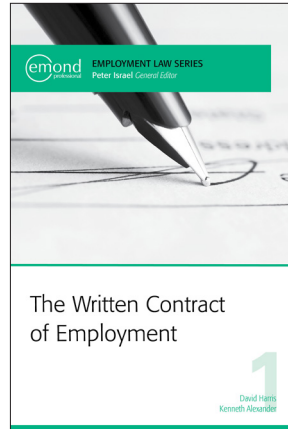
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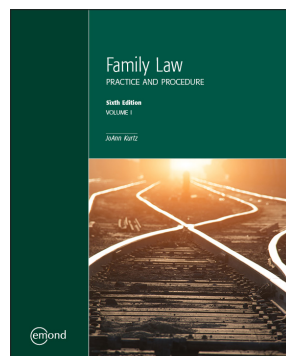
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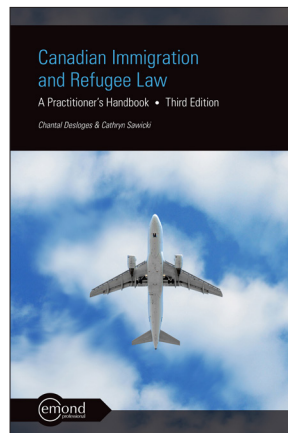
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The first volume of the Immigration Law Series, *Temporary Entry into the Canadian Labour Market*, provides a well-rounded explanation of the avenues and implications of a foreign national's temporary entry into the Canadian labour market. Readers will gain a cohesive understanding of work permit categories and requirements, from applications for work authorization to employer compliance and inspections. In addition, practical and key considerations are addressed, answering fundamental questions such as whether someone needs a work permit, how they get it, and what the employer and recipient's responsibilities are.

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FAMILY CLASS SPONSORSHIP IN CANADIAN IMMIGRATION LAW

General Editor
Cathryn Sawicki
Chantal Desloges

Michael Battista
Adrienne Smith

Family Class Sponsorship in Canadian Immigration Law, the second volume in the Immigration Law Series, provides a comprehensive analysis of Canada's policies and procedures for family reunification. Unlike other texts in this area, this book's practical approach guides readers through the current avenues and barriers of family class sponsorship, helping immigration lawyers and consultants develop successful advocacy strategies for their clients. Readers will gain a cohesive understanding of sponsorship, the rights of spouses and partners, adoption of children, the reunification of parents and grandparents, family reunification in the refugee context, and reunification through humanitarian and compassionate grounds.

Authored by experienced immigration law experts Michael Battista and Adrienne Smith, this handbook examines recent policy reforms in the *Immigration and Refugee Protection Act (IRPA)* and the *Immigration and Refugee Protection Regulations (IRPR)*, producing the most up-to-date resource for immigration practitioners and consultants looking for advice on Canada's Family Class Sponsorship policies.

Written for immigration lawyers and consultants

FEATURES

- Practical tips, tables, process charts, checklists, scenario examples, and sample documents.
- Annotated extracts of relevant legislation and regulations.
- Accessible language and format, perfect for lawyers, immigration consultants, and paralegals.
- First-hand knowledge and insights from experienced authors with expertise in LGBTQ+ immigration, sponsorship appeals, medical and criminal inadmissibility, refugee claims and appeals, and Express Entry applications.
- A chapter discussing the *Canadian Charter of Rights and Freedoms'* impact on LGBTQ+ families and the concept of "family" in Canadian immigration policies.
- A chapter discussing emerging issues in the field of family sponsorship policies.

Written for immigration
lawyers and consultants



INADMISSIBILITY AND REMEDIES

General Editor
Cathryn Sawicki
Chantal Deslopes

Raj Sharma
Aris Daghighian

Inadmissibility and Remedies, the third volume in the Immigration Law Series, provides practitioners with clear and concise guidance for representing clients facing allegations of inadmissibility on the basis of criminality, medical reasons, misrepresentation, and other grounds.

Written by authors with years of first-hand experience in this critical area, this all-in-one handbook covers topics such as grounds of inadmissibility, the enforcement and removal regime, admissibility hearings and detention reviews, federal court applications, procedural fairness letters, refugees and protected persons, and citizenship prohibitions and revocations. The text concludes with an in-depth review of immigration remedies, including rehabilitation, temporary residence permits, humanitarian and compassionate applications, ministerial relief, and ARC applications, producing the most comprehensive and up-to-date resource for those seeking to understand the complex area of inadmissibility.

Includes discussion of key cases, including:

- *Tran v Canada* (Public Safety and Emergency Preparedness), 2017 SCC 50.
- *R. v. Wong*, 2018 SCC 25 (CanLII), [2018] 1 SCR 696
- *Kanhasamy v. Canada* (Citizenship and Immigration), 2015 SCC 61
- *El Rahy v. Canada* (Citizenship and Immigration), 2018 FC 1058
- *Kambasaya v Canada* (Citizenship and Immigration), 2021 FC 664
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- A chapter dedicated to remedies for overcoming inadmissibility claims.
- Comprehensive content on the practice and procedure of representing clients before the IRB at hearings, detention reviews, and appeals.
- A chapter for criminal practitioners discussing the collateral consequences of criminal inadmissibility.
- Practical tips, tables, checklists, scenario examples, and sample documents and letters.

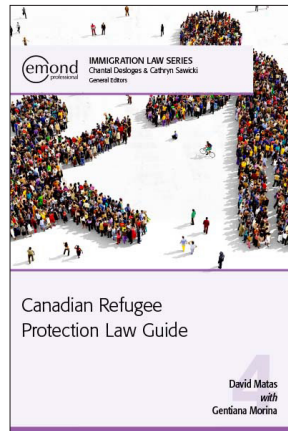
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Canadian Refugee Protection Law Guide, the fourth volume in Emond's Immigration Law Series, offers a clear and concise account of the procedural and strategic elements involved in achieving refugee status for one's client. Unlike other texts in this area, this guidebook's "how-to" approach helps readers navigate each phase of Canada's refugee determination procedures, from initial proceedings to appeals and remedies.

Authored by immigration and refugee law experts David Matas and Gentiana Moriana, this guidebook examines a wide range of topics, including refugee entry to Canada, detention, refugee claims and hearings, PRRA applications, humanitarian applications, refugee sponsorships, appeals, and refusals. For situations where the client is already in Canada, this book also covers work permits, health insurance, permanent residence as a refugee, cessation, court remedies, and more. With this wide coverage, this text is an essential resource for anyone seeking comprehensive and up-to-date knowledge of Canada's refugee protection and determination systems.

CANADIAN REFUGEE PROTECTION LAW GUIDE

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Chantal Desloges

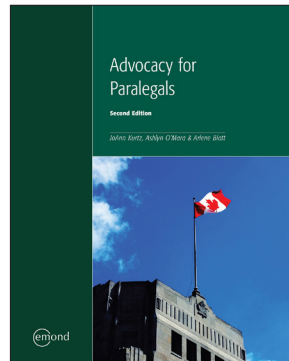
David Matas
Gentiana Morina

Written for immigration lawyers and consultants

FEATURES

- A chapter devoted to Pre-Removal Risk Assessment (PRRA) applications, covering eligibility, claims, applications, forms, and submissions.
- Chapters dedicated to court and international remedies.
- Discussion on refugee sponsorship and support.
- Practical tips, tables, process charts, checklists, scenario examples, and sample documents.
- A case table with annotated extracts of relevant legislation or regulations.
- Accessible language and format, perfect for students, immigration consultants, paralegals and lawyers.
- First-hand knowledge and insights from experienced authors with expertise in immigration, refugee, international, and human rights law.

*Written for paralegals,
law clerks, and other
legal professionals*



ADVOCACY FOR PARALEGALS, 2ND EDITION

JoAnn Kurtz
Ashlyn O'Mara

The second edition of *Advocacy for Paralegals* walks readers through all of the stages of a trial/hearing, including pre-trial preparations, opening statements, examinations of witnesses, and closing arguments.

Each of these stages is contextualized through three different hypothetical cases that cover three different areas of law: Small Claims, Landlord and Tenant, and Liquor Licensing (Provincial Offences). Using these cases as examples, readers can improve essential skills like developing case theory and conducting witness interviews.

FEATURES

- A guide for interviewing clients and witnesses, including sample witness interviews.
- Coverage of licensing, the scope of practice, and the relevant *Paralegal Rules of Conduct* for paralegals as advocates.
- Examples of opening statements, direct examinations, cross-examinations in the context of newly added Landlord and Tenant Board, and Provincial Offences case scenarios.

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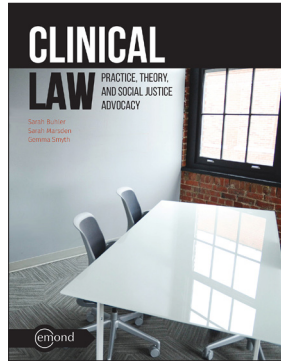
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- Chapter 9: The Future of Clinical Legal Education

**CLINICAL LAW:
PRACTICE, THEORY,
AND SOCIAL JUSTICE
ADVOCACY**

Sarah Buhler
Sarah Marsden
Gemma Smyth

Clinical Law: Practice, Theory, and Social Justice Advocacy is the first Canadian text of its kind to integrate the theories of clinical law and provide a set of practical tools to assist lawyers in effectively advocating for their clients. This hands-on guide puts individual client advocacy at its centre with information on how to interview and counsel clients and how to strategize, negotiate, and verbally advocate for clients.

The text focuses on the different contexts in which clinical law is practised. It discusses practical approaches to build relationships with clients and communities and explores the future of clinical legal practice.

“A highly welcome Canadian addition to this field... I particularly appreciated the ‘lessons from the field,’ a real-world example illustrating the use of collaboration to address the social problems that confront legal clinic clients.”

—Genevieve Hillburg
Legal Counsel

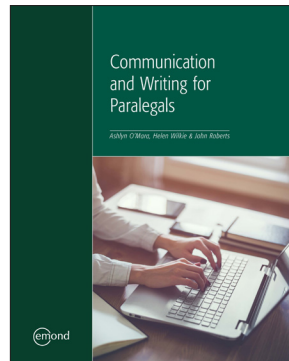
BC Ministry of Justice and Attorney General
Excerpt from CLLR vol. 42.1

*Written for lawyers in
clinical settings*

FEATURES

- Personal case examples from authors' clinics and colleagues.

*Written for paralegals,
law clerks, and other
legal professionals*



COMMUNICATION AND WRITING FOR PARALEGALS

*Ashlyn O'Mara
Helen Wilkie
John Roberts*

In order to provide the best representation for their clients, a successful paralegal will call upon their advanced communication and writing skills to advocate, persuade, and effectively communicate the needs of their client's case. *Communication and Writing for Paralegals* enables students to improve these vital skills and become familiar with the expectations and standards set out by the Law Society of Ontario.

Various forms of communication are discussed throughout the text, including case briefs and memorandum of law. Chapters address proper writing style, letter format and structure, and writing strategies for different kinds of letters (i.e. how to address different audiences). This information is supplemented with sample documents and writing exercises so students can apply what they've learned. These exercises were created with the paralegal scope of practice in mind, meaning students will be prepared for their future practice.

FEATURES

- Includes a detailed editing checklist.
- Contains practice and proofreading exercises.
- Addresses competencies outlined by the Law Society of Ontario for paralegals.
- Discusses the plain legal language movement.
- Features sample legal forms for Small Claims Court, Human Rights Tribunal of Ontario, Landlord and Tenant Board, and License Appeal Tribunal.

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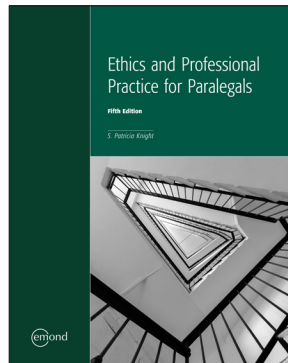
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ETHICS AND PROFESSIONAL PRACTICE FOR PARALEGALS, 5TH EDITION

S. Patricia Knight

Ethics and Professional Practice for Paralegals, 5th Edition guides readers through principles of professional conduct, legal obligations, and ethical issues.

Providing students with the practical knowledge necessary for their future careers, this text presents the *Paralegal Rules of Conduct* and the *Paralegal Professional Conduct Guidelines* along with various key topics, including the paralegal–client relationship, the purpose of retainers, the Paralegal Standing Committee, accreditation requirements, and the controversy around advertising practices.

Readers will be given the opportunity to exercise their understanding about professional issues and ethical practice in every chapter; through new Planning for Practice fact situations, readers will closely follow Rajni Peacock’s journey from paralegal licensing to her decision to start her own firm. This edition also reflects current legislation and addresses new practice opportunities for paralegals, including the Law Society of Ontario–approved *Family Legal Services Review Action Plan* and Bill C-75.

Written for paralegals, law clerks, and other legal professionals

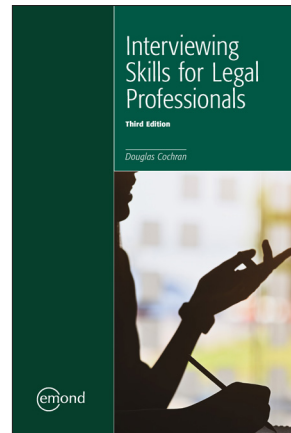
FEATURES

- New Planning for Practice fact situations at the beginning of each chapter
- A new end-of-chapter Application Questions scenarios
- Every rule or subrule of the *Rules of Paralegal Conduct*, along with the text of the applicable guidelines
- Precedents for a retainer agreement, engagement letter, and various other documents
- Charts outlining and explaining various rules and concepts

*Written for paralegals,
law clerks, and other
legal professionals*

FEATURES

- A new chapter by expert Jill Taylor devoted to trauma-informed interviewing with a clear explanation of the effects of trauma; a practical guide on how to conduct a trauma-informed interview; how to support trauma survivors to share their experience; and scenarios that demonstrate the approach in action.
- An expanded discussion on working with interpreters.
- "Author Aside" feature boxes contextualize key concepts and offer decades' worth of practical advice.
- Sample interviews, illustrating the application of interviewing techniques.
- An instructor package: PowerPoints, and Instructor's Guide.
- Additional end-of-chapter review questions, exercises, and new role plays.



INTERVIEWING SKILLS FOR LEGAL PROFESSIONALS, 3RD EDITION

Douglas Cochran

Interviewing Skills for Legal Professionals, 3rd Edition is specifically designed to teach legal professionals how to prepare for, structure, and conduct effective client interviews. The quality of client interviews is essential to ensure that counsel receive essential information in order to achieve better results for their clients.

Suitable for a national audience, this essential resource examines topics such as, working with interpreters; managing biases during fact-finding; selecting questioning techniques; ethical or interpersonal challenges that may arise while interviewing; and trauma-informed interviewing. Sample scenarios, examples, and role plays provide a practical, applied guide on key aspects of the client-centred interview. By implementing the techniques addressed in this text, readers will have the skills to confidently tackle fact-finding through client-centred interviewing.

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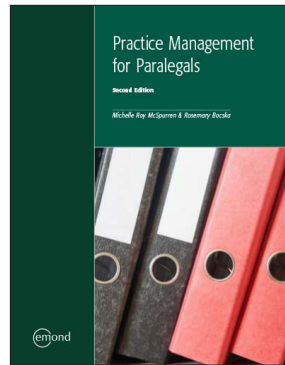
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PRACTICE MANAGEMENT FOR PARALEGALS, 2ND EDITION

Michelle Roy McSpurren
Rosemary Bocska

The only resource of its kind, *Practice Management for Paralegals*, 2nd Edition assists students in understanding the legal rules, obligations, and mechanics of owning and operating a successful paralegal practice.

This text offers key insights into the guiding principles and management techniques of paralegal practice, with a focus on the *Paralegal Professional Conduct Guidelines* and *Paralegal Rules of Conduct*. It addresses different types of businesses, budgeting and financial planning, advertising strategies, insurance considerations, client retention, employment practices, client file management, and more.

This second edition contains a new chapter devoted to hiring and employment practices and expanded chapters on marketing one's business and setting fees. It also incorporates numerous practical resources, including a revised business plan, "Planning for Practice" scenarios, a checklist of items to include in a cash flow analysis, and new "Career Profile" Interviews with self-employed paralegals from across Ontario.

This in-depth exploration of pertinent topics paired with practical elements provides readers with a comprehensive understanding of practice management, which will help instill confidence in their ability to run their own paralegal firm.

Written for paralegals, law clerks, and other legal professionals

FEATURES

- New "Career Profile" interviews with practicing paralegals across Ontario.
- An entrepreneurial self-assessment to help students decide whether running a small business is right for them.
- Revised sample documents: business plan, non-engagement letter, retainer agreement, and a contingency fee agreement and checklist.
- Practice tips offering decades' worth of professional experience.
- Additional case law.
- Up-to-date coverage of the *Paralegal Professional Conduct Guidelines* and *Paralegal Rules of Conduct*.
- Useful URLs in each chapter to help students dig deeper into various topics.

Written for lawyers, law students, and paralegals

FEATURES

- Territorial representation in addition to provincial and federal coverage.
- Updated chapters to reflect changes in provincial and federal research.
- A chapter on researching international law from a Canadian perspective.
- An introduction to client interviewing.
- Examples and research tasks graphically displayed in high-resolution screen captures of online resources.
- New screenshots for online resources, such as WestLawNext Canada and Lexis Advance.
- Full-colour, step-by-step instructions for accessing specific legal databases.
- Parallel research methodologies that demonstrate the use of both print and online resources.
- Strategic information on creating efficient research plans and presenting results effectively.



THE COMPREHENSIVE GUIDE TO LEGAL RESEARCH, WRITING & ANALYSIS, 3RD EDITION

*Moira McCarney
Ruth Kuras
Annette Demers
Shelley Kierstead*

The third edition of *The Comprehensive Guide to Legal Research, Writing & Analysis* focuses on helping readers develop the competencies required by the Federation of Law Societies of Canada. This is achieved through in-depth coverage of provincial, territorial, and federal research tools and processes. In addition to developing these important communication and research skills, the text will also equip readers to apply them in both academic and professional environments.

With a thorough background of the foundations of the Canadian legal system, the text allows readers to fully understand the laws and issues that may impact their work. Readers will also be able to build key skills such as analyzing issues and facts, researching legal statutes and cases from various levels of court, creating and maintaining research plans, developing legal arguments, and transitioning their legal writing skills from classroom to courtroom. Readers can further refine these skills by using the in-text sample problems created by the accomplished author team.

Being skilled in research, writing, and analysis is essential to anyone aspiring to work in or currently working in the legal field. From start to finish, this resource's detailed and practical approach supports readers in developing these necessary competencies.

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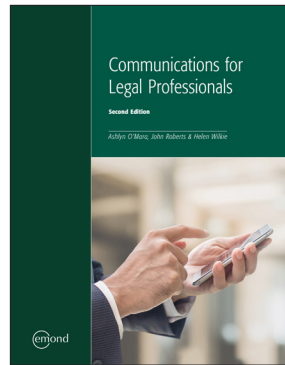
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COMMUNICATIONS FOR LEGAL PROFESSIONALS, 2ND EDITION

Ashlyn O'Mara
John Roberts
Helen Wilkie

Communications for Legal Professionals, 2nd Edition provides legal professionals with effective communication tools specific to their future careers. This text comprehensively addresses various elements of communication such as writing style and formatting, delivering presentations, and diplomatically dealing with different sorts of clients.

Readers will also learn more modern avenues of communication, beyond the traditional letters and memoranda, including composing professional emails and utilizing social media. Through an assortment of examples and exercises, readers will develop the writing, listening, and speaking skills essential for the legal field.

FIGURE 4.3 Negative and Affirmative Sentences

Negative	Affirmative
The evidence was not insufficient to establish cause.	The evidence was sufficient to establish cause.
The judge did not fail to consider all the evidence.	The judge considered all the evidence.
The plaintiff established that he did not fail the test for default judgment against the defendant.	The plaintiff established that he met the test for default judgment against the defendant.
The article did not fail the test for publication.	The article passed the test for publication.
No person is permitted to board an aircraft unless he or she passes a security check.	A person is permitted to board an aircraft only if he or she passes a security check.

*Written for paralegals,
law clerks, and other
legal professionals*

FEATURES

- A new chapter on email and social media communication.
- Examples of professional writing style and letter format.
- Discussions on effective oral communication and presentation delivery.
- Proofreading exercises pertaining to workplace documents.

*Written for paralegals,
law clerks, and other
legal professionals*



LEGAL RESEARCH: STEP BY STEP, 5TH EDITION

Arlene Blatt
JoAnn Kurtz

Legal Research: Step by Step, 5th Edition provides legal students with the foundational support they need to learn how to conduct legal research effectively. Topics include identifying legal issues, analyzing a fact situation, and navigating through various print and digital resources.

Through its guided text format, this bestseller walks readers through research methods and resources using clear language, key terms, image captures, charts, diagrams, and exercises—ideal for students with little or no experience with legal research.

This edition reflects current statutes and online sources. It also contains new content, including discussions comparing print and online resources, expanded coverage on neutral and online citations, how to use HeinOnline to find historical versions of a text, and the use of pre- and post-search filters. Students will also benefit from the updated screenshots and figures, new cases, and new exercises.

FEATURES

- Up-to-date statutes, online sources, and screenshots.
- New cases, exercises, and content, including HeinOnline, which allows users to view historical versions of statutes.
- Emphasis on utilizing online sources, including Justice Laws and Ontario e-Laws, as well as online versions of the CED and Halsbury's, WestlawNext Canada, Lexis Advance Quicklaw, and CanLII.
- Detailed instructions on how to use research tools, including Boolean searching.
- Chapter taking students through a sample research problem, step by step, from start to finish.
- In-depth discussion of using plain or natural language searching, including pre- and post-search filters.

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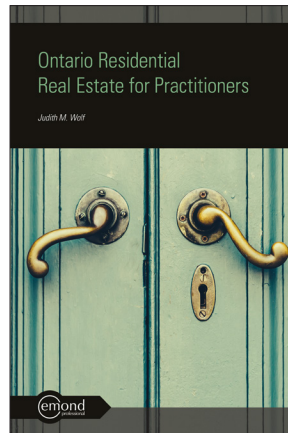
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**ONTARIO RESIDENTIAL
REAL ESTATE FOR
PRACTITIONERS**

Judith M. Wolf

Ontario Residential Real Estate for Practitioners is a guide to the fundamental elements of residential real estate transactions. This practical treatment of the law will assist practitioners in their day-to-day responsibilities, whether they're new to this area of the law or have been practising for years.

Author Judith M. Wolf aims to assist lawyers and law clerks with a variety of tasks by providing a substantial number of sample documents, charts, and checklists. The text also covers changes to the law, like those regarding land transfer tax rates, and professional obligations. This text's unique approach to real estate law makes it a must-have resource on the shelf of anyone practising in this area.

View a sample chapter at emond.ca/orre.

*Written for lawyers,
paralegals, and other
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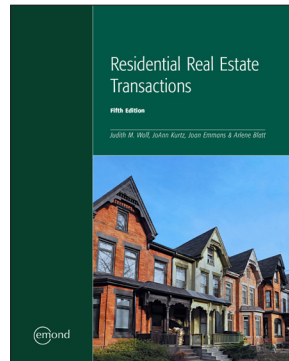
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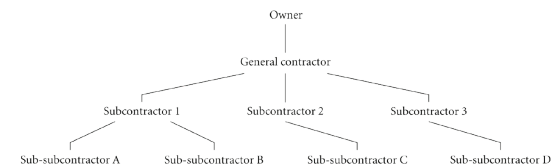
RESIDENTIAL REAL ESTATE TRANSACTIONS, 5TH EDITION

*Judith M. Wolf
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Residential Real Estate Transactions, 5th Edition comprehensively outlines the process of purchasing and selling property through a practical and legal lens. From the purchase of sale agreement right up to completing the transaction, every step is thoroughly explained and substantiated with practical examples, including Teraview software screenshots, and calculations for the statement of adjustments.

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FIGURE 7.1 The Construction Pyramid



construction pyramid
illustration of the
contractual relationships
between parties in a
typical large construction
project

It is possible to think of the relationships between these parties as resembling a pyramid, referred to as the **construction pyramid**, with the owner at the top followed by the general contractor and different levels of subcontractors. The construction pyramid is illustrated in figure 7.1.

Each contractor shown in the figure has a contractual relationship (privity of contract) only with the person directly above or below him or her in the construction pyramid. The general contractor is the only one who has privity of contract with the owner.

Each contractor must also look to the person directly above for payment. For example, sub-subcontractor A is paid by subcontractor 1; subcontractor 1 is paid by the general contractor; and the general contractor is paid by the owner.

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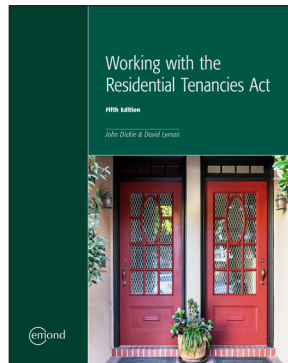
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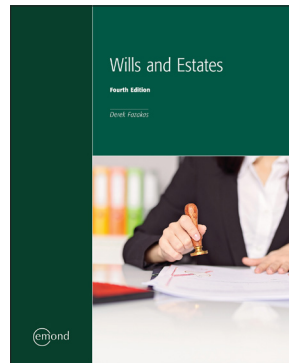
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