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| Alternative dispute resolution (ADR) & Settlement - duty to client - duty to encourage settlement, present offers of settlement, and consider ADR (r. 3.2-4 and commentary) SEE: Duty - settlement/alternative dispute resolution (ADR) - duty to encourage” | 51(L) | 2.3 |
| Alternative dispute resolution (ADR) & Settlement - duty to client (r. 3.2-4 and commentary) SEE: Duty - settlement/alternative dispute resolution (ADR) - duty to encourage” | 51(L) | 2.3 |
| Amounts received - from clients - trust | 125(R) | 6.3.1 |
| Analysis support software - technology | 104(L) | 5.2 |
| Annual report-human rights-racism | 13(R) | 9.1 |
| Appeal panel - complaints | 3(R) | 2.4 |
| Appeals - lawyer as witness in trial proceeding (s. 5.2) | 92(R) - 93(L) | 6 |
| Appearances and statements in public - duty (s. 7.5) | 83(R )-84(L) | 4.3 |
| Appropriation of client funds from trust to pay fees (r. 3.6-10; By-Law 9) | 60(LR) | 2.8 |
| Articling student - supervision of | 106(R) - 107(L) | 7 |
| Articling student - supervision of (By-Law 4, s. 34) | 106(R) - 107(L) | 7 |
| Articling student - transfer between firms - conflict of interest (r. 3.4-17 - 3.4-23 and commentaries) | 41(R) - 42(L) | 10 |
| Articling student - transfer into/out of position - conflict of interest (r. 3.4-17 - 3.4-23 and commentaries) | 41(R) - 42(L) | 10 |
| Assistance - practice management - technology | 104(L) | 5.2 |
| Assistance - support staff - hiring | 107(LR) | 7.1 |
| Assistance - support staff - training, supervision, delegation | 107(LR) | 7.2 |
| Assisting crime, dishonesty, fraud, illegal conduct by client - client is organization - withdrawal (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting crime, dishonesty, fraud, illegal conduct by client - client is organization (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting crime, dishonesty, fraud, illegal conduct by client - prohibited (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting crime, dishonesty, fraud, illegal conduct by client - reasonable precautionary measures (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting dishonesty, fraud, crime, illegal conduct by client - client is organization - withdrawal (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting dishonesty, fraud, crime, illegal conduct by client - client is organization (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting dishonesty, fraud, crime, illegal conduct by client - prohibited (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting dishonesty, fraud, crime, illegal conduct by client - reasonable precautionary measures (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting dishonesty, fraud, crime, illegal conduct by client (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting fraud, dishonesty, crime, illegal conduct by client - client is organization - withdrawal (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting fraud, dishonesty, crime, illegal conduct by client - client is organization (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting fraud, dishonesty, crime, illegal conduct by client - prohibited (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting fraud, dishonesty, crime, illegal conduct by client - reasonable precautionary measures (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting illegal conduct, dishonesty, fraud, crime by client - client is organization - withdrawal (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting illegal conduct, dishonesty, fraud, crime by client - client is organization (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting illegal conduct, dishonesty, fraud, crime by client - prohibited (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Assisting illegal conduct, dishonesty, fraud, crime by client - reasonable precautionary measures (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Authority - disciplinary - law society (r. 1.1-1 and 2.1-1 and commentary and s. 7.8.2) | 78(R)-79(L) | 1.5 |
| Authorized individuals withdrawals | 120(R) | 4.3.3 |
| Authorized representative - capacity - duty to client - efforts to confirm capacity (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Authorized representative - capacity - duty to client (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Authorized representative - disabled or minor client lacking legal capacity - duty to client (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Authorized representative - individual lacking legal capacity - duty to client (r. 3.2-9 and commentary) SEE: Authorized representative - capacity - duty to client | 51(R) | 2.5 |
| Authorized representative - minor or disabled client lacking legal capacity - duty to client (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Authorized Representatives - r.3.2-9 and commentary | 17(L) | 2.2 |
| Automated Bank Machine (ABM) - do not use to withdraw funds | 119(R)-120(L) | 4.3.2 |
| Automated Bank Machine (ABM) - method of deposit | 119(LR) | 4.2.1 |
| Avoiding conflicts of interest (r.3.4-1 and commentary) | 35(R)-36(L) | 3 |
| **B** |  |  |
| Backup - technology | 104(R) - 105(L) | 5.3 |
| Bail - lawyer acts as surety for client - conflict of interest - exception for family (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Bail - lawyer acts as surety for client - conflict of interest - reason for prohibition (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Bail - lawyer deposits own or firm’s money or any other valuable security to secure client’s release - conflict of interest - exception for family (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Bail - lawyer deposits own or firm’s money or any other valuable security to secure client’s release - conflict of interest - reason for prohibition (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Bail - lawyer posts for client - conflict of interest - exception for family (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Bail - lawyer posts for client - conflict of interest - reason for prohibition (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Bail - lawyer posts for client - conflict of interest (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Bailment - client documents - storing, recording, and tracking | 54(L) | 3.1 |
| Bailment - client property - lawyer’s duties - attempted seizure - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Bailment - client property - lawyer’s duties - claims by third parties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Bailment - client property - lawyer’s duties - legal documents - lawyer’s duties in safekeeping and recording | 54(L) | 3.1 |
| Bailment - client property - lawyer’s duties - seizure - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Bailment - client property - lawyer’s duties - seizure (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Bailment - client property - lawyer’s duties - specific duties regarding receiving, storing, and returning client property (s. 3.5 and commentaries; By-Law 9) | 53(R) - 54(L) | 3 - 3.1 |
| Bailment - client property - lawyer’s duties - standard of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Bailment - client property - lawyer’s duties - valuable property | 54(L) | 3.1 |
| Bailment - client property - lawyer’s duties - valuable property - recording requirements | 54(L) | 3.1 |
| Bailment - client property - lawyer’s duties - valuable property - recording requirements - trust moneys separate | 54(L) | 3.1 |
| Bailment - client property - lawyer’s duties - valuable property - selling or negotiating | 54(L) | 3.1 |
| Bailment - client property - lawyer’s duties - valuable property - trust money -- definition | 54(L) | 3.1 |
| Bailment - client property - lawyer’s duties - valuable property - valuable property record - definition, contents | 54(L) | 3.1 |
| Bailment - client property - lawyer’s duties - valuable property - valuable property record - does not include non-negotiable or non-sellable property | 54(L) | 3.1 |
| Bailment - client property - lawyer’s duties - valuable property - valuable property record - legal documents and trust money excluded | 54(L) | 3.1 |
| Bailment - client property - lawyer’s duties - valuable property - valuable property record - list of property it applies to | 54(L) | 3.1 |
| Bailment - client property - lawyer’s duties - valuable property - valuable property record - list of property it does NOT apply to | 54(L) | 3.1 |
| Bailment - client property - lawyer’s duties (s. 3.5 and commentaries; By-Law 9) | 53(R) - 54(L) | 3 - 3.1 |
| Bailment - client property - original client property (e.g. original wills, trust deeds, etc.) | 54(L) | 3.1 |
| Bailment - client property - storing client property | 54(L) | 3.1 |
| Bailment - client property - storing client property - recording and tracking | 54(L) | 3.1 |
| Bailment - client property - storing, recording, and tracking | 54(L) | 3.1 |
| Bailment - client property - unrelated to retainer - lawyer’s duties | 54(L) | 3.1 |
| Bank - for trust accounts | 118(R) | 4.1.2 |
| Bank account - clients’ general ledger (optional) - record keeping requirements   Sample - Figure 2 - Clients’ General Ledger | 125(L)   125 | 6.2.4   7 |
| Bank account - clients’ trust ledger (10 years) - record keeping requirements   Sample - Figure 4 - Clients’ Trust Ledger | 126(L) | 6.3.3 |
| Bank account - credit and debit card payments from clients | 122(R)-123(L) | 5.2 |
| Bank account - fees book (6 years) - record keeping requirements   Sample - Figure 1 - General Receipts Journal, General Disbursements Journal, and Fees Book | 124(R)   124 | 6.2.3   7 |
| Bank account - general account | 116(LR) | 3 |
| Bank account - general account - By-Law 9 | 116(LR) | 3 - 3.2 |
| Bank account - general account - deposit | 116(R) | 3.1 |
| Bank account - general account - withdrawal - HST | 117(L) | 3.3 |
| Bank account - general account - withdrawal (general disbursements) | 116(R) - 117(L) | 3.2 |
| Bank account - general disbursements journal (6 years) - record keeping requirements   Sample - Figure 1 - General Receipts Journal, General Disbursements Journal, and Fees Book | 124(R)   126 | 6.2.2   7 |
| Bank account - general receipts journal (6 years) - record keeping requirements   Sample - Figure 1 - General Receipts Journal, General Disbursements Journal, and Fees Book | 124(R)   127 | 6.2.1   7 |
| Bank account - law practice - general vs. trust | 116(L) | 2 |
| Bank account - monthly trust comparison (10 years) - record keeping requirements   Sample - Figure 5 - Monthly Trust Comparison | 126 (LR) - 127(LR) | 6.3.5 |
| Bank account - other record keeping requirements - source documents - general and trust accounts (10 years) | 127(R)-128(LR) | 6.4.1 |
| Bank account - record keeping requirements - current, permanent, available in paper copy | 123(R) - 124(L) | 6 - 6.1 |
| Bank account - record keeping requirements - duplicate cash receipts book (6 years)   Sample - Figure 6 - Duplicate Cash Receipt | 128(R) | 6.4.2 |
| Bank account - record keeping requirements - general account | 124(L) - 125(L) | 6.2 - 6.2.5 |
| Bank account - record keeping requirements - referral fee records (6 years) | 129(L) | 6.4.3 |
| Bank account - record keeping requirements - trust account | 125(L) - 127(R) | 6.3 - 6.3.5 |
| Bank account - record keeping requirements - valuable property record (10 years)   Sample - Figure 7 - Valuable Property Record | 129(LR) | 6.4.4 |
| Bank account - trust account | 117(LR) | 4 |
| Bank account - trust account - By-Law 9 | 117(L) - 121(L) | 4 - 4.4 |
| Bank account - trust account - deposit (trust receipts) | 118(R) - 119(L) | 4.2 |
| Bank account - trust account - financial institutions - By-Law 9 | 118(R) | 4.1.2 |
| Bank account - trust account - opening, fees | 117(R) | 4.1 |
| Bank account - trust account - sharing with another lawyer or paralegal | 118(R) | 4.1.3 |
| Bank account - trust account - types | 118(L) | 4.1.1 |
| Bank account - trust account - unclaimed trust funds | 121(L) | 4.4 |
| Bank account - trust account - withdrawal | 119(R) - 121(L) | 4.3 - 4.3.4 |
| Bank account - trust disbursements journal (10 years) - record keeping requirements   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 125(R)   149 | 6.3.2   7 |
| Bank account - trust receipts journal (10 years) - record keeping requirements   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 125(R)   126 | 6.3.1   7 |
| Bank account - trust transfer record (6 years) - record keeping requirements   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 126(L) | 6.3.4 |
| Bank accounts - trusts - methods of depositing | 119(LR) | 4.2.1 |
| Bank Accounts - trusts - when to deposit | 119(R) | 4.2.2 |
| Banking fees - trust account | 117(R) | 4.1 |
| Bankruptcy - prohibition on handling client funds | 117(LR) | 4 |
| Barriers-examples-inclusive workplace | 12(R) - 13(L) | 8.2 |
| Benchers - Convocation | 1(L) | 1.1 |
| Billable vs. non-billable hours - time docketing | 103(LR) | 4.3 |
| Billing - clients - transfer money into general account | 116(R) | 3.1 |
| Billing - disbursements - general account | 116(R) | 3.1 |
| Billing - fee types SEE: Fees | 57(R) - 58(L) | 2 |
| Billing - methods and charges - financial management - fees and disbursements | 57(R) - 58(L) | 2 |
| Billing - methods of securing payment of fees (r. 3.4-27 - 3.4-29 and commentaries) | 64(LR) | 6 |
| Billing - statement of account for client (r. 3.6-3, 3.6-4, 5.1-5, and 3.6-1.1 and commentary) | 59(R)-60(L) | 2.7 |
| Block fee - fees | 58(L) | 2 |
| Bookkeeping - consider delegating | 123(R)-124(L) | 6 |
| Bookkeeping - types of accounting systems SEE: Accounting | 115(R) | 1.1 |
| Borrower and lender - acting for both - where lender in business of lending money (r. 3.4-12 - 3.4-16 and commentaries) | 39(R)-40(R) | 8.2 |
| Borrower and lender - acting for both (r. 3.4-12 - 3.4-16 and commentaries) | 39(R) - 40(LR) | 8.2 |
| Borrower and lender - acting for both (r. 3.4-12 - 3.4-16 and commentaries) | 39(R)-40(R) | 8.2 |
| Borrowing from clients - prohibited, exceptions - “regulated lender”, definition and exception (r. 3.4-27 and 3.4-28.1) | 42(R) - 43(L) | 11.1 |
| Borrowing from clients - prohibited, exceptions - “related person”, definition and exception (r. 3.4-27 and 3.4-28.1) | 43(L) | 11.1 |
| Borrowing from clients - prohibited, exceptions (r. 3.4-27 and 3.4-28.1) | 42(R) - 43(L) | 11.1 |
| Borrowing from or lending to a client, defined as transaction - conflicts of interest - transactions with clients (r. 3.4-27 - 3.4-28) | 42(R) | 11 |
| Breaches of Security safeguards | 113(LR) | 10.3 |
| Business and administrative aspects of practice - practice management | 108(R) - 109(R) | 8 |
| Business cards - marketing legal services (r. 4.2-0 - 4.2-1.1 and commentaries) | 95(R) - 96(L) | 2.1 |
| Business structures - permitted (By-Law 7) | 95(LR) | 1 |
| Business transactions with a client - definition (r. 3.4-27 - 3.4-28) | 42(R) | 11 |
| Business transactions with a client (r. 3.4-27 - 3.4-28) | 42(R) | 11 |
| Business with a client (r. 3.4-27 - 3.4-28) | 42(R) | 11 |
| By-Law 10 - Law Society’s Unclaimed Trust Fund | 121(L) | 4.4 |
| By-Law 15 - advertising nature of legal practice | 98(LR) | 2.4 |
| By-Law 4, s.34 - Articling Student Supervision | 106(R) - 107(L) | 7 |
| By-Law 5 - Annual Fee | 108(R) - 109(R) | 8 |
| By-Law 6 - professional liability insurance | 108(R) - 109(R) | 8 |
| By-Law 7 - permitted business structures and practice arrangements | 95(LR) | 1 |
| By-Law 7, Part VI - prohibition against referral fees for licensee in a civil society organization | 61(R)-62(L) | 4.3 |
| By-Law 7, s. 51 - charging fees and disbursements through civil society organizations | 59(LR) | 2.4 |
| By-Law 7.1, Part I - supervision | 106(R) - 107(L) | 7 |
| By-Law 7.1, Part II - Obligations resulting from suspension | 78(L) | 1.4 |
| By-law 7.1, Part III - definition of “third party” -context of identification & verification | 18(R) | 3 |
| By-law 7.1, s. 27 - fraud, illegal conduct by client - lawyer's duty | 50(LR) | 2.2 |
| By-law 7.1, s. 27 - illegal conduct, fraud by client - lawyer's duty | 50(LR) | 2.2 |
| By-law 7.1, s. 27 - lawyer's duty - fraud, illegal conduct by client | 50(LR) | 2.2 |
| By-law 7.1, s. 27 - lawyer's duty - illegal conduct, fraud by client | 50(LR) | 2.2 |
| By-Law 8 - annual report - bankruptcy and insolvency | 108(R) - 109(R) | 8 |
| By-law 8 - s. 2 - duty to report - criminal charge or conviction | 79(R) - 80(L) | 2.3 |
| By-Law 9 - accounting records must be maintained by lawyer | 101(R) - 102(L) | 3.4 |
| By-Law 9 - appropriation of funds from trust | 60(LR) | 2.8 |
| By-Law 9 - client property - lawyer’s duty - specific requirements (s. 3.5 and commentaries; By-Law 9) SEE: Bailment - client property - lawyer’s duties | 53(R) | 3 |
| By-Law 9 - client property - lawyer’s duty - valuable property - recording requirements | 54(L) | 3.1 |
| By-Law 9 - client property - lawyer’s duty (s. 3.5 and commentaries; By-Law 9) SEE: Bailment - client property - lawyer’s duties | 53(R) | 3 |
| By-Law 9 - client property - lawyer’s duty valuable property recording requirements | 54(L) | 3.1 |
| By-Law 9 - Exception to two-person requirement - electronic transfers | 119(R)-120(L) | 4.3.2 |
| By-Law 9 - general account | 53(R) - 54(L) | 3 - 3.2 |
| By-Law 9 - general account, lawyer’s | 54(LR) | 3.2 |
| By-Law 9 - general account, lawyer’s - record keeping requirements | 54(LR) | 3.2 |
| By-Law 9 - lawyer’s general account | 54(LR) | 3.2 |
| By-Law 9 - lawyer’s general account - recording keeping requirements | 54(LR) | 3.2 |
| By-Law 9 - lawyer’s trust account | 54(LR) | 3.2 |
| By-Law 9 - lawyer’s trust account - record keeping requirements | 54(LR) | 3.2 |
| By-Law 9 - other record keeping requirements source documents (general and trust accounts) (10 years), duplicate cash receipts book (6 years), referral fee records (6 years), and valuable property record (10 years) | 127(R) | 6.4 |
| By-Law 9 - record keeping requirements - general and trust accounts | 123(R) - 129(L) | 6 - 6.4.4 |
| By-Law 9 - record keeping requirements - other record keeping requirements | 127(R) | 6.4 |
| By-law 9 - record requirements (s 19.1) | 129(L) | 6.4.3 |
| By-Law 9 - requirements | 123(R)-124(L) | 6.1 |
| By-Law 9 - trust account | 54(LR) | 3.2 |
| By-Law 9 - trust account - financial institutions | 118(R) | 4.1.2 |
| By-Law 9 - trust account - separate interest-bearing accounts | 118(L) | 4.1.1 |
| By-Law 9 - trust account, lawyer’s | 54(LR) | 3.2 |
| By-Law 9 - trust account, lawyer’s - record keeping requirements | 54(LR) | 3.2 |
| By-Law 9 - valuable property record - lawyer’s duty | 54(L) | 3.1 |
| By-Law 9 - withdrawing trust funds - by electronic transfer   Sample - Figure 8 - Sample Electronic Trust Transfer Requisition (Form 9A) | 119(R)-120(L) | 4.3.2    7 |
| By-Law 9 (Part III) - restrictions on accepting cash from clients | 121(R) | 5.1 |
| By-Law 9, Part II - handling of client funds by bankrupt lawyer (prohibition) | 117(LR) | 4 |
| By-Law 9, Part II.1 - Handling of money by licensee whose licence is suspended | 78(L) | 1.4 |
| By-Laws 8 and 9 - reporting and compliance requirements | 106(LR) | 6.3 |
| **C** |  |  |
| Calendaring and scheduling - technology - reminder system | 102(R) - 103(L) | 4.2 |
| Canada National Railway v McKercher - Bright Line Rule - cannot act for concurrent clients that are adverse in interest | 37(R)-38(L) | 5.2 |
| Canada Revenue Agency claims on client’s information - duties to client - privilege (s. 3.5 and commentaries; By-Law 9) SEE: Bailment - client property - lawyer’s duties - seizure | 53(R) | 3 |
| Canada Revenue Agency claims on client’s property - duties to client - privilege (s. 3.5 and commentaries; By-Law 9) SEE: Bailment - client property - lawyer’s duties - seizure | 53(R) | 3 |
| Canadian currency - cash | 121(R) | 5.1 |
| Candour and honesty - duty to client - avoiding unreasonable or overconfident advice (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Candour and honesty - duty to client - content of duty (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Candour and honesty - duty to client - lawyer’s opinion - when to provide (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Candour and honesty - duty to client - rationale for duty (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Candour and honesty - duty to client - standard of competent lawyer (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Candour and honesty - duty to client (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Candour and honesty - illegal client expectations - duty to client (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Candour and honesty - unlawful client expectations - duty to client (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Candour and honesty - unreasonable client expectations - duty to client (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Capacity - client vulnerability - client under duress/undue influence/pressure - client’s wishes | 51(R) | 2.6 |
| Capacity - client’s diminished capacity - lawyer’s duty (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Capacity - diminished capacity - lawyer’s duty (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Capacity - disabled or minor client lacking legal capacity - duty to client (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Capacity - individuals lacking - authorized representative/litigation guardian (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Capacity - lawyer’s duty to client (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Capacity - minor or disabled client lacking legal capacity - duty to client (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Cash - receipts book - duplicate (6 years)  Sample - Figure 6 - Duplicate Cash Receipt | 128(R) | 6.4.2 |
| Cash - receiving from client - restrictions | 121(R) | 5.1 |
| Cash - refunding to client | 122(LR) | 5.1 |
| Cash Trust Cheque | 119(R)-120(L) | 4.3.2 |
| Centralized tickler system - time management | 102(R) - 103(L) | 4.2 |
| Certified funds - immediately cleared | 123(LR) | 5.3 |
| Certified specialist - advertising (r. 3.1-2 and commentary, 4.3-1 and commentary; By-Law 15) | 98(LR) | 2.4 |
| Certified specialist - LSO - advertising (r. 3.1-2 and commentary, 4.3-1 and commentary; By-Law 15) | 98(LR) | 2.4 |
| Challenging clients | 69(LR) | 2.2 |
| Change - Seeking legislative or administrative change - duty (r. 5.6-1 - 5.6-2 and commentary) | 84(R) | 5.2 |
| Change - to costs estimates (r. 3.6-1 and commentary) SEE: Fees | 58(R) - 59(L) | 2.2 |
| Charge - on client’s property - securing payment of fees (r. 3.4-27 - 3.4-29 and commentaries) | 64(LR) | 6 |
| Charges - criminal - duty to report self (r. 7.1-4.4 and commentary; By-Law 8, s.2) | 79(R) - 80(L) | 2.3 |
| Charging order - against client’s property - securing payment of fees (r. 3.4-27 - 3.4-29 and commentaries) | 64(LR) | 6 |
| Charity - money retainer | 57(R) | 1 |
| Charity - money retainer prohibited | 57(R) | 1 |
| Cheque imaging - special considerations - source documents - general and trust accounts (10 years) | 128(L) | 6.4.1 |
| Cheques - stale dated - trust account | 121(L) | 4.4 |
| Chief Executive Officer - Law Society | 1(L) | 1.1 |
| Civil society organisation - permitted business strucutres (By-Law 7) | 95(LR) | 1 |
| Civil society organizations - confidentiality (r. 3.1-2; By-Law 7, Part VI) | 30(R) | 2.4 |
| Civil society organizations - conflicts of interest - obligation to establish a system to identify conflicts (r. 3.4-16.1.1) | 45(R) | 12.2 |
| Civil society organizations - disbursements - permitted in some cases (r. 3.6-1 and 3.6-1.2; By-Law 7, s.51) | 59(LR) | 2.4 |
| Civil society organizations - fees - prohibited (r. 3.6-1 and 3.6-1.2; By-Law 7, s.51) | 59(LR) | 2.4 |
| Civil society organizations - fees and disbursements (r. 3.6-1 and 3.6-1.2; By-Law 7, s.51) | 59(LR) | 2.4 |
| Civil society organizations - referral fees - prohibited | 61(R)-62(L) | 4.3 |
| Civility - in communications - duty (r. 7.2-4) | 81(L) | 3.2 |
| Claims by external authorities on client’s information - duties to client - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Claims by external authorities on client’s property - duties to client - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Claims by third parties on client’s information - duties to client - privilege (s. 3.5 and commentaries; By-Law 9) SEE: Bailment - client property - lawyer’s duties - seizure | 53(R) | 3 |
| Claims by third parties on client’s property - duties to client - privilege (s. 3.5 and commentaries; By-Law 9) SEE: Bailment - client property - lawyer’s duties - seizure | 53(R) | 3 |
| Clearance period - defined - std 5-10 days | 123(LR) | 5.3 |
| Clearance period - std 5-10 days | 123(LR) | 5.3 |
| Clearance periods - receiving money from client | 123(LR) | 5.3 |
| Client - Acting against former client (r. 3.4-10-11) SEE: Conflict of Interest | 38(L) | 6 - 6.2 |
| Client - Acting against lawyer’s former client - lawyer’s partners, associates (r. 3.4-10-11 and commentaries) | 38(L) | 6 |
| Client - acting for clients in transactions with clients - conflict of interest - duties and preconditions (r. 3.4-29, commentary [2]) | 44(R) | 11.5 |
| Client - acting for clients in transactions with clients - conflict of interest (r. 3.4-29, commentary [2]) | 44(R) | 11.5 |
| Client - borrower/lender - personal guarantee by lawyer - prohibition and 3 exceptions (r. 3.4-34 - 3.4-35) | 44(R) - 45(L) | 11.7 |
| Client - borrower/lender - security for debts by lawyer - prohibition and 3 exceptions (r. 3.4-35 - 3.4-25) | 44(R) - 45(L) | 11.7 |
| Client - borrowing from - “regulated lender”, definition and exception (r. 3.4-27 and 3.4-28.1) | 42(R) - 43(L) | 11.1 |
| Client - borrowing from - “related person”, definition and exception (r. 3.4-27 and 3.4-28.1) | 43(L) | 11.1 |
| Client - borrowing from (r. 3.4-27 and 3.4-28.1) | 42(R) - 43(L) | 11.1 |
| Client - capacity - lawyer’s duty (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Client - client documents - duties to client | 54(R) - 55(LR) | 3.3 |
| Client - client documents - duty to return - duty to client | 54(R) - 55(LR) | 3.3 |
| Client - client documents - storing, recording, and tracking | 54(L) | 3.1 |
| Client - client expectations - discussions before signing retainer - lawyer’s duties | 57(L) | Intro |
| Client - client expectations - honesty and candour (rr. 3.1-2 commentary, 3.2-2 and commentary) SEE: Candour and honesty - duty to client | 50(L) | 2.1 |
| Client - client information - claims by third parties - lawyer’s duties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - client information - lawyer’s duties (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - client information - seizure by external authority - lawyer’s duties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - client money - duty to client - receiving, holding, disbursing client money (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Client - client money - duty to client - trust account (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Client - client money - duty to client (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Client - client property - claims by third parties - lawyer’s duties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - client property - definition (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - client property - documents prepared by lawyer | 54(R) - 55(LR) | 3.3 |
| Client - client property - documents prepared by lawyer - duty to keep out of sight | 54(R) - 55(LR) | 3.3 |
| Client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer | 54(R) - 55(LR) | 3.3 |
| Client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - definition | 54(R) - 55(LR) | 3.3 |
| Client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - lawyer should copy for their benefit (complaints) | 54(R) - 55(LR) | 3.3 |
| Client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - lawyer should copy for their benefit (complaints) - cost | 54(R) - 55(LR) | 3.3 |
| Client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - list | 54(R) - 55(LR) | 3.3 |
| Client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to lawyer/need NOT be returned to client - copy for client on request at lawyer’s discretion | 54(R) - 55(LR) | 3.3 |
| Client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to lawyer/need NOT be returned to client - copy for client on request at lawyer’s discretion - cost | 54(R) - 55(LR) | 3.3 |
| Client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to lawyer/need NOT be returned to client - list | 54(R) - 55(LR) | 3.3 |
| Client - client property - lawyer’s duties (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - client property - seizure by external authority - lawyer’s duties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - client property - storing, recording, and tracking | 54(L) | 3.1 |
| Client - clients’ trust ledger (10 years) - record keeping requirements   Sample - Figure 4 - Clients’ Trust Ledger | 126(L) | 6.3.3 |
| Client - closed files, if contain documents or property | 54(R) - 55(LR) | 3.3 |
| Client - communication - interpreter | 69(R )-70(LR) | 2.3 |
| Client - communication - language rights | 69(R )-70(LR) | 2.3 |
| Client - communications with - factors to consider | 69(R )-70(LR) | 2.3 |
| Client - conflict of interest - when to check - method of checking | 46(R) - 47(L) | 13 |
| Client - consent - where lawyer in affiliation - consent required (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(R) | 12.2 |
| Client - consent - where lawyer in affiliation - consent required (r. 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1 - 3.4-16.1.1) | 45(R) | 12.2 |
| Client - consent - where lawyer in multi-discipline practice - consent required (r. 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1 - 3.4-16.1.1) | 45(R) | 12.2 |
| Client - contact with client - managing expectations | 68(R) | 2 |
| Client - crime, dishonesty, fraud, illegal conduct - appropriate lawyerly instructions (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Client - deceives lawyer - serious loss of confidence - optional withdrawal of services | 72(L) | 2.1 |
| Client - difficult clients | 69(LR) | 2.2 |
| Client - diminished capacity - communications with | 69(R )-70(LR) | 2.3 |
| Client - diminished capacity - lawyer’s duty (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Client - disability - lawyer’s duty (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Client - discharges lawyer - mandatory withdrawal of services (r. 3.7-7 and commentary) | 73(L) | 4 |
| Client - discovery - disclosure obligations (r. 5.1-3.1) | 93(LR) | 7 |
| Client - discussion of client by lawyer - in office (commentary r. 3.3-1) | 34(LR) | 6.2 |
| Client - disengagement with | 67(R)-68(R) | 1.5 |
| Client - dishonesty, fraud, crime, illegal conduct - appropriate lawyerly instructions (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) SEE: Assisting dishonesty, fraud, crime, illegal conduct by client | 50(LR) | 2.2 |
| Client - dispute over fees (r. 3.6-3, 3.6-4, 5.1-5, and 3.6-1.1 and commentary) | 60(L) | 2.7 |
| Client - documents, duties regarding - storing, recording, and tracking | 54(L) | 3.1 |
| Client - does not follow lawyer’s advice | 68(R) | 2 |
| Client - doing business transactions with client (conflict of interest) - definition (r. 3.4-27 - 3.4-28) | 42(R) | 11 |
| Client - doing business transactions with client (conflict of interest) (r. 3.4-27 - 3.4-28) | 42(R) | 11 |
| Client - doing business with client (conflict of interest) (r. 3.4-27 - 3.4-28) | 42(R) | 11 |
| Client - duress/undue influence/pressure - duty to client | 51(R) | 2.6 |
| Client - duress/undue influence/pressure - lawyer’s duties SEE: Client - under duress/undue influence/pressure - lawyer’s duties | 51(R) | 2.6 |
| Client - duties to client - summary of duties | 49(L) | Intro |
| Client - duty to client - Aboriginal or French language rights, advise regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - duty to client - Aboriginal or French language rights, duty to know law regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - duty to client - Aboriginal or French rights, duty to know law regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - duty to client - ADR (r. 3.2-4 and commentary) | 51(L) | 2.3 |
| Client - duty to client - advising client, when - list of duties | 49(R) | 2 |
| Client - duty to client - advising on title insurance (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Client - duty to client - Alternative Dispute Resolution (ADR) (r. 3.2-4 and commentary) | 51(L) | 2.3 |
| Client - duty to client - Assisting dishonesty, fraud, crime, illegal conduct by client - prohibited (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) SEE: Assisting dishonesty, fraud, crime, illegal conduct by client | 50(LR) | 2.2 |
| Client - duty to client - client documents | 54(R) - 55(LR) | 3.3 |
| Client - duty to client - client documents - duty to return | 54(R) - 55(LR) | 3.3 |
| Client - duty to client - client information - claims by third parties - lawyer’s duties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - duty to client - client information - lawyer’s duties (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - duty to client - client information - seizure by external authority - lawyer’s duties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - duty to client - client money - trust account (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Client - duty to client - client money (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Client - duty to client - client property | 53(R) - 54(L) | 3 - 3.1 |
| Client - duty to client - client property - claims by third parties - lawyer’s duties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - duty to client - client property - documents prepared by lawyer | 54(R) - 55(LR) | 3.3 |
| Client - duty to client - client property - documents prepared by lawyer - duty to return | 54(R) - 55(LR) | 3.3 |
| Client - duty to client - client property - lawyer’s duties (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - duty to client - client property - seizure by external authority - lawyer’s duties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - duty to client - client with diminished capacity (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Client - duty to client - client’s dishonesty, fraud, crime, illegal conduct (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) SEE: Assisting dishonesty, fraud, crime, illegal conduct by client | 50(LR) | 2.2 |
| Client - duty to client - client’s file | 54(R) - 55(LR) | 3.3 |
| Client - duty to client - conveyance of real property and title insurance (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Client - duty to client - defence counsel (commentary r. 5.1-1) | 88(LR) | 2.1 |
| Client - duty to client - encourage settlement and present settlement offers / consider alternative dispute resolution (ADR) (r. 3.2-4 and commentary) SEE: Duty - settlement/alternative dispute resolution (ADR) - duty to encourage | 51(L) | 2.3 |
| Client - duty to client - error, omission - duty to report (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Client - duty to client - fiduciary duty | 49(LR) | 1 |
| Client - duty to client - fiduciary duty - definition | 49(LR) | 1 |
| Client - duty to client - fiduciary duty - requirements | 49(LR) | 1 |
| Client - duty to client - fiduciary duty - requirements - minimum standard of competence | 49(LR) | 1 |
| Client - duty to client - French or Aboriginal language rights, advise regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - duty to client - French or Aboriginal language rights, duty to know law regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - duty to client - French or indigenous language rights, advise regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - duty to client - French or indigenous language rights, duty to know law regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - duty to client - further retainers required - duty to advise client | 57(R) | 1 |
| Client - duty to client - honesty and candour -content of duty (rr. 3.1-2 commentary, 3.2-2 and commentary)  SEE: Candour and honesty - duty to client | 50(L) | 2.1 |
| Client - duty to client - Indigenous or French language rights, advise regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - duty to client - Indigenous or French rights, duty to know law regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - duty to client - language rights - French or Indigenous languages (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - duty to client - language rights - Indigenous or French languages (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - duty to client - lawyer as advocate | 87(L) | Intro |
| Client - duty to client - lender where loan secured by mortgage on real property - reporting on mortgage transaction (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Client - duty to client - lender where loan secured by mortgage on real property - reporting on mortgage transactions - time frame for providing duplicate mortgage and final report (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Client - duty to client - loyalty | 49(LR) | 1 |
| Client - duty to client - medical-legal reports - disclosure to client (r. 3.2-9.1 - 3.2-9.3 and commentary) | 52(L) | 2.7 |
| Client - duty to client - medical-legal reports (r. 3.2-9.1 - 3.2-9.3 and commentary) | 52(L) | 2.7 |
| Client - duty to client - minor client - capacity (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Client - duty to client - mortgagee client - mortgage transactions - reporting on mortgage transactions (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Client - duty to client - offers of settlement (r. 3.2-4 and commentary) | 51(L) | 2.3 |
| Client - duty to client - omission, error - duty to report (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Client - duty to client - present all settlement offers (r. 3.2-4 and commentary) SEE: Duty - settlement/alternative dispute resolution (ADR) - duty to encourage | 51(L) | 2.3 |
| Client - duty to client - real estate transaction - title insurance (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Client - duty to client - receiving, holding, disbursing client money - examples of types of money (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Client - duty to client - receiving, holding, disbursing client money - requirements (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Client - duty to client - receiving, holding, disbursing client money (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Client - duty to client - refusal to act - threatening unjustified criminal, quasi-criminal, or regulatory proceeding (r. 3.2-5 and commentary) | 51(LR) | 2.4 |
| Client - duty to client - report omission, error (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Client - duty to client - representation even if non-payment of fees | 57(R) | 1 |
| Client - duty to client - returning documents | 54(R) - 55(LR) | 3.3 |
| Client - duty to client - settlement (r. 3.2-4 and commentary) | 51(L) | 2.3 |
| Client - duty to client - settlement offers (r. 3.2-4 and commentary) | 51(L) | 2.3 |
| Client - duty to client - title insurance - real property transaction (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Client - duty to client - title insurance and conveyance of real property (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Client - duty to client - title insurance not mandatory, advice regarding (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Client - duty to client - valuable property - lawyer’s duty SEE: Duty - client - client property, regarding | 54(L) | 3.1 |
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| Client - encourage client to report dishonest conduct of another lawyer - duty (r. 7.1-4 - 7.1-4.3) | 79(R) | 2.2 |
| Client - engagement - letter | 66(L)-67(L) | 1.3 |
| Client - engagement - or non-engagement | 65(R)-67(L) | 1.2 - 1.3 |
| Client - engagement - terms change | 66(L)-67(L) | 1.3 |
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| Client - expectations - list of | 68(R)-69(L) | 2.1 |
| Client - expectations - managing | 68(R) | 2 |
| Client - expectations - unreasonable or unlawful - honesty and candour (rr. 3.1-2 commentary, 3.2-2 and commentary) SEE: Candour and honesty - duty to client | 50(L) | 2.1 |
| Client - family or friends with lawyer - conflict of interest (commentary, r. 3.4-1) | 45(L) | 12.1 |
| Client - fees - lawyer’s duty  SEE: Fees | 58(L) - 59(R) | 2.1 - 2.6 |
| Client - fees - non-payment - optional withdrawal of services (r. 3.7-3) | 72(L) | 2.2 |
| Client - fees - trust funds to pay fees (r. 3.6-10; By-Law 9) | 60(LR) | 2.8 |
| Client - fees - types | 57(R) - 58(L) | 2 |
| Client - file   SEE: Client File - opening   SEE: Client File - closing | 99(R) - 100(R) | 3 - 3.4    3.2  3.3 |
| Client - financial responsibilities on behalf of client (r. 7.1-2 and commentary) | 105(R) - 106(L) | 6.1, 3.5 |
| Client - four aspects of lawyer-client relationship | 49(LR) | 1 |
| Client - fraud, crime, dishonesty, illegal conduct - appropriate lawyerly instructions (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) SEE: Assisting dishonesty, fraud, crime, illegal conduct by client | 50(LR) | 2.2 |
| Client - French or Aboriginal language rights - lawyer’s duty to advise (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - French or Aboriginal language rights - lawyer’s duty to know law (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - French or Aboriginal language rights (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - funds - appropriation of funds from trust (r. 3.6-10; By-Law 9) | 60(LR) | 2.8 |
| Client - handling client money - lawyer’s duties (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Client - identification - client or third party is an individual - information required (By-Law 7.1, s. 23(1)) | 18(R) | 3.1.1 |
| Client - identification - client or third party is an organization - information required - additional info when receipt or transfer of funds by organization (By-Law 7.1, ss. 20 and 23(1) - (2)) | 19(L) | 3.1.2 |
| Client - identification - client or third party is an organization - information required (By-Law 7.1, ss. 20 and 23(1) - (2)) | 19(L) | 3.1.2 |
| Client - identification - definition of “third party” (By-Law 7.1, Part III) | 18(R) | 3 |
| Client - identification - exemptions to the requirement (By-Law 7.1, ss. 22(2) - (4)) | 18(R) | 3 |
| Client - identification - identifying information when client or third party is an individual (By-Law 7.1, s. 23(1)) | 18(R) | 3.1.1 |
| Client - identification - identifying information when client or third party is an organization (By-Law 7.1, ss. 20 and 23(1) - (2)) | 19(L) | 3.1.2 |
| Client - identification - information required when client or third party is an individual (By-Law 7.1, s. 23(1)) | 18(R) | 3.1.1 |
| Client - identification - information required when client or third party is an organization - additional info when receipt or transfer of funds by organization (By-Law 7.1, ss. 20 and 23(1) - (2)) | 19(L) | 3.1.2 |
| Client - identification - information required when client or third party is an organization (By-Law 7.1, ss. 23(1) - (2)) | 19(L) | 3.1.2 |
| Client - identification - previous identification and verification (By-Law 7.1, ss. 23(2.3), and (12)) | 21(L) | 3.4 |
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| Client - identification - when identification is required (By-Law 7.1, ss. 22 and 23(1)) | 18(R) | 3.1 |
| Client - identification - withdrawal during identification - client illegal or dishonest conduct (By-Law 7.1, s. 24) | 22(LR) | 3.8 |
| Client - illegal client expectations - duty of honesty and candour (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Client - illegal conduct, crime, dishonesty, fraud - appropriate lawyerly instructions (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) SEE: Assisting dishonesty, fraud, crime, illegal conduct by client | 50(LR) | 2.2 |
| Client - implementation stage | 67(LR) | 1.4 |
| Client - indirect transactions with client - conflict of interest - related persons, trusts (r. 3.4-28.2 and commentaries) | 43(L) | 11.2 |
| Client - indirect transactions with client - conflict of interest (r. 3.4-28.2 and commentaries) | 43(L) | 11.2 |
| Client - individuals lacking legal capacity - authorized representatives/litigation guardian (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Client - individuals lacking legal capacity - duty to client (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Client - information, duties regarding - attempted seizure - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - information, duties regarding - claims by third parties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - information, duties regarding - duty of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - information, duties regarding - seizure - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - information, duties regarding - standard of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - informed consent to conflict of interest - disclosure | 36(LR) | 4.1 |
| Client - informed consent to conflict of interest (r. 1.1-1 and 3.4-2 and commentary) | 36(LR) | 4.1 |
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| Client - instructions - difficulty obtaining - serious loss of confidence - optional withdrawal of services | 72(L) | 2.1 |
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| Client - instructions - to lawyer - cannot instruct lawyer to violate Rules | 67(R) | 1.4 |
| Client - instructions - to lawyer - to violate Rules, By-Laws - mandatory withdrawal of services (r. 3.7-7 and commentary) | 73(L) | 4 |
| Client - interim billing - general account | 116(R) | 3.1 |
| Client - is an organization - identification | 19(L) | 3.1.2 |
| Client - joint retainer - continuing relationship with one of the clients (r. 3.4-5 and 3.4-7) | 38(R)-39(L) | 7.1 |
| Client - language rights - Aboriginal or French languages - duty to client (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - language rights - French or Indigenous languages - duty to client (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - language rights - Indigenous or French languages - duty to client (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - lawyer is agent of | 49(LR) | 1 |
| Client - lawyer is fiduciary of | 49(LR) | 1 |
| Client - lawyer is in business or contractual relationship with | 49(LR) | 1 |
| Client - lawyer is in professional relationship with | 49(LR) | 1 |
| Client - lawyer unable to fulfill retainer | 67(LR) | 1.4 |
| Client - lawyer’s opinion on case - when to provide - duty of honesty and candour (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Client - legal capacity - authorized representative | 17(L) | 2.2 |
| Client - legal capacity lacking - duty to client (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Client - lender where loan secured by mortgage on real property - duty to client (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Client - lender where loan secured by mortgage on real property - lawyer’s duty (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Client - lending to - acceptable mortgage and loan transactions (rr. 3.4-33.1 and commentary, 3.4-33.2 - 3.4-33.3) | 44(L) | 11.4 |
| Client - lending to - advertising and promotion rules (rr. 3.4-33.1 and commentary, 3.4-33.2 - 3.4-33.3) | 44(LR) | 11.4 |
| Client - lending to - conflict of interest (r. 3.4-33.1 and commentary, 3.4-33.2 - 3.4-33.3) | 44(L) | 11.4 |
| Client - lending to - definition of “indirectly” (r. 3.4-33.1 and commentary, 3.4-33.2 - 3.4-33.3) | 44(L) | 11.4 |
| Client - lending to - duty of care (r. 3.4-33.1 and commentary, 3.4-33.2 - 3.4-33.3) | 43(R) - 44(L) | 11.4 |
| Client - lending to - independent legal representation and consent requirements (r. 3.4-29(b)(i)) | 44(L) | 11.4 |
| Client - lending to - required disclosure (r. 3.4-33.1 and commentary, 3.4-33.2 - 3.4-33.3) | 43(R) - 44(L) | 11.4 |
| Client - lending to (r. 3.4-33.1 and commentary, 3.4-33.2 - 3.4-33.3) | 43(R) - 44(L) | 11.4 |
| Client - limitation period - duty to advise | 100(L) | 3.2 |
| Client - limited scope client - duties to -r. 3.2-1A - 3.2-1A2 and commentaries | 17(R) - 18(L) | 2.5 |
| Client - managing client expectations | 68(R) | 2 |
| Client - managing client expectations - duty of competence | 24(4) - 25(L) | 1.5 |
| Client - managing relationship with client | 65(L) | 1 |
| Client - mandatory withdrawal of services | 73(L) | 4 |
| Client - minor client - lawyer’s duty (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Client - money - appropriation of funds from trust (r. 3.6-10; By-Law 9) | 60(LR) | 2.8 |
| Client - money - lawyer’s duty - preserve (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Client - money retainers | 57(L) | 1 |
| Client - mortgagee client - duty to client - reporting on mortgage transaction (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Client - mortgagee client - duty to client (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Client - non-engagement | 65(R)-66(L) | 1.2 |
| Client - non-payment of fees - optional withdrawal of services (r. 3.7-3) | 72(L) | 2.2 |
| Client - official language rights - Aboriginal or French languages - duty to client (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - official language rights - French or Indigenous languages - duty to client (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - official language rights - Indigenous or French languages - duty to client (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Client - opponent of current client - impermissible to represent (r. 3.4-1, 3.4-3, and 3.7-7) | 37(L) | 4.3 |
| Client - organization - client’s crime, fraud, dishonesty, or illegality - lawyer’s duty to advise and maybe withdraw / special obligations (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Client - organization - client’s dishonesty, crime, fraud, or illegality - lawyer’s duty to advise and maybe withdraw / special obligations (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Client - organization - client’s fraud, crime, dishonesty, or illegality - lawyer’s duty to advise and maybe withdraw / special obligations (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Client - organization - client’s illegality - lawyer’s duty / special obligation (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) SEE: Assisting dishonesty, fraud, crime, illegal conduct by client | 50(LR) | 2.2 |
| Client - organization - client’s illegality, crime, fraud, or dishonesty - lawyer’s duty to advise and maybe withdraw / special obligations (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) | 50(LR) | 2.2 |
| Client - organization - joint retainer | 17(R) | 2.4 |
| Client - organization / corp./institution | 17(R) | 2.4 |
| Client - payment of legal fees by transfer of a share, participation, or other interest in property or an enterprise (r. 3.4-36) | 44(R) | 11.6 |
| Client - payment of legal fees by transfer of shares or interest in property (r. 3.4-36) | 44(R) | 11.6 |
| Client - permissible transactions with client, requirements - conflict of interest (r. 3.4-28 - 3.4-29 and commentaries) | 43(L) | 11.3 |
| Client - personal, sexual, or intimate relationship with lawyer - conflict of interest - other member of firm may represent (commentary, r. 3.4-1) | 45(L) | 12.1 |
| Client - personal, sexual, or intimate relationship with lawyer - conflict of interest (commentary, r. 3.4-1) | 45(L) | 12.1 |
| Client - pressure/duress/undue influence - duty to client | 51(R) | 2.6 |
| Client - privacy  SEE: Privacy | 111(L) - 113(R) | 10 - 10.3 |
| Client - property, duties regarding - attempted seizure - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - property, duties regarding - duty of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - property, duties regarding - legal documents - lawyer’s duties in safekeeping and recording | 54(L) | 3.1 |
| Client - property, duties regarding - original client property (e.g. original wills, trust deeds, etc.) | 54(L) | 3.1 |
| Client - property, duties regarding - seizure - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - property, duties regarding - seizure (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - property, duties regarding - specific duties regarding receiving, storing, and returning client property (s. 3.5 and commentaries; By-Law 9) | 53(R) - 54(L) | 3 - 3.1 |
| Client - property, duties regarding - standard of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client - property, duties regarding - storing client property - recording and tracking | 54(L) | 3.1 |
| Client - property, duties regarding - storing, recording, and tracking client property | 54(L) | 3.1 |
| Client - property, duties regarding - unrelated to retainer | 54(L) | 3.1 |
| Client - property, duties regarding - valuable property | 54(L) | 3.1 |
| Client - property, duties regarding - valuable property - recording requirements | 54(L) | 3.1 |
| Client - property, duties regarding - valuable property - recording requirements - trust moneys separate | 54(L) | 3.1 |
| Client - property, duties regarding - valuable property - selling or negotiating | 54(L) | 3.1 |
| Client - property, duties regarding - valuable property - trust money - definition | 54(L) | 3.1 |
| Client - property, duties regarding - valuable property - valuable property record - definition, contents | 54(L) | 3.1 |
| Client - property, duties regarding - valuable property - valuable property record - does not include non-negotiable or non-sellable property | 54(L) | 3.1 |
| Client - property, duties regarding - valuable property - valuable property record - legal documents and trust money excluded | 54(L) | 3.1 |
| Client - property, duties regarding - valuable property - valuable property record - list of property it applies to | 54(L) | 3.1 |
| Client - property, duties regarding - valuable property - valuable property record - list of property it does not apply to | 54(L) | 3.1 |
| Client - property, duties regarding (s. 3.5 and commentaries; By-Law 9) | 53(R) - 54(L) | 3 - 3.1 |
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| Client - real property transaction - title insurance - duty to client (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Client - receipt of client settlement funds - written confirmation (r. 3.6-1.1) | 59(R) | 2.6 |
| Client - receiving money from | 121(R) | 5 |
| Client - receiving money from - cash - restrictions | 121(R) | 5.1 |
| Client - receiving money from - clearance periods | 123(LR) | 5.3 |
| Client - receiving money from - credit and debit card | 122(R)-123(L) | 5.2 |
| Client - referral - privacy concerns | 112(R) | 10.2.2 |
| Client - refund - cash payment | 122(LR) | 5.1 |
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| Client - relationship with client - communication | 69(R )-70(LR) | 2.3 |
| Client - relationship with client - communication | 69(R)-70(L) | 2.3 |
| Client - relationship with client - difficult clients | 69(LR) | 2.2 |
| Client - relationship with client - disengagement | 67(R)-68(R) | 1.5 |
| Client - relationship with client - engagement or non-engagement stage - letters | 65(R)-67(L) | 1.2 - 1.3 |
| Client - relationship with client - implementation stage | 67(LR) | 1.4 |
| Client - relationship with client - initial screening stage | 65(LR) | 1.1 |
| Client - relationship with client - managing expectations | 68(R) | 2 |
| Client - relationship with client - managing stages | 65(L) | 1 |
| Client - relationship with client - termination | 67(R)-68(R) | 1.5 |
| Client - request to threaten unjustifiable criminal, quasi-criminal, or regulatory proceeding - duty to client (r. 3.2-5 and commentary) | 51(LR) | 2.4 |
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| Client - retainer | 57(LR) | 1 |
| Client - retainer - non-payment - optional withdrawal of services (r. 3.7-3) | 72(L) | 2.2 |
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| Client - returning documents to client SEE: Client - client property - documents prepared by lawyer | 54(R) - 55(LR) | 3.3 |
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| Client - serious loss of confidence - withdrawal of services optional (r. 3.7-2 and commentary) | 72(L) | 2.1 |
| Client - termination of relationship | 67(R)-68(R) | 1.5 |
| Client - transactions with client - independent legal advice, representation, and consent - consent requirement (r. 3.4-29(b)(i) - 3.4-29(b)(v)) | 43(LR) | 11.3.1 |
| Client - transactions with client - independent legal advice, representation, and consent - When independent legal advice, representation, and consent is required (r. 3.4-29(b)(i) -3.4-29(b)(v)) | 43(LR) | 11.3.1 |
| Client - transactions with client - independent legal advice, representation, and consent - written confirmation or written denial by client (r. 3.4-29(b)(i) - 3.4-29(b)(v)) | 43(LR) | 11.3.1 |
| Client - transactions with client - independent legal advice, representation, and consent (r. 3.4-29(b)(i) -3.4-29(b)(v)) | 43(LR) | 11.3.1 |
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| Client - under duress/undue influence/pressure - client’s wishes - lawyer’s duties | 51(R) | 2.6 |
| Client - under duress/undue influence/pressure - lawyer’s duties | 51(R) | 2.6 |
| Client - under duress/undue influence/pressure - vulnerability - validity of legal instruments - client’s wishes - lawyer’s duties | 51(R) | 2.6 |
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| Client - Undue influence/duress/pressure - duty to client | 51(R) | 2.6 |
| Client - unlawful client expectations - duty of honesty and candour (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
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| Client - unreasonable or uncooperative (persistently, in a material respect) - serious loss of confidence - optional withdrawal of services | 72(L) | 2.1 |
| Client - untruthful - serious loss of confidence - optional withdrawal of services | 72(L) | 2.1 |
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| Client - verification - client is an individual - timing (By-Law 7.1, ss. 22(1)(b), 23(4) - (5), and (7)) | 19(R) - 20(L) | 3.2.1 |
| Client - verification - client is an individual (By-Law 7.1, ss. 22(1)(b), 23(4) - (5), and (7)) | 19(R) - 20(L) | 3.2.1 |
| Client - verification - client is an organization - timing [60 days] (By-Law 7.1, ss. 22(1)(b), 23(4), and (6) - (7)) | 20(L) | 3.2.2 |
| Client - verification - client is an organization (By-Law 7.1, ss. 22(1)(b), 23(4), and (6) - (7)) | 20(L) | 3.2.2 |
| Client - verification - client or third party cannot meet lawyer in person (By-Law 7.1, s. 23(11)) | 20(R) - 21(L) | 3.3 |
| Client - verification - definition of “third party” (By-Law 7.1, Part III) | 18(R) | 3 |
| Client - verification - documentation required when client is an individual (By-Law 7.1, ss. 22(1)(b), 23(4) - (5), and (7)) | 19(R) - 20(L) | 3.2.1 |
| Client - verification - documentation required when client is an organization (By-Law 7.1, ss. 22(1)(b), 23(4), and (6) - (7)) | 20(L) | 3.2.2 |
| Client - verification - exemptions to the requirement (By-Law 7.1, ss. 22 (2) - (4)) | 18(R) | 3 |
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| Client - verification - requirement (client and third party) (By-Law 7.1, Part III) | 18(R) | 3 |
| Client - verification - source documents when client is an individual (By-Law 7.1, ss. 22(1)(b), 23(4) - (5), and (7)) | 19(R) - 20(L) | 3.2.1 |
| Client - verification - source documents when client is organization - identity of individual instructing on behalf of organization (By-Law 7.1, ss. 22(1)(b), 23(4), and (6) - (7)) | 20(L) | 3.2.2 |
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| Client - verification - when verification of identity is required (By-Law 7.1, ss. 22 and 23(4)) | 19(L) | 3.2 |
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| Client - what do clients want | 68(R)-69(L) | 2.1 |
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| Client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - lawyer should copy for their benefit (complaints) | 54(R) - 55(LR) | 3.3 |
| Client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - lawyer should copy for their benefit (complaints) - cost | 54(R) - 55(LR) | 3.3 |
| Client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - list | 54(R) - 55(LR) | 3.3 |
| Client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to lawyer/need NOT be returned to client - copy for client on request at lawyer’s discretion | 54(R) - 55(LR) | 3.3 |
| Client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to lawyer/need NOT be returned to client - copy for client on request at lawyer’s discretion - cost | 54(R) - 55(LR) | 3.3 |
| Client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to lawyer/need NOT be returned to client - list | 54(R) - 55(LR) | 3.3 |
| Client property - lawyer’s duties - attempted seizure by external authority - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client property - lawyer’s duties - duty of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client property - lawyer’s duties - legal documents - lawyer’s duties in safekeeping and recording | 54(L) | 3.1 |
| Client property - lawyer’s duties - original client property (e.g. original wills, trust deeds, etc.) | 54(L) | 3.1 |
| Client property - lawyer’s duties - seizure by external authority - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client property - lawyer’s duties - specific duties regarding receiving, storing, and returning client property (s. 3.5 and commentaries; By-Law 9) | 53(R) - 54(L) | 3 - 3.1 |
| Client property - lawyer’s duties - standard of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Client property - lawyer’s duties - storing client property | 54(L) | 3.1 |
| Client property - lawyer’s duties - storing client property - recording and tracking | 54(L) | 3.1 |
| Client property - lawyer’s duties - unrelated to retainer | 54(L) | 3.1 |
| Client property - lawyer’s duties - valuable property | 54(L) | 3.1 |
| Client property - lawyer’s duties - valuable property - recording requirements | 54(L) | 3.1 |
| Client property - lawyer’s duties - valuable property - recording requirements - trust moneys separate | 54(L) | 3.1 |
| Client property - lawyer’s duties - valuable property - selling or negotiating | 54(L) | 3.1 |
| Client property - lawyer’s duties - valuable property - trust money - definition | 54(L) | 3.1 |
| Client property - lawyer’s duties - valuable property - valuable property record - definition, contents | 54(L) | 3.1 |
| Client property - lawyer’s duties - valuable property - valuable property record - does not include non-negotiable or non-sellable property | 54(L) | 3.1 |
| Client property - lawyer’s duties - valuable property - valuable property record - legal documents and trust money excluded | 54(L) | 3.1 |
| Client property - lawyer’s duties - valuable property - valuable property record - list of property it applies to | 54(L) | 3.1 |
| Client property - lawyer’s duties - valuable property - valuable property record - list of property it does NOT apply to | 54(L) | 3.1 |
| Client property - lawyer’s duties (s. 3.5 and commentaries; By-Law 9) | 53(R) - 54(L) | 3 - 3.1 |
| Client property - legal documents - lawyer’s duties in safekeeping and recording | 54(L) | 3.1 |
| Client property - record keeping requirements - valuable property record (10 years)   Sample - Figure 7 - Valuable Property Record | 129(R) | 6.4.4 |
| Client property - storing, recording, and tracking - lawyer’s duties | 54(L) | 3.1 |
| Client property - trust money - lawyer’s duties in safekeeping and recording (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Client property - valuable property - lawyer’s duty | 54(L) | 3.1 |
| Client service - Communications Duties | 24(4) - 25(L) | 1.5 |
| Client service and communication - duty of competence | 24(4) - 25(L) | 1.5 |
| Client Service Centre - Law Society | 1(R) | 1.4 |
| Client Services - inclusion | 11(L) | 8 |
| Client Services - inclusion - accommodation examples | 12(L) | 8.1 |
| Client Services - inclusion - practice management examples | 11(R) | 8.1 |
| Client Services - Inclusive client services | 11(R) | 8.1 |
| Client trust ledger (10 years) - trust account    Sample - Figure 4 - Clients’ Trust Ledger | 126(L) | 6.3.3 |
| Client trust ledger account - overdrawn or short | 123(LR) | 5.3 |
| Client trust listing - steps in process | 127(L) | 6.3.5 |
| Client trust listing - trust account - record keeping requirements | 127(L) | 6.3.5 |
| Client trust listing total - monthly trust comparison | 127(L) | 6.3.5 |
| Client trust moneys - definition | 54(L) | 3.1 |
| Client's general ledger | 125(L) | 6.2.4 |
| Clients - duties when an unrepresented party is involved | 18(L) | 2.6 |
| Clients - third parties who are not your client | 17(LR) | 2.3 |
| Clients - who lack capacity to give instructions - authorized representatives | 17(L) | 2.2 |
| Clients - with limited scope - r. 3.2-1A-3.3-1A.2 Commentaries | 17(R) - 18(L) | 2.5 |
| Clients' general ledger - optional | 125(L) | 6.2.4 |
| Clients' trust ledger - 10 years | 126(L) | 6.3.5 |
| Clients' trust ledger - trust account | 125(LR) | 6.3 |
| Clients’ general ledger (optional) - general account   Sample - Figure 2 - Clients’ General Ledger | 125(L)   126 | 6.2.4   7 |
| Clients’ general ledger (optional) - record keeping requirements   Sample - Figure 2 - Clients’ General Ledger | 125(L)   127 | 6.2.4   7 |
| Closed client file - returning documents | 54(R) - 55(LR) | 3.3 |
| Closing client file - destroying | 100(R) - 101(L) | 3.3 |
| Closing client file - documents to be retained after closing | 101(R) - 102(L) | 3.4 |
| Closing client file - retaining | 100(R) - 101(L) | 3.3 |
| Closing client file - returning documents | 54(R) - 55(LR) | 3.3 |
| Closing letter - termination of relationship with client | 67(R)-68(R) | 1.5 |
| Closing of client file | 100(R) - 101(L) | 3.3 |
| Closing, retaining, and disposing of client files | 100(R) - 101(L) | 3.3 |
| CN Rail v McKercher - Bright Line Rule - cannot act for concurrent clients that are adverse in interest | 37(R)-38(L) | 5.2 |
| Co-signature authorized to sign - individuals authorized to withdraw | 120(R) | 4.3.3 |
| Collection of personal info - privacy | 112(R) | 10.2.2 |
| Common charges - disbursements SEE: Disbursements | 58(L) | 2 |
| Communication - duty of courtesy and civility (r. 7.2-4) | 81(L) | 3.2 |
| Communication - duty to respond promptly (r. 7.2-5) | 81(L) | 3.2 |
| Communication - ensuring client understands | 69(R )-70(LR) | 2.3 |
| Communication - ensuring client understands | 69(R)-70(L) | 2.3 |
| Communication - lawyer-client - timely and effective | 69(R )-70(LR) | 2.3 |
| Communication - lawyer-client - timely and effective | 69(R)-70(L) | 2.3 |
| Communication - own witness - cross examination (r. 5.4-2(b)) | 91(R) | 4.3.1 |
| Communication - own witness-examination in chief (r. 5.4-2(a)) | 91(R) | 4.3.1 |
| Communication - represented person - potential witness | 91(L) | 4.1 |
| Communication - technologies | 69(R )-70(LR) | 2.3 |
| Communication - technologies | 69(R)-70(L) | 2.3 |
| Communication - technology - assistance | 104(L) | 5.2 |
| Communication - with client - factors to consider | 69(R )-70(LR) | 2.3 |
| Communication - with client - factors to consider | 69(R)-70(L) | 2.3 |
| Communication - with media - duty (s. 7.5) | 83(R )-84(L) | 4.3 |
| Communication - with person associated with represented organization - rr. 7.2-8-7.2-8.2 | 81(L) - 82(R) | 3.3.1 |
| Communication - with represented corporation or other organization - rr. 7.2-8 - 7.2-8.2 | 81(L) - 82(R) | 3.3.1 |
| Communication - with represented organization or person - rr. 7.2-6 - 7.2-8.2 | 81(L) - 82( R) | 3.3 - 3.3.1 |
| Communication - with represented persons or organizations - second opinion (r. 7.2-7 and commentary) | 81(LR) | 3.3 |
| Communication - with represented persons or organizations, second opinions - duty (r. 7.2-6 - 7.2-7 and commentary) | 81(LR) | 3.3 |
| Communication - with witness giving evidence - avoid communication | 92(LR) | 4.3.3 |
| Communication - with witness giving evidence - consent | 92(LR) | 4.3.3 |
| Communication - witness - best practice | 92(LR) | 4.3.3 |
| Communication - witness - unsympathetic | 92(L) | 4.3.2 |
| Communication - witness giving evidence (r. 5.4-2) | 91(R) | 4.3 |
| Communication with lawyer’s own witness giving evidence (r. 5.4-2) | 91(R) | 4.3 |
| Communication- witness-sympathetic | 91(R) | 4.3.2 |
| Communications duties - client service | 24(4) - 25(L) | 1.5 |
| Communications with jurors (r. 5.5-1, 5.5-4 and commentaries) | 92(R) | 5.1 |
| Comparison - monthly trust comparison (10 years) - record keeping requirements   Sample - Figure 5 - Monthly Trust Comparison | 126 (LR) - 127(LR) | 6.3.5 |
| Comparison - reconciled trust bank balance with client trust listing total | 126 (LR) - 127(LR) | 6.3.5 |
| Comparison process | 127(LR) | 6.3.5 |
| Compensation - from title insurer, agent, or intermediary - prohibited (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Compensation - lawyer - from title insurer, agent, or intermediary - prohibited (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Compensation - received from title insurer for referral - prohibited (r. 3.2-9.5) | 62(L) | 4.4 |
| Competence - client language rights - lawyer providing services in unfamiliar language (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Competence - client service and communication | 24(4) - 25(L) | 1.5 |
| Competence - client service and communication - client expectations | 24(4) - 25(L) | 1.5 |
| Competence - client service and communication - instructions | 24(4) - 25(L) | 1.5 |
| Competence - client service and communication - retainer | 24(4) - 25(L) | 1.5 |
| Competence - duty of - general (r. 3.1-1 - 3.1-2 and commentary and r. 3.7-7) | 23(LR) | 1 |
| Competence - duty of - judgment | 24(R) | 1.4 |
| Competence - duty of - judgment - deliberation | 24(R) | 1.4 |
| Competence - duty of - judgment - intellectual capacity | 24(R) | 1.4 |
| Competence - duty of - knowledge - client’s matter - how to accomplish | 24(LR) | 1.2 |
| Competence - duty of - knowledge - legal principles | 24(LR) | 1.2 |
| Competence - duty of - knowledge - substantive law | 24(LR) | 1.2 |
| Competence - duty of - lawyer not competent to handle matter - mandatory withdrawal of services (r. 3.7-7 and commentary) | 73(L) | 4 |
| Competence - duty of - requirement | 23(LR) | 1 |
| Competence - duty of - skills | 24(R) | 1.3 |
| Competence - duty of - technological competence | 23(R) - 24(L) | 1.1 |
| Competence - if not competent - withdraw | 23(R) | 1 |
| Competence - language of lawyer’s service provision to clients - client’s language rights (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Competence - language rights of client - lawyer providing services in unfamiliar language (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Competence - lawyer providing services in unfamiliar official language - client’s language rights (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Competence - minimum standards - failure - discipline | 23(L) | 1 |
| Competence - minimum standards - six areas | 23(L) | 1 |
| Competence - standards in s.41 of LSA | 23(L) | 1 |
| Competence - technological competence (r. 3.1-2 commentaries [4A] - [4B]) | 23(R) - 24(L) | 1.1 |
| Competence and Professional Development | 3(L) | 2.3 |
| Competent lawyer - factors to consider | 23(R) | 1 |
| Competing duties - conflict of interest (r. 1.1-1 and 3.4-1 and commentary) | 35(LR) | 2 |
| Complaint - regulatory authority - threaten proceedings or complaint - duty to client (r. 3.2-5) | 51(LR) | 2.4 |
| Complaints - Enforcement Departments | 3(R) | 2.4 |
| Complaints - hearing panel - remedies | 3(R) | 2.4 |
| Complaints - informal resolutions | 3(R) | 2.4 |
| Complaints - Intake and Resolution Department | 3(R) | 2.4 |
| Complaints - Lawyers’ obligation to respond and communicate with Law Society | 3(R) | 2.4 |
| Complaints - Proceeding Authorization Committee (PAC) | 3(R) | 2.4 |
| Complaints - Proceedings Authorization Committee - Hearing Panel | 3(R) | 2.4 |
| Complaints - serious allegations | 3(R) | 2.4 |
| Complaints - serious allegations - Investigation Services | 3(R) | 2.3 |
| Complaints & Compliance Department | 3(LR) | 2.4 |
| Complaints about a lawyer or paralegal | 3(LR) | 2.4 |
| Complaints, investigations, discipline, and appeals | 3(LR) | 2.4 |
| Complete and Prompt Response - duty to Law Society (r. 7.1-1) | 77(L) | 1.1 |
| Compliance and reporting requirements - financial responsibilities (By-Laws 8 and 9; Law Society Act, s. 57) | 106(LR) | 6.3 |
| Components - trust account | 125(LR) | 6.3 |
| Conduct unbecoming a barrister or solicitor - definition (r. 1.1-1) | 78(R)-79(L) | 1.5 |
| Confidence - serious loss of - withdrawal of services optional (r. 3.7-2 and commentary) | 72(L) | 2.1 |
| Confidential Info-prospective client | 15(LR) | 1.1 |
| Confidential information - lawyer must open file upon receipt of confidential info | 99(R) - 100(R) | 3.2 |
| Confidentiality - acting against former clients - conflict of interest | 38(L) | 6 |
| Confidentiality - civil society organizations - duty to clients (r. 3.1-2; By-Law 7, Part VI) | 30(R) | 2.4 |
| Confidentiality - client information - literary works by lawyer (r. 3.3-1, commentary 11.1) | 34(L) | 6.1 |
| Confidentiality - client information - publications by lawyer (r. 3.3-1, commentary 11.1) | 29(R) - 30(L) | 6.1 |
| Confidentiality - conflict of interest - cannot disclose confidential information | 36(LR) | 4.1 |
| Confidentiality - conflict of interest - transfer between law firms - articling students, government lawyers, in-house counsel (r. 3.4-17 - 3.4-23 and commentaries) | 41(R) - 42(L) | 10 |
| Confidentiality - conflict of interest - transfer between law firms (r. 3.4-17 - 3.4-23 and commentaries) | 41(R) | 10 |
| Confidentiality - definition | 29(L) | 1 |
| Confidentiality - disclosure - justified disclosure (required by law) (r. 3.3-1.1) | 31(LR) | 4.1 |
| Confidentiality - disclosure - permitted disclosure - to defend against allegations (r. 3.3-4) | 32(LR) | 4.3 |
| Confidentiality - disclosure - permitted disclosure - to detect and resolve conflicts of interests (r. 3.3-7 and commentary) | 32(R)-33(L) | 4.6 |
| Confidentiality - disclosure - permitted disclosure - to establish or collect fees (r. 3.3-5) | 32(R) | 4.4 |
| Confidentiality - disclosure - permitted disclosure - to prevent death or serious bodily harm (r. 3.3-3 and commentary) | 31(R)-32(L) | 4.2 |
| Confidentiality - disclosure - permitted disclosure - to secure legal advice about lawyer’s proposed conduct (r. 3.3-6) | 32(R) | 4.5 |
| Confidentiality - disclosure - permitted disclosure [NOT required] (prevent death or serious bodily harm, defend against allegations, collect fees, secure legal advice, or detect/resolve conflicts of interests) - conditions outlined by r. 3.3-3 - 3.3-7 must be satisfied | 31(R)-33(L) | 4.2 - 4.6 |
| Confidentiality - disclosure - security of court facilities (r. 5.6-3 and commentary) | 33(R) | 5.2 |
| Confidentiality - disclosure - with client authority (express or inferred) (r. 3.3-1 and commentary) | 30(R) | 3 |
| Confidentiality - discussion of client matters in office (commentary r. 3.3-1) | 34(LR) | 6.2 |
| Confidentiality - discussion of client matters in public (commentary r. 3.3-1) | 34(LR) | 6.2 |
| Confidentiality - duration of duty (perpetual) | 30(L) | 2.2 |
| Confidentiality - duty - r. 3.3-1 | 29(LR) | 2 - 2.4 |
| Confidentiality - duty owed to every client (prospective, current, former) | 30(LR) | 2.3 |
| Confidentiality - duty to all clients of firm - owed by all firm members | 30(LR) | 2.3 |
| Confidentiality - duty to report lawyer misconduct (rr. 3.3-1(c) and 7.1-3 and commentary) | 33(R) | 5.3 |
| Confidentiality - joint clients | 16(R) | 2.1 |
| Confidentiality - justified disclosure by law (without client consent) (r. 3.3-1.1) | 31(LR) | 4.1 |
| Confidentiality - literary works by the lawyer (r. 3.3-1, commentary 11.1) | 34(L) | 6.1 |
| Confidentiality - mandatory (justified) disclosure by law (without client consent) (r. 3.3-1.1) | 31(LR) | 4.1 |
| Confidentiality - mediation (s. 5.7) | 84(R) - 85(L) | 5.4 |
| Confidentiality - medical-legal report - duty to client - disclosure to client (r. 3.2-9.1 - 3.2-9.3 and commentary) | 52(L) | 2.7 |
| Confidentiality - medical-legal report - duty to client (r. 3.2-9.1 - 3.2-9.3 and commentary) | 52(L) | 2.7 |
| Confidentiality - office - sharing arrangements with other lawyers (commentary r. 3.3-1) | 34(LR) | 6.2 |
| Confidentiality - organization as client - “whistle blowing” (r. 3.2-8 and 3.3-3 and commentaries) | 33(LR) | 5.1 |
| Confidentiality - organization as client - engages or intends to engage in illegal activity - “whistle blowing” (r. 3.2-8 and 3.3-3 and commentaries) | 33(LR) | 5.1 |
| Confidentiality - other obligations generally | 33(L) | 5 |
| Confidentiality - permitted disclosure - to prevent death or serious bodily harm (without client authority) (r. 3.3-3 and commentary) | 31(R)-32(L) | 4.2 |
| Confidentiality - prohibited use or disclosure of client information - for literary works (r. 3.3-1, commentary 11.1) | 34(L) | 6.1 |
| Confidentiality - prohibited use or disclosure of client information (commentary r. 3.3-1) | 34(L) | 6 |
| Confidentiality - prospective clients - when duty arises | 30(L) | 2.2 |
| Confidentiality - publications by the lawyer (r. 3.3-1, commentary 11.1) | 34(L) | 6.1 |
| Confidentiality - required (justified) disclosure by law (without client consent) (r. 3.3-1.1) | 31(LR) | 4.1 |
| Confidentiality - scope of duty (not privilege) | 29(L) | 1 |
| Confidentiality - scope of information that must be protected | 29(R) - 30(L) | 2.1 |
| Confidentiality - search of electronic devices - cross-border travel | 34(R) | 6.3 |
| Confidentiality - technology | 104(R) - 105(L) | 5.3 |
| Confidentiality - technology - use of technology in providing services | 103(R) - 104(L) | 5.1 |
| Confidentiality - transfer between law firms - conflict of interest - articling students, government lawyers, in-house counsel (r. 3.4-17 - 3.4-23 and commentaries) | 41(R) - 42(L) | 10 |
| Confidentiality - transfer between law firms - conflict of interest (r. 3.4-17 - 3.4-23 and commentaries) | 41(R) | 10 |
| Confidentiality - upon withdrawal (r. 3.3-1 and commentary) | 74(R) | 6.1 |
| Confidentiality - vs. Privilege | 29(L) | 1 |
| Confidentiality - when duty arises (first contact) | 30 (L) | 2.2 |
| Confidentiality - whistleblowing (organizations) (r. 3.2-8 and 3.3-3 and commentaries) | 33(LR) | 5.1 |
| Confidentiality - who owes the duty | 30(LR) | 2.3 |
| Conflict check - process (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1 |
| Conflict check - process (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1 |
| Conflict check - stages of file, new lawyer or new party | 46(R) - 47(L) | 13 |
| Conflict check - timing of check (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1    13 |
| Conflict check - timing of check (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R)   42(R) | 3.1    13 |
| Conflict check - when to check - stages of file, new lawyer or new party | 46(R) - 47(L) | 13 |
| Conflict check (r. 3.4-1-3.4-3 and commentaries) SEE: Client file | 98(R) - 99(R) | 3.1  13 |
| Conflict check (r. 3.4-1-3.4-3 and commentaries) SEE: Client file | 98(R) - 99(R) | 3.1  13 |
| Conflict checking - content of records (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1 |
| Conflict checking - content of records (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1 |
| Conflict checking - manual and computerized (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1 |
| Conflict checking - manual and computerized (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1 |
| Conflict checking - practice management (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1  13 |
| Conflict checking - practice management (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R)   42(R) | 3.1  13 |
| Conflict checking - what to look for (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1  13 |
| Conflict checking - what to look for (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R)   42(R) | 3.1  13 |
| Conflict checking system - method of checking - when to check | 46(R) - 47(L) | 13 |
| Conflict names - conflict check (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1 |
| Conflict names - conflict check (r. 3.4-1-3.4-3 and commentaries) | 99(L) | 3.1 |
| Conflict of interest - accused - lawyer assisting accused with release from custody - exception for family (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Conflict of interest - accused - lawyer assisting accused with release from custody - reason for prohibition (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Conflict of interest - accused - lawyer assisting accused with release from custody (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Conflict of interest - acting against former clients (r. 3.4-10-11) | 38(L) | 6 |
| Conflict of Interest - acting directly adverse to the immediately legal interests of a current client | 37(R)-38(L) | 5.2 |
| Conflict of interest - acting for borrower and lender (joint retainer) - where lender in business of lending money (r. 3.4-12 - 3.4-16 and commentaries) | 39(R)-40(R) | 8.2 |
| Conflict of interest - acting for borrower and lender (r. 3.4-12 - 3.4-16 and commentaries) | 39(R) - 40(L) | 8.2 |
| Conflict of interest - acting for borrower and lender (r. 3.4-12 - 3.4-16 and commentaries) | 39(R)-40(R) | 8.2 |
| Conflict of interest - acting for both borrower and lender (joint retainer) - disclosure of material information (r. 3.4-12 - 3.4-16 and commentaries) | 39(R)-40(R) | 8.2 |
| Conflict of interest - acting for both borrower and lender (joint retainer) - disclosure of material information (r. 3.4-12 - 3.4-16 and commentaries) | 40(R) | 8.2 |
| Conflict of interest - acting for both borrower and lender (joint retainer) - where lender in business of lending money (r. 3.4-12 - 3.4-16 and commentaries) | 39(R)-40(R) | 8.2 |
| Conflict of interest - acting for both borrower and lender (joint retainer) (r. 3.4-12 - 3.4-16 and commentaries) | 39(R)-40(R) | 8.2 |
| Conflict of interest - acting for both borrower and lender (joint retainer) (r. 3.4-12 - 3.4-16 and commentaries) | 40(LR) | 8.2 |
| Conflict of interest - acting for clients in transactions with clients - duties and preconditions (r. 3.4-29, commentary [2]) | 44(R) | 11.5 |
| Conflict of interest - acting for clients in transactions with clients (r. 3.4-29, commentary [2]) | 44(R) | 11.5 |
| Conflict of interest - acting for employee of client (s. 3.4) | 81(L) - 82(R) | 3.3.1 |
| Conflict of interest - affiliations - consent required (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(R) | 12.2 |
| Conflict of interest - affiliations - consent required (r. 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1 - 3.4-16.1.1) | 45(R) | 12.2 |
| Conflict of interest - affiliations - disclosure obligations pre-retainer (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(R) | 12.2 |
| Conflict of interest - affiliations - rules apply to non-lawyer partners and associates (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(R) | 12.2 |
| Conflict of interest - affiliations (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(LR) | 12.2 |
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| Conflict of interest - business transactions with client (r. 3.4-27 - 3.4-28) | 42(R) | 11 |
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| Conflict of interest - conflict checking system - practice management (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1  13 |
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| Conflict of interest - conflict checking system - when to check | 46(R) - 47(L) | 13 |
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| Conflict of interest - conflict searching - practice management (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1  13 |
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| Conflict of interest - consent - exception - cannot act even with clients’ consent (r. 3.4-1, 3.4-3, and 3.7-7) | 37(L) | 4.3-5.1 |
| Conflict of interest - consent - impairment as opposed to risk of impairment | 36(LR) | 4.1 |
| Conflict of interest - consent by client - independent legal advice may be required (r.1.1-1 and commentary and r. 3.4-2) | 37(L) | 4.2 |
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| Conflict of interest - dealing with | 36(L) | 4 |
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| Conflict of interest - informed consent by client - disclosure | 36(LR) | 4.1 |
| Conflict of Interest - informed consent by client - independent legal advice may be required (r.1.1-1 and commentary and r. 3.4-2) | 37(L) | 4.2 |
| Conflict of Interest - informed consent by client (r. 1.1-1 and 3.4-2 and commentary) | 36(LR) | 4.1 |
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| Conflict of interest - joint retainer - acting for both borrower and lender - disclosure of material information (r. 3.4-12 - 3.4-16 and commentaries) | 40(R) | 8.2 |
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| Conflict of interest - joint retainer - acting for both borrower and lender (r. 3.4-12 - 3.4-16 and commentaries) | 39(R)-40(R) | 8.2 |
| Conflict of interest - joint retainer - acting for both borrower and lender (r. 3.4-12 - 3.4-16 and commentaries) | 40(LR) | 8.2 |
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| Conflict of interest - joint services - affiliations - rules apply to non-lawyer partners and associates (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(R) | 12.2 |
| Conflict of interest - joint services - affiliations (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(R) | 12.2 |
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| Conflict of interest - judicial interim release of accused from custody by lawyer (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
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| Conflict of interest - lawyer assisting accused with release from custody - reason for prohibition (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Conflict of interest - lawyer assisting accused with release from custody (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
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| Conflict of interest - lawyer transfer between law firms - when transferring lawyer can act (r. 3.4-21 - 3.4-22) | 42(R) | 10.2 |
| Conflict of interest - lawyer transfer between law firms - when transferring lawyer can discuss past representation with new firm (r. 3.4-21 - 3.4-22 and 3.3-7) | 42(R) | 10.2 |
| Conflict of interest - lawyer transferring between firms - confidential information (r. 3.4-17 - 3.4-23 and commentaries) | 41(R) | 10 |
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| Conflict of interest - lawyer transferring between firms (r. 3.4-17 - 3.4-23 and commentaries) | 41(R) | 10 |
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| Conflict of interest - lawyer transferring law firms - law firm disqualification - reasonable measures to protect info & and avoid disqualification (r. 3.4-20) | 42(L) | 10.1 |
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| Conflict of interest - loan / mortgage transactions with clients - required disclosure (r. 3.4-33.1 and commentary, 3.4-33.2 - 3.4-33.3) | 43(R) - 44(L) | 11.4 |
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| Conflict of interest - multi-discipline practices/partnerships - consent required (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(R) | 12.2 |
| Conflict of interest - multi-discipline practices/partnerships - disclosure obligations pre-retainer (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(R) | 12.2 |
| Conflict of interest - multi-discipline practices/partnerships - rules apply to non-lawyer partners and associates (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(R) | 12.2 |
| Conflict of interest - multi-discipline practices/partnerships (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary r. 3.4-16.1.1) | 45(R) | 12.2 |
| Conflict of Interest - must refuse to act, withdraw from representation (r. 3.4-1, 3.4-3, and 3.7-7) | 37(L) | 4.3 |
| Conflict of interest - omission, error by lawyer - duty to report (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Conflict of interest - omission, error by lawyer (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Conflict of interest - opposing parties - lawyer cannot act even with consent of all parties | 37(LR) | 5.1 |
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| Conflict of interest - payment of legal fees by transfer of shares or interest in property (r. 3.4-36) | 44(R) | 11.6 |
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| Conflict of interest - personal guarantee for debts - provided by lawyer for borrower/lender clients (r. 3.4-34 - 3.4-35) | 44(R) - 45(L) | 11.7 |
| Conflict of interest - personal guarantees by lawyer for borrower/lender clients - prohibited with 3 exceptions (r. 3.4-34 - 3.4-35) | 44(R) - 45(L) | 11.7 |
| Conflict of interest - personal relationship with client - other member of firm may represent (commentary, r. 3.4-1) | 45(L) | 12.1 |
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| Conflict of interest - practice management - conflict check (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R)   42(R) | 3.1  13 |
| Conflict of Interest - pro bono legal services - declining to act - actual knowledge of conflict (r. 3.4-16.2, 3.4-16.6, and commentary) | 41(R) | 9 |
| Conflict of Interest - pro bono legal services (r. 3.4-16.2, 3.4-16.6, and commentary) | 41(LR) | 9 |
| Conflict of interest - prospective clients (r.3.4-1 and commentary) | 35(R)-36(L) | 3 |
| Conflict of interest - protecting confidential information - lawyer transferring between firms | 41(R) | 10 |
| Conflict of interest - protecting confidential information - transferring between firms | 41(R) | 10 |
| Conflict of interest - public office, lawyer holding (r. 7.3 - 7.4) | 45(R) - 46(L) | 12.3 |
| Conflict of interest - recognizing conflict (r. 1.1-1 and 3.4-1 and commentary) | 35(LR) | 2 |
| Conflict of interest - refusal to act (r. 3.4-1, 3.4-3, and 3.7-7) | 37(L) | 4.3 |
| Conflict of interest - representing opponents in dispute - impermissible (r. 3.4-1, 3.4-3, and 3.7-7) | 37(LR) | 5.1 |
| Conflict of interest - representing opponents of former clients - consent (r. 3.4-10-11 and commentaries) | 38(L) | 6.1 - 6.2 |
| Conflict of interest - representing opponents of former clients (r. 3.4-10-11) | 38(L) | 6.1 |
| Conflict of interest - representing organization and employees (s. 3.4) | 81(L) - 82(R) | 3.3.1 |
| Conflict of interest - required action by lawyer in permissible transactions with client (r. 3.4-28 - 3.4-29 and commentaries) | 43(L) | 11.3 |
| Conflict of interest - risk of impairment (r. 1.1-1 and 3.4-1 and commentary) | 35(L) | 1 |
| Conflict of interest - screen for conflicts (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1  13 |
| Conflict of interest - screen for conflicts (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1  13 |
| Conflict of interest - search for conflict - practice management (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1  13 |
| Conflict of interest - search for conflict - practice management (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1  13 |
| Conflict of interest - security for debts - provided by lawyer for borrower/lender clients (r. 3.4-34 - 3.4-35) | 44(R) - 45(L) | 11.7 |
| Conflict of interest - self-represented litigants - duties when acting against (r. 7.2-9) | 46(R) | 12.6 |
| Conflict of interest - self-represented litigants (r. 7.2-9) | 46(R) | 12.6 |
| Conflict of interest - sexual or intimate relationship with client - other member of firm may represent (commentary, r. 3.4-1) | 45(L) | 12.1 |
| Conflict of interest - sexual or intimate relationship with client (commentary, r. 3.4-1) | 45(L) | 12.1 |
| Conflict of Interest - short term, limited legal service (pro bono) - declining to act - actual knowledge of conflict (r. 3.4-16.2 - 3.4-16.6, and commentary) | 41(R) | 9 |
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| Conflict of interest - syndicated mortgages (r. 3.4-33.1 and commentary, 3.4-33.2 - 3.4-33.3) SEE: conflict of interest - loan/mortgage transactions with clients | 44(L) | 11.4 |
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| Conflict of interest - testamentary instrument - lawyer drafts instrument - lawyer retained to provide legal services to estate - duties of lawyer (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
| Conflict of interest - testamentary instruments - drafting lawyer retained to provide legal services to estate (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
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| Conflict of interest - transactions with client - independent legal advice, representation, and consent - consent requirement (r. 3.4-29(b)(i) -3.4-29(b)(v)) | 43(LR) | 11.3.1 |
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| Conflict of interest - transactions with client - independent legal advice, representation, and consent (r. 3.4-29(b)(i) -3.4-29(b)(v)) | 43(LR) | 11.3.1 |
| Conflict of interest - transfer between law firms - confidential information (r. 3.4-17 - 3.4-23 and commentaries) | 41(R) | 10 |
| Conflict of interest - transfer between law firms - due diligence to ensure non-lawyer staff comply with transfer and confidentiality rules (r. 3.4-23 and commentary) | 42(R) | 10.3 |
| Conflict of interest - transfer between law firms - law firm disqualification - reasonable measures to protect info & and avoid disqualification (r. 3.4-20) | 42(L) | 10.1 |
| Conflict of interest - transfer between law firms - law firm disqualification (r. 3.4-20) | 42(L) | 10.1 |
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| Conflict of interest - transfer between law firms - non-lawyer staff - lawyer duty of due diligence regarding transfer and confidentiality rules compliance (r. 3.4-23 and commentary) | 42(R) | 10.3 |
| Conflict of interest - transfer between law firms - transferring lawyer disqualification - when transferring lawyer can act (r. 3.4-21 - 3.4-22) | 42(R) | 10.2 |
| Conflict of interest - transfer between law firms - transferring lawyer disqualification (r. 3.4-21 - 3.4-22) | 42(R) | 10.2 |
| Conflict of interest - transfer between law firms - when new firm can act (consent or reasonable measures) | 42(L) | 10.1 |
| Conflict of interest - transfer between law firms - when transferring lawyer can act (r. 3.4-21 - 3.4-22) | 42(R) | 10.2 |
| Conflict of interest - transfer between law firms - when transferring lawyer can discuss past representation with new firm (r. 3.4-21 - 3.4-22 and 3.3-7) | 42(R) | 10.2 |
| Conflict of interest - transfer between law firms (r. 3.4-17 - 3.4-23 and commentaries) | 41(R) | 10 |
| Conflict of interest - transfer of lawyer- law firm disqualification | 42(L) | 10.1 |
| Conflict of Interest - unrepresented persons - duties when acting against (r. 7.2-9) | 46(R) | 12.6 |
| Conflict of Interest - unrepresented persons (r. 7.2-9) | 46(R) | 12.6 |
| Conflict of interest - when to check - method of checking | 46(R) - 47(L) | 13 |
| Conflict of interest - Will (joint) for spouses/partners (r.3.4-5) - individual new instructions - new retainer | 39(R) | 8.1 |
| Conflict of interest - wills - conflict of interest if lawyer drafting (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
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| Conflict of interest - wills - lawyer drafts will - lawyer or partner/associate receives bequest - conflict of interest (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
| Conflict of interest - wills - lawyer drafts will - lawyer retained to provide legal services to estate - duties of lawyer (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
| Conflict of interest - wills - lawyer prepares will, she or partner/associate receives bequest (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
| Conflict of interest checking system - method of checking - when to check | 46(R) - 47(L) | 13 |
| Conflicts - Joint Clients - When Lawyer Can Act/Must Withdraw - Negotiation | 17(L) | 2.1 |
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| Disqualification - law firm - transfer between firms (r. 3.4-20) | 42(L) | 10.1 |
| Disqualification - transferring lawyer - lawyer transfer between firms - when transferring lawyer can continue to act (r. 3.4-21 - 3.4-22) | 42(R) | 10.2 |
| Disqualification - transferring lawyer - lawyer transfer between firms - when transferring lawyer can discuss past representation with new firm (r. 3.4-21 - 3.4-22 and 3.3-7) | 42(R) | 10.2 |
| Disqualification - transferring lawyer - lawyer transfer between firms (r. 3.4-21 - 3.4-22) | 42(R) | 10.2 |
| Diversity of Lawyers-Inclusive client services-quality of legal service | 11(L) - 12(L) | 8.1 |
| Divided loyalties - conflict of interest (r. 1.1-1 and 3.4-1) | 35(LR) | 2 |
| Division of fees - fair and reasonable - joint retainer (r. 3.6-1 and commentary; r. 3.6-4; and commentary, 4.1-1) | 58(R) | 2.1 |
| Division of fees - with non-licensee (r. 3.6-5, 3.6-7, 3.6-8 and commentary) | 60(R)-61(L) | 3 |
| Division of fees (r. 3.6-5, 3.6-7, 3.6-8 and commentaries) SEE: Fees - division of | 60(R)-61(L) | 3 |
| Do not use to withdraw funds - Automated Bank Machine (ABM) | 119(R)-120(L) | 4.3.2 |
| Docketing time - computerized | 103(LR) | 4.3 |
| Docketing time - manual | 103(LR) | 4.3 |
| Docketing time - recording system | 103(LR) | 4.3 |
| Docketing time - time management | 103(LR) | 4.3 |
| Document management systems - technology | 104(L) | 5.2 |
| Document registration agreement (DRA) - undertakings - real estate transaction | 82(R )-83(L) | 3.4 |
| Documents - client file - return to client - what to return | 54(R) - 55(LR) | 3.3 |
| Documents - lawyer’s documents - what to return to client SEE: Lawyer - duty to client - client files - duty to return files belonging to client at end of retainer | 54(R) - 55(LR) | 3.3 |
| Documents - prepared for client - returning to client | 54(R) - 55(LR) | 3.3 |
| Documents - retained by lawyer after closing of file | 101(R) - 102(L) | 3.4 |
| Documents prepared by lawyer for client | 54(R) - 55(LR) | 3.3 |
| Documents prepared by lawyer for client - duty to keep out of sight | 54(R) - 55(LR) | 3.3 |
| Documents prepared by lawyer for client - duty to return files belonging to client at end of retainer | 54(R) - 55(LR) | 3.3 |
| Documents prepared by lawyer for client - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - definition | 54(R) - 55(LR) | 3.3 |
| Documents prepared by lawyer for client - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - lawyer should copy for their benefit (complaints) | 54(R) - 55(LR) | 3.3 |
| Documents prepared by lawyer for client - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - lawyer should copy for their benefit (complaints) - cost | 54(R) - 55(LR) | 3.3 |
| Documents prepared by lawyer for client - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - list | 54(R) - 55(LR) | 3.3 |
| Documents prepared by lawyer for client - duty to return files belonging to client at end of retainer - files belonging to lawyer/need NOT be returned to client - copy for client on request at lawyer’s discretion | 54(R) - 55(LR) | 3.3 |
| Documents prepared by lawyer for client - duty to return files belonging to client at end of retainer - files belonging to lawyer/need NOT be returned to client - copy for client on request at lawyer’s discretion - cost | 54(R) - 55(LR) | 3.3 |
| Documents prepared by lawyer for client - duty to return files belonging to client at end of retainer - files belonging to lawyer/need NOT be returned to client - list | 54(R) - 55(LR) | 3.3 |
| Documents required to verify a client - client is an individual (By-Law 7.1, ss. 22(1)(b), 23(4) - (5), and (7)) | 19(R) - 20(L) | 3.2.1 |
| Documents required to verify a client - client is an organization (By-Law 7.1, ss. 22(1)(b), 23(4), and (6) - (7)) | 20(L) | 3.2.2 |
| Documents to be retained by lawyer - By-Law 9 | 101(R) - 102(L) | 3.4 |
| Drugs or alcohol - tribunal processes - shall not (r. 5.1-2(p)) | 90(L) | 3.6 |
| Due diligence - ensure no conflict re non-lawyer staff transfers between law firms (r. 3.4-23 and commentary) | 42(R) | 10.3 |
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| Duplicate cash receipts book - 6 years - other record keeping requirements | 128(R) | 6.4.2 |
| Duplicate cash receipts book - contains | 128(R) | 6.4.2 |
| Duplicate cash receipts book (6 years) - record keeping requirements   Sample - Figure 6 - Duplicate Cash Receipt | 128(R) | 6.4.2 |
| Duplicate deposit slips - general and trust deposit slips - source documents - other record keeping requirements | 127(L)-128(R) | 6.4.1 |
| Duress - client instructions - client under duress - duty to client | 51(R) | 2.6 |
| Duress - client under duress - duty to client | 51(R) | 2.6 |
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| Duties - required by professionalism | 5(L) | 1 |
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| Duty - abstain from threatening criminal, quasi-criminal, regulatory proceedings or complaint without justification (r. 3.2-5 and commentary) | 51(LR) | 2.4 |
| Duty - abuse of tribunal process (r. 3.2-5 and commentary, and 5.1-2(a) and(n)) | 88(R) - 89(L) | 3.1 |
| Duty - administration of justice - acting as mediator (s. 5.7) | 84(R) - 85(L) | 5.4 |
| Duty - administration of justice - encourage respect for admin of justice (r. 5.6-1 and 7.2-1 and commentaries) | 84(L) | 5.1 |
| Duty - administration of justice - retired judges returning to practice (s. 7.7) | 85(LR) | 5.5 |
| Duty - administration of justice - security of court facilities (r. 5.6-3 and commentary) | 84(R) | 5.3 |
| Duty - administration of justice - Seeking legislative/admin. Change (r 5.6-1 - 5.6-2 and commentary) | 84(R) | 5.2 |
| Duty - administrative change - Seeking (r. 5.6-1 - 5.6-2 and commentary) | 84(R) | 5.2 |
| Duty - advertising - residential real estate services (r. 4.2-2.1 and commentary) | 97(R) - 98(L) | 2.3 |
| Duty - advertising fees (r. 4.2-2) | 97(R) | 2.2 |
| Duty - advertising legal services (r. 4.2-0-4.2-1.1 and commentaries) | 95(R) - 96(L) | 2.1 |
| Duty - advertising nature of practice (r. 3.1-2 and commentary, 4.3-1 and commentary; By-Law 15) | 98(LR) | 2.4 |
| Duty - advocacy - defence counsel (commentary r. 5.1-1) | 88(LR) | 2.1 |
| Duty - advocacy - lawyer as advocate | 87(L) | Intro |
| Duty - advocacy - lawyer as defence counsel (commentary r. 5.1-1) | 88(LR) | 2.1 |
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| Duty - advocacy - prosecutor (r. 5.1-3 and commentary) | 88(R) | 2.2 |
| Duty - affiliated entities - delegation - need client’s consent | 108(R) | 7.7 |
| Duty - agreement on guilty pleas (r. 5.1-7 - 5.1-8) | 93(R) - 94(L) | 8 |
| Duty - alcohol, drugs before tribunal process (r. 5.1-2(p)) | 90(L) | 3.6 |
| Duty - appearances in public (s. 7.5) | 83(R )-84(L) | 4.3 |
| Duty - articling students - supervision | 106(R) - 107(L) | 7 |
| Duty - articling students - supervision (By-Law 4, s. 34) | 106(R) - 107(L) | 7 |
| Duty - avoid conflicts of interest (r. 1.1-1 and r. 3.4-1) SEE: conflict of interest | 35(LR)-36(L) | 2-3 |
| Duty - balance duty of loyalty + confidentiality to client and duties owed to administration of justice | 90(L) - 91(L) | 3.7 |
| Duty - change - Seeking legislative or administrative change (r. 5.6-1 - 5.6-2 and commentary) | 84(R) | 5.2 |
| Duty - civility in communications (r. 7.2-5) | 81(L) | 3.2 |
| Duty - client - ADR (r. 3.2-4 and commentary) | 51(L) | 2.3 |
| Duty - client - advising client, when - list of duties | 49(R) | 2 |
| Duty - client - Alternative Dispute Resolution (r. 3.2-4 and commentary) | 51(L) | 2.3 |
| Duty - client - candour and honesty - illegal client expectations (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Duty - client - candour and honesty - lawyer’s opinion - when to provide (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Duty - client - candour and honesty - unlawful client expectations (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Duty - client - candour and honesty - unreasonable client expectations (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Duty - client - client documents | 54(R) - 55(LR) | 3.3 |
| Duty - client - client documents - duty to preserve | 54(R) - 55(LR) | 3.3 |
| Duty - client - client documents - duty to return | 54(R) - 55(LR) | 3.3 |
| Duty - client - client documents - storing, recording, and tracking | 54(L) | 3.1 |
| Duty - client - client files SEE: Duty - client - client property - documents prepared by lawyer | 54(R) - 55(LR) | 3.3 |
| Duty - client - client information, regarding - attempted seizure by external authority - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - client information, regarding - claims by third parties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - client information, regarding - duty of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - client information, regarding - seizure by external authority - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - client information, regarding - standard of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - client information, regarding (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - client money - receiving, holding, disbursing client money - examples of types of money (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Duty - client - client money - receiving, holding, disbursing client money - requirements (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Duty - client - client money - receiving, holding, disbursing client money (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Duty - client - client money - trust account (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Duty - client - client money (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Duty - client - client property - documents prepared by lawyer | 54(R) - 55(LR) | 3.3 |
| Duty - client - client property - documents prepared by lawyer - duty to keep out of sight | 54(R) - 55(LR) | 3.3 |
| Duty - client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer | 54(R) - 55(LR) | 3.3 |
| Duty - client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - definition | 54(R) - 55(LR) | 3.3 |
| Duty - client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - lawyer should copy for their benefit (complaints) | 54(R) - 55(LR) | 3.3 |
| Duty - client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - lawyer should copy for their benefit (complaints) - cost | 54(R) - 55(LR) | 3.3 |
| Duty - client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - list | 54(R) - 55(LR) | 3.3 |
| Duty - client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to lawyer/need NOT be returned to client - copy for client on request at lawyer’s discretion | 54(R) - 55(LR) | 3.3 |
| Duty - client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to lawyer/need NOT be returned to client - copy for client on request at lawyer’s discretion - cost | 54(R) - 55(LR) | 3.3 |
| Duty - client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to lawyer/need NOT be returned to client -- list | 54(R) - 55(LR) | 3.3 |
| Duty - client - client property - storing, recording, and tracking | 54(L) | 3.1 |
| Duty - client - client property, regarding - attempted seizure by external authority - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - client property, regarding - claims by third parties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - client property, regarding - duty of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - client property, regarding - legal documents - lawyer’s duties in safekeeping and recording | 54(L) | 3.1 |
| Duty - client - client property, regarding - original client property (e.g. original wills, trust deeds, etc.) | 54(L) | 3.1 |
| Duty - client - client property, regarding - seizure by external authority - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - client property, regarding - specific duties regarding receiving, storing, and returning client property (s. 3.5 and commentaries; By-Law 9) | 53(R) - 54(L) | 3 - 3.1 |
| Duty - client - client property, regarding - standard of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - client property, regarding - storing client property | 54(L) | 3.1 |
| Duty - client - client property, regarding - storing client property - recording and tracking | 54(L) | 3.1 |
| Duty - client - client property, regarding - unrelated to retainer | 54(L) | 3.1 |
| Duty - client - client property, regarding - valuable property - valuable property record - definition, contents | 54(L) | 3.1 |
| Duty - client - client property, regarding - valuable property - valuable property record - does not include non-negotiable or non-sellable property | 54(L) | 3.1 |
| Duty - client - client property, regarding - valuable property - valuable property record - legal documents and trust money excluded | 54(L) | 3.1 |
| Duty - client - client property, regarding - valuable property - valuable property record - list of property it applies to | 54(L) | 3.1 |
| Duty - client - client property, regarding - valuable property - valuable property record - list of property it does NOT apply to | 54(L) | 3.1 |
| Duty - client - client property, regarding -valuable property | 54(L) | 3.1 |
| Duty - client - client property, regarding -valuable property - recording requirements | 54(L) | 3.1 |
| Duty - client - client property, regarding -valuable property - recording requirements - trust moneys separate | 54(L) | 3.1 |
| Duty - client - client property, regarding -valuable property - selling or negotiating | 54(L) | 3.1 |
| Duty - client - client property, regarding -valuable property - trust money -- definition | 54(L) | 3.1 |
| Duty - client - client property, regarding (s. 3.5 and commentaries; By-Law 9) | 53(R) - 54(L) | 3 - 3.1 |
| Duty - client - client with diminished capacity - minor or disabled client lacking legal capacity (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Duty - client - client’s dishonesty, fraud, crime, illegal conduct (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) SEE: Assisting dishonesty, fraud, crime, illegal conduct by client | 50(LR) | 2.2 |
| Duty - client - competence - aspect of fiduciary duty | 49(LR) | 1 |
| Duty - client - competence - client’s language rights - lawyer providing services in unfamiliar official language (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - client - competence - language rights - lawyer providing services in unfamiliar official language (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - client - competence - lawyer providing services in unfamiliar official language - client’s language rights (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - client - competence - official language rights - lawyer providing services in unfamiliar official language (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - client - competence - providing services in unfamiliar official language - client’s language rights (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - client - confidentiality SEE: Confidentiality | 29(LR) | 2 - 2.4 |
| Duty - client - confidentiality - medical-legal reports - disclosure to client (r. 3.2-9.1 - 3.2-9.3 and commentary) | 52(L) | 2.7 |
| Duty - client - confidentiality - medical-legal reports (r. 3.2-9.1 - 3.2-9.3 and commentary) | 52(L) | 2.7 |
| Duty - client - conveyance of real property - title insurance (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Duty - client - disclosure to client - medical-legal reports (r. 3.2-9.1 - 3.2-9.3 and commentary) | 52(L) | 2.7 |
| Duty - client - encouraging settlement and presenting settlement offers / considering alternative dispute resolution (ADR) (r. 3.2-4 and commentary) SEE: Duty - settlement/alternative dispute resolution (ADR) - duty to encourage | 51(L) | 2.3 |
| Duty - client - errors and omissions by lawyer - conflict of interest (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - client - errors and omissions by lawyer - duty to report (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - client - errors and omissions by lawyer (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - client - fair & reasonable compensation (r. 3.6-1 and commentary; r. 3.6-4; and commentary, 4.1-1) SEE: Fees | 58(LR) | 2.1 |
| Duty - client - fees SEE: Fees | 58(L) - 59(R) | 2.1 - 2.6 |
| Duty - client - fiduciary duty | 49(LR) | 1 |
| Duty - client - fiduciary duty - definition | 49(LR) | 1 |
| Duty - client - fiduciary duty - requirements | 49(LR) | 1 |
| Duty - client - fiduciary duty - requirements - minimum standard of competence | 49(LR) | 1 |
| Duty - client - financial responsibilities (r. 7.1-2 and commentary) | 105(R) - 106(L) | 6.1, 3.5 |
| Duty - client - further retainers required - duty to advise client | 57(R) | 1 |
| Duty - client - honesty and candour - duty to client - content of duty (rr. 3.1-2 commentary, 3.2-2 and commentary) SEE: Candour and honesty - duty to client | 50(L) | 2.1 |
| Duty - client - language rights (French or Aboriginal), advise regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - client - language rights (French or Aboriginal), duty to know law regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - client - language rights (French or Indigenous), advise regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - client - language rights (French or Indigenous), duty to know law regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - client - lender client where loan secured by mortgage on real property - reporting mortgage transactions - time frame for providing duplicate mortgage and final report (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Duty - client - lender client where loan secured by mortgage on real property - reporting mortgage transactions (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Duty - client - loyalty | 49(LR) | 1 |
| Duty - client - loyalty (fiduciary duty) | 49(LR) | 1 |
| Duty - client - minor client (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Duty - client - mortgagee client - mortgage transactions - reporting mortgage transactions (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Duty - client - mortgagee client - mortgage transactions - time frame for providing duplicate mortgage and final report (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Duty - client - mortgagee client - reporting mortgage transactions - time frame for providing duplicate mortgage and final report (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Duty - client - mortgagee client - reporting mortgage transactions (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Duty - client - mortgagee client- mortgage transactions - reporting mortgage transactions - time frame for providing duplicate mortgage and final report (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Duty - client - offers of settlement (r. 3.2-4 and commentary) | 51(L) | 2.3 |
| Duty - client - official language rights (French or Aboriginal), advise regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - client - official language rights (French or Aboriginal), duty to know law regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - client - official language rights (French or Indigenous), advise regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - client - official language rights (French or Indigenous), duty to know law regarding (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - client - omissions and errors by lawyer - conflict of interest (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - client - omissions and errors by lawyer - duty to report (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - client - omissions and errors by lawyer (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - client - privilege | 29(L) | 1 |
| Duty - client - real estate transaction - title insurance (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Duty - client - real property transaction - title insurance (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Duty - client - refusal to act - threatening unjustified criminal, quasi-criminal, or regulatory proceeding (r. 3.2-5 and commentary) | 51(LR) | 2.4 |
| Duty - client - regarding client property - attempted seizure - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - regarding client property - attempted seizure (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - regarding client property - duty of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - regarding client property - legal documents - lawyer’s duties in safekeeping and recording | 54(L) | 3.1 |
| Duty - client - regarding client property - original client property (e.g. original wills, trust deeds, etc.) | 54(L) | 3.1 |
| Duty - client - regarding client property - seizure - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - regarding client property - seizure (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client - regarding client property - specific duties regarding receiving, storing, and returning client property (s. 3.5 and commentaries; By-Law 9) | 53(R) - 54(L) | 3 - 3.1 |
| Duty - client - regarding client property - storing client property | 54(L) | 3.1 |
| Duty - client - regarding client property - storing client property - accounting and tracking | 54(L) | 3.1 |
| Duty - client - regarding client property - unrelated to retainer | 54(L) | 3.1 |
| Duty - client - regarding client property - valuable property | 54(L) | 3.1 |
| Duty - client - regarding client property - valuable property - recording requirements | 54(L) | 3.1 |
| Duty - client - regarding client property - valuable property - recording requirements - trust moneys separate | 54(L) | 3.1 |
| Duty - client - regarding client property - valuable property - selling or negotiating | 54(L) | 3.1 |
| Duty - client - regarding client property - valuable property - trust money -- definition | 54(L) | 3.1 |
| Duty - client - regarding client property - valuable property - valuable property record - definition, contents | 54(L) | 3.1 |
| Duty - client - regarding client property - valuable property - valuable property record - does not include non-negotiable or non-sellable property | 54(L) | 3.1 |
| Duty - client - regarding client property - valuable property - valuable property record - legal documents and trust money excluded | 54(L) | 3.1 |
| Duty - client - regarding client property - valuable property - valuable property record - list of property it applies to | 54(L) | 3.1 |
| Duty - client - regarding client property - valuable property - valuable property record - list of property it does NOT apply to | 54(L) | 3.1 |
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| Duty - client - representation even if non-payment of fees | 57(R) | 1 |
| Duty - client - retain third party on behalf of (r. 7.1-2 and commentary) | 105(R) - 106(L) | 6.1 |
| Duty - client - returning documents to client SEE: Duty - client - client property - documents prepared by lawyer | 54(R) - 55(LR) | 3.3 |
| Duty - client - settlement (r. 3.2-4 and commentary) | 51(L) | 2.3 |
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| Duty - client - threatening criminal, quasi-criminal, regulatory proceedings or complaint without justification (r. 3.2-5 and commentary) | 51(LR) | 2.4 |
| Duty - client - threatening unjustified criminal, quasi-criminal, or regulatory proceeding - refusal to act (r. 3.2-5 and commentary) | 51(LR) | 2.4 |
| Duty - client - title insurance - real estate transaction (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Duty - client - title insurance - real property transaction (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Duty - client - title insurance not mandatory - real property conveyance - advice to client (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Duty - client - title insurance not mandatory, advice regarding - conveyance of real property (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Duty - client - unjustified threatening of criminal, quasi-criminal, regulatory proceedings or complaint (r. 3.2-5 and commentary) | 51(LR) | 2.4 |
| Duty - client - when advising client - list of duties | 49(R) | 2 |
| Duty - client documents - duty to client | 54(R) - 55(LR) | 3.3 |
| Duty - client documents - duty to preserve - duty to client | 54(R) - 55(LR) | 3.3 |
| Duty - client documents - duty to return - duty to client | 54(R) - 55(LR) | 3.3 |
| Duty - client file SEE: Duty - client - client property - documents prepared by lawyer | 54(R) - 55(LR) | 3.3 |
| Duty - client file - closing | 100(R) - 101(L) | 3.3 |
| Duty - client file - destroying closed file | 100(R) - 101(L) | 3.3 |
| Duty - client file - documents to be retained after closing | 101(R) - 102(L) | 3.4 |
| Duty - client file - naming | 100(LR) | 3.2 |
| Duty - client file - opening | 99(R) - 100(R) | 3.2 |
| Duty - client file - organization | 99(R) - 100(R) | 3.2 |
| Duty - client file - retaining closed file | 100(R) - 101(L) | 3.3 |
| Duty - client file - retuning documents to client SEE: Duty - client - client property - documents prepared by lawyer | 54(R) - 55(LR) | 3.3 |
| Duty - client file - role of filing system | 100(LR) | 3.2 |
| Duty - client file - storage | 99(R) - 100(R) | 3.2 |
| Duty - client information - duty to client - attempted seizure by external authority - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client information - duty to client - claims by third parties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client information - duty to client - duty of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client information - duty to client - seizure by external authority - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
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| Duty - client is organization - report up the ladder (unethical conduct) (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) SEE: Assisting dishonesty, fraud, crime, illegal conduct by client | 50(LR) | 2.2 |
| Duty - client money - duty to client (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Duty - client money - receiving, holding, disbursing client money - duty to client (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Duty - client money - trust account - duty to client (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Duty - client money (s. 3.5 and commentaries; By-Law 9) SEE: Duty - client - client money | 54(LR) | 3.2 |
| Duty - client property - duty to client - attempted seizure by external authority - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client property - duty to client - duty of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client property - duty to client - seizure by external authority - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client property - duty to client - standard of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client property - duty to client (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client property - duty to client claims by third parties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty - client under duress/undue influence/pressure | 51(R) | 2.6 |
| Duty - client under duress/undue influence/pressure - client’s wishes - voluntariness | 51(R) | 2.6 |
| Duty - client under duress/undue influence/pressure - client’s wishes/instructions | 51(R) | 2.6 |
| Duty - client with diminished capacity - minor or disabled client lacking legal capacity (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Duty - client, to - list of duties | 49(L) | Intro |
| Duty - client’s dishonesty, fraud, crime, illegal conduct (r. 3.2-7 - 3.2-8 and commentary; By-law 7.1, s. 27) SEE: Assisting dishonesty, fraud, crime, illegal conduct by client | 50(LR) | 2.2 |
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| Duty - communication - courtesy, civility (r. 7.2-4) | 81(L) | 3.2 |
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| Duty - competence - client’s language rights - lawyer providing services in unfamiliar official language - duty to client (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - competence - judgment | 24(R) | 1.4 |
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| Duty - competence - knowledge | 24(LR) | 1.2 |
| Duty - competence - language rights - lawyer providing services in unfamiliar official language - duty to client (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
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| Duty - competence - skills | 24(R) | 1.3 |
| Duty - competence in providing services in unfamiliar official language - client’s language rights - duty to client (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - confidentiality - client information - literary works by lawyer (r. 3.3-1, commentary 11.1) | 34(L) | 6.1 |
| Duty - confidentiality - discussion of client matters in office or public (commentary r. 3.3-1) | 34(LR) | 6.2 |
| Duty - confidentiality - medical-legal reports - disclosure to client (r. 3.2-9.1 - 3.2-9.3 and commentary) | 52(L) | 2.7 |
| Duty - confidentiality - medical-legal reports (r. 3.2-9.1 - 3.2-9.3 and commentary) | 52(L) | 2.7 |
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| Duty - confidentiality - r. 3.3-1 and commentary SEE: Confidentiality | 29(LR) | 2 - 2.4 |
| Duty - conflict checking - screen for conflict of interest (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1  13 |
| Duty - conflict checking - screen for conflict of interest (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1  13 |
| Duty - conflict of interest (r. 1.1-1 and 3.4-1 and commentary) SEE: conflict of interest | 35(LR) | 2 |
| Duty - consent - retain third party on behalf of (r. 7.1-2 and commentary) | 105(R) - 106(L) | 6.1 |
| Duty - conveyance of real property - title insurance advice (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Duty - court facilities - security - duty of confidentiality (r. 5.6-3 and commentary) | 84(R) | 5.3 |
| Duty - courtesy and good faith - duty to lawyers and others (r. 7.2-1 - 7.2-3 and commentary) | 80(R)-81(L) | 3.1 |
| Duty - courtesy in communications (r. 7.2-4) | 81(L) | 3.2 |
| Duty - criminal charges, convictions - report (r. 7.1-4.4 and commentary; By-Law 8, s.2) | 79(R) - 80(L) | 2.3 |
| Duty - criminal proceeding - plea bargain (r. 5.1-7 - 5.1-8) | 93(R) - 94(L) | 8 |
| Duty - defence counsel (commentary r. 5.1-1) | 88(LR) | 2.1 |
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| Duty - delegation - non-lawyers and support staff (By-Law 7.1, Part I; r.6.1-1 and commentary) | 107(R) - 108(L) | 7.3 |
| Duty - destroying closed client file | 100(R) - 101(L) | 3.3 |
| Duty - diminished capacity client - minor or disabled client lacking legal capacity (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Duty - disclose confidential information - where required by law (r. 3.3-1.1) | 31(LR) | 4.1 |
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| Duty - disclosure - examinations for discovery (r. 5.1-3.1) | 93(LR) | 7 |
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| Duty - discovery - lawyer’s obligations (r. 5.1-3.1) | 93(LR) | 7 |
| Duty - dishonest conduct of another lawyer/paralegal - encourage client to report (r. 7.1-4 - 7.1-4.3) | 79(R) | 2.2 |
| Duty - dishonesty before tribunals (r. 5.1-1 and commentary, and r. 5.1-2(b), (e), (f), (g), (j) and (k)) | 89(R) | 3.4 |
| Duty - docketing of time | 103(LR) | 4.3 |
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| Duty - documents to be retained after closing of file | 101(R) - 102(L) | 3.4 |
| Duty - drugs, alcohol before tribunal process (r. 5.1-2(p)) | 90(L) | 3.6 |
| Duty - duress - client under duress | 51(R) | 2.6 |
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| Duty - encourage client to report dishonest conduct of another lawyer/paralegal (r. 7.1-4 - 7.1-4.3) | 79(R) | 2.2 |
| Duty - encourage respect for administration of justice (r. 5.6-1 and 7.2-1 and commentaries) | 84(L) | 5.1 |
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| Duty - error by lawyer - report - duty to client (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - error or omission - disclose to insurer (s. 7.8) | 80(LR) | 2.4 |
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| Duty - error or omission by lawyer - report - duty to client (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - errors and omissions by lawyer - professional liability insurer - duty to report potential claim (r. 7.8) | 52(R) - 53(L) | 2.1 |
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| Duty - fair & reasonable compensation (r. 3.6-1 and commentary; r. 3.6-4; and commentary, 4.1-1) SEE: Fees | 58(LR) | 2.1 |
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| Duty - fees - advertising (r. 4.2-2) | 97(R) | 2.2 |
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| Duty - file management | 99(R) - 100(R) | 3 - 3.4 |
| Duty - financial obligations (r. 7.1-2 and commentary) | 83(L) | 3.5 |
| Duty - financial reporting and compliance (By-Laws 8 and 9; Law Society Act, s. 57) | 106(LR) | 6.3 |
| Duty - financial responsibilities | 105(LR) | 6 |
| Duty - financial responsibilities - on behalf of client (r. 7.1-2 and commentary) | 105(R) - 106(L) | 6.1, 3.5 |
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| Duty - firm names (r. 4.2-0-4.2-1.1 and commentaries) | 95(R) - 96(L) | 2.1 |
| Duty - fraud before tribunals (r. 5.1-1 and commentary, and r. 5.1-2(b), (e), (f), (g), (j) and (k)) | 89(R) | 3.4 |
| Duty - French or Aboriginal language rights of client (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - French or Indigenous language rights of client (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - good faith and courtesy - duty to lawyers and others (r. 7.2-1 - 7.2-3 and commentary) | 80(R)-81(L) | 3.1 |
| Duty - hiring support staff | 107(LR) | 7.1 |
| Duty - honesty and candour - duty to client - content of duty (rr. 3.1-2 commentary, 3.2-2 and commentary) SEE: Candour and honesty - duty to client | 50(L) | 2.1 |
| Duty - incriminating physical evidence - 4 considerations (r. 5.1-2A and commentary) | 90(L) - 91(L) | 3.7 |
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| Duty - influencing witnesses (r. 5.1-2(j), (m), (o), 5.3-1, 7.2-6, and 7.2-8 - 7.2-8.2 and commentary) | 90(L) | 3.5 |
| Duty - insurance - disclose error, omissions (s. 7.8) | 80(LR) | 2.4 |
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| Duty - interests - outside interests (r. 7.3-1 - 7.3-2 and commentary) | 83(LR) | 4.1 |
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| Duty - jurors - disclose juror improper conduct (r. 5.5-2 - 5.5-3) | 92(R) | 5.2 |
| Duty - jurors - disclose juror interest in or connection to case (r. 5.5-2 - 5.5-3) | 92(R) | 5.2 |
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| Duty - Law Society - submit to disciplinary authority | 78(R)-79(L) | 1.5 |
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| Duty - lawyer - fiduciary duty | 49(LR) | 1 |
| Duty - lawyer - fiduciary duty - definition | 49(LR) | 1 |
| Duty - lawyer - fiduciary duty - requirements | 49(LR) | 1 |
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| Duty - lawyer - loyalty | 49(LR) | 1 |
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| Duty - lawyer as prosecutor (r. 5.1-3 and commentary) | 88(R) | 2.2 |
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| Duty - lawyer dealing with witnesses SEE: Duty - witnesses | 91(L) - 92(R) | 4 - 4.3.3 |
| Duty - lawyer in public office (r. 7.4-1) | 83(R) | 4.2 |
| Duty - lawyer must present all settlement offers to client ASAP (r. 3.2-4 and commentary) SEE: Duty - settlement/alternative dispute resolution (ADR) - duty to encourage” | 51(L) | 2.3 |
| Duty - lawyer, paralegal misconduct - duty to report (r. 7.1-3 and commentary) | 79(LR) | 2.1 |
| Duty - lawyer’s duty in examinations for discovery (r. 5.1-3.1) | 93(LR) | 7 |
| Duty - lawyers and others - communications (r. 7.2-4) | 81(L) | 3.2 |
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| Duty - lawyers and others - courtesy and good faith | 80(R)-81(L) | 3.1 |
| Duty - lawyers and others - financial obligations | 83(L) | 3.5 |
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| Duty - legal profession - report misconduct (r. 7.1-3 and commentary) | 79(LR) | 2.1 |
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| Duty - legal services - marketing, advertising services (r. 4.2-0-4.2-1.1 and commentaries) | 95(R) - 96(L) | 2.1 |
| Duty - legislative change - Seeking (r. 5.6-1 - 5.6-2 and commentary) | 84(R) | 5.2 |
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| Duty - liability insurer - professional liability - insurer - omissions and errors by lawyer - duty to report potential claim (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - liability insurer - professional liability insurer - errors and omissions by lawyer - duty to report potential claim (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - lie to tribunals (r. 5.1-1 and commentary, and r. 5.1-2(b), (e), (f), (g), (j) and (k)) | 89(R) | 3.4 |
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| Duty - limited - scope clients (r. 3.2-1A - 3.2-1A2 and commentaries) | 17(R) - 18(L) | 2.5 |
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| Duty - LSO SEE: Duty - to Law Society | 77(L) | 1 |
| Duty - maintaining client file | 99(R) - 100(R) | 3.2 |
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| Duty - mediator (s. 5.7 and commentary) | 84(R) - 85(L) | 5.4 |
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| Duty - misconduct of lawyer, paralegal - duty to report (r. 7.1-3 and commentary) | 79(LR) | 2.1 |
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| Duty - mortgagee client - mortgage transactions - reporting obligations (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Duty - mortgagee client - mortgage transactions (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
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| Duty - naming of client file | 100(LR) | 3.2 |
| Duty - nature of practice - advertising (r. 3.1-2 and commentary, 4.3-1 and commentary; By-Law 15) | 98(LR) | 2.4 |
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| Duty - offering legal services (s. 4.1) | 95(R) | 2 |
| Duty - omissions and errors by lawyer - professional liability insurer - duty to report potential claim (r. 7.8) | 52(R) - 53(L) | 2.1 |
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| Duty - others - Law Society SEE: Duty - to Law Society | 77(L) | 1 |
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| Duty - others - to legal profession SEE: Duty - legal profession | 79(L) | 2 |
| Duty - others - uphold integrity of profession (r. 2.1-1 - 2.1-2) SEE: Duty - uphold integrity of profession | 83(L) | 4 |
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| Duty - own witness - giving evidence - communication | 85(L) | 4.3.1 |
| Duty - paralegals - supervision | 108(R) | 7.5 |
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| Duty - practice management - advertising nature of practice (r. 3.1-2 and commentary, 4.3-1 and commentary; By-Law 15) | 98(LR) | 2.4 |
| Duty - practice management - closing client file | 100(R) - 101(L) | 3.3 |
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| Duty - practice management - conflict checking (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1  13 |
| Duty - practice management - destroying closed client file | 100(R) - 101(L) | 3.3 |
| Duty - practice management - docketing time | 103(LR) | 4.3 |
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| Duty - practice management - file management | 99(R) - 100(R) | 3 - 3.4 |
| Duty - practice management - financial reporting and compliance (By-Laws 8 and 9; Law Society Act, s. 57) | 106(LR) | 6.3 |
| Duty - practice management - financial responsibilities | 105(LR) | 6 |
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| Duty - practice management - firm names (r. 4.2-0-4.2-1.1 and commentaries) | 95(R) - 96(L) | 2.1 |
| Duty - practice management - hiring support staff | 107(LR) | 7.1 |
| Duty - practice management - maintaining client file | 99(R) - 100(R) | 3.2 |
| Duty - practice management - making legal services available (s. 4.1) | 95(R) | 2 |
| Duty - practice management - marketing legal services (r. 4.2-0-4.2-1.1 and commentaries) | 95(R) - 96(L) | 2.1 |
| Duty - practice management - naming client file | 100(LR) | 3.2 |
| Duty - practice management - opening client file | 99(R) - 100(R) | 3.2 |
| Duty - practice management - organizing client file | 99(R) - 100(R) | 3.2 |
| Duty - practice management - privacy SEE: Privacy | 111(L) - 113(R) | 10 - 10.3 |
| Duty - practice management - retaining closed client file | 100(R) - 101(L) | 3.3 |
| Duty - practice management - storing client file | 99(R) - 100(R) | 3.2 |
| Duty - practice management - supervision of support staff (By-Law 7.1, Part I; r.6.1-1 and commentary) | 107(R) - 108(L) | 7.3 |
| Duty - practice management - technology - advertising, marketing, providing legal services | 103(R) - 104(L) | 5.1 |
| Duty - practice management - technology - backup | 104(R) - 105(L) | 5.3 |
| Duty - practice management - technology - security measures | 104(R) - 105(L) | 5.3 |
| Duty - practice management - technology - special considerations | 104(R) - 105(L) | 5.3 |
| Duty - practice management - technology - update | 104(R) - 105(L) | 5.3 |
| Duty - practice management - tickler system - time management | 102(R) - 103(L) | 4.2 |
| Duty - practice management - time docketing | 103(LR) | 4.3 |
| Duty - practice management - time management | 102(L) | 4 |
| Duty - practice management - time planning | 102(LR) | 4.1 |
| Duty - practice management - time reminder systems | 102(R) - 103(L) | 4.2 |
| Duty - practice management - training support staff | 107(LR) | 7.2 |
| Duty - preparing witnesses (r. 5.3-1) | 91(L) | 4.1 |
| Duty - pressure - client under pressure | 51(R) | 2.6 |
| Duty - prevent paralegals - unauthorized practice (r. 7.6-1 and commentary) | 77(R) | 1.2 |
| Duty - prevent unauthorized practice of law, provision of legal services (r. 7.6-1 and commentary) | 77(R) | 1.2 |
| Duty - privacy SEE: Privacy | 111(L) - 113(R) | 10 - 10.3 |
| Duty - professional liability insurer - errors and omissions by lawyer - duty to report potential claim (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - professional liability insurer - omissions and errors by lawyer - duty to report potential claim (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - promises (r. 5.1-6 and 7.2-11 and commentaries) | 82(R )-83(L) | 3.4 |
| Duty - promptness in communications (r. 7.2-5) | 81(L) | 3.2 |
| Duty - prosecutor (r. 5.1-3 and commentary) | 88(R) | 2.2 |
| Duty - providing services in unfamiliar official language, competence - client’s language rights (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty - public appearance and statements (s. 7.5) | 83(R )-84(L) | 4.3 |
| Duty - public office (r. 7.4-1) | 83(R) | 4.2 |
| Duty - real estate transaction - title insurance - duty to client (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Duty - real estate transactions - document registration agreement | 82(R )-83(L) | 3.4 |
| Duty - real property transaction - title insurance - duty to client (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Duty - recording devices - not without prior knowledge | 81(L) | 3.1 |
| Duty - relationship with judge, tribunal member (r. 5.1-2(c) and (d)) | 89(LR) | 3.3 |
| Duty - reminder systems - time management | 102(R) - 103(L) | 4.2 |
| Duty - report errors or omissions by lawyer (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - report misconduct of lawyer, paralegal - confidential information (rr. 3.3-1(c) and 7.1-3 and commentary) | 33(R) | 5.3 |
| Duty - report own criminal charges, convictions (r. 7.1-4.4 and commentary; By-Law 8, s.2) | 79(R) - 80(L) | 2.3 |
| Duty - reporting and compliance - financial responsibilities (By-Laws 8 and 9; Law Society Act, s. 57) | 106(LR) | 6.3 |
| Duty - reporting mortgage transactions - mortgagee client - time frame for providing duplicate mortgage and final report (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Duty - reporting mortgage transactions - mortgagee client (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Duty - represented person - as witness (r. 5.3-1 and 7.2-6 - 7.2-6A and commentary) | 91(LR) | 4.2 |
| Duty - represented person / org - communications with (r. 7.2-6 - 7.2-7 and commentary) | 81(LR) | 3.3 |
| Duty - represented person / organization - second opinion (r. 7.2-7 and commentary) | 81(LR) | 3.3 |
| Duty - respect for administration of justice - encourage (r. 5.6-1 and 7.2-1 and commentaries) | 84(L) | 5.1 |
| Duty - respond promptly and completely to law society (r. 7.1-1) | 77(L) | 1.1 |
| Duty - restriction of license - duty not to practice (r. 7.6-1.2 - 7.6-1.4; By-Law 7.1, Part II; and By-Law 9, Part II.1) | 78(L) | 1.4 |
| Duty - retain third party on behalf of client (r. 7.1-2 and commentary) | 105(R) - 106(L) | 6.1 |
| Duty - retaining closed client file | 100(R) - 101(L) | 3.3 |
| Duty - retired judges returning to practice (s. 7.7) | 85(LR) | 5.5 |
| Duty - returning documents to client SEE: Duty - client - client property - documents prepared by lawyer | 54(R) - 55(LR) | 3.3 |
| Duty - search for conflict of interest (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1  13 |
| Duty - search for conflict of interest (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1  13 |
| Duty - second opinion (r. 7.2-7 and commentary) | 81(LR) | 3.3 |
| Duty - security of court facilities - duty of confidentiality (r. 5.6-3 and commentary) | 84(R) | 5.3 |
| Duty - Seeking legislative or administrative change (r. 5.6-1 - 5.6-2 and commentary) | 84(R) | 5.2 |
| Duty - self-represented litigants, toward (r. 7.2-9) | 46(R) | 12.6 |
| Duty - settlement/alternative dispute resolution (ADR) - duty to inform client of alternative dispute resolution options where appropriate (r. 3.2-4 and commentary) | 51(L) | 2.3 |
| Duty - settlement/alternative dispute resolution (ADR) - duty to obtain client instructions and confirm in writing (r. 3.2-4 and commentary) | 51(L) | 2.3 |
| Duty - settlement/alternative dispute resolution (ADR) - duty to present settlement offers to client (r. 3.2-4 and commentary) | 51(L) | 2.3 |
| Duty - settlement/alternative dispute resolution (ADR) - encourage settlement and present settlement offers / consider ADR (r. 3.2-4 and commentary) | 51(L) | 2.3 |
| Duty - shall not abuse tribunal process (r. 3.2-5 and commentary, and 5.1-2(a) and(n)) | 88(R) - 89(L) | 3.1 |
| Duty - shall not appear before tribunal under influence of alcohol, drugs (r. 5.1-2(p)) | 90(L) | 3.6 |
| Duty - shall not influence tribunal process (r. 5.1-2(c) and (d)) | 89(LR) | 3.3 |
| Duty - shall not influence, mistreat witnesses (r. 5.1-2(j), (m), (o), 5.3-1, 7.2-6, and 7.2-8 - 7.2-8.2 and commentary) | 90(L) | 3.5 |
| Duty - shall not lie to tribunals (r. 5.1-1 and commentary, and r. 5.1-2(b), (e), (f), (g), (j) and (k)) | 89(R) | 3.4 |
| Duty - shall not mislead tribunal (r. 5.1-2(e), (h), (i), and (l)) | 89(L) | 3.2 |
| Duty - sharp practice - avoid (r. 7.2-2) | 80(R)-81(L) | 3.1 |
| Duty - statements in public (s. 7.5) | 83(R )-84(L) | 4.3 |
| Duty - storage of client file | 99(R) - 100(R) | 3.2 |
| Duty - submit to discipline by LSO - duty to law society (r. 1.1-1 and 2.1-1 and commentary and s. 7.8.2) | 78(R)-79(L) | 1.5 |
| Duty - successor lawyer - after withdrawal of services (r. 3.7-10 and commentary) | 74(L) - 75(R) | 7 |
| Duty - supervision | 106(R) - 107(L) | 7 |
| Duty - supervision - articling students (By-Law 4, s. 34) | 106(R) - 107(L) | 7 |
| Duty - supervision - in real estate matters (r. 6.1-1 and commentary and r. 6.1-5 - 6.1-6.2) | 108(LR) | 7.4 |
| Duty - supervision - non-lawyers and support staff (By-Law 7.1, Part I; r.6.1-1 and commentary) | 107(R) - 108(L) | 7.3 |
| Duty - supervision - non-licensee employees (r. 7.6-1.1) | 77(L) - 78(R) | 1.3 |
| Duty - supervision - paralegals | 108(R) | 7.5 |
| Duty - suspended licence - specific obligations - disclose suspended status (r. 7.6-1.2 - 7.6-1.4; By-Law 7.1, Part II; and By-Law 9, Part II.1) | 78(L) | 1.4 |
| Duty - suspension of license - duty not to practice (r. 7.6-1.2 - 7.6-1.4; By-Law 7.1, Part II; and By-Law 9, Part II.1) | 78(L) | 1.4 |
| Duty - suspension of license - lawyer’s duties during suspension (r. 7.6-1.2 - 7.6-1.4; By-Law 7.1, Part II; and By-Law 9, Part II.1) | 78(L) | 1.4 |
| Duty - sympathetic and unsympathetic witnesses - communication | 91(R) - 92(L) | 4.3.2 |
| Duty - sympathetic witness | 91(R) | 4.3.2 |
| Duty - technology - advertising legal services | 103(R) - 104(L) | 5.1 |
| Duty - technology - backup | 104(R) - 105(L) | 5.3 |
| Duty - technology - confidentiality | 104(R) - 105(L) | 5.3 |
| Duty - technology - marketing legal services | 103(R) - 104(L) | 5.1 |
| Duty - technology - providing legal services | 103(R) - 104(L) | 5.1 |
| Duty - technology - security measures | 104(R) - 105(L) | 5.3 |
| Duty - technology - special considerations | 104(R) - 105(L) | 5.3 |
| Duty - technology - update | 104(R) - 105(L) | 5.3 |
| Duty - technology - use in practice management | 104(L) | 5.2 |
| Duty - threaten criminal, quasi-criminal, regulatory proceedings or complaint without justification - prohibited (r. 3.2-5 and commentary) | 51(LR) | 2.4 |
| Duty - tickler system - time management | 102(R) - 103(L) | 4.2 |
| Duty - time docketing | 103(LR) | 4.3 |
| Duty - time management | 102(L) | 4 |
| Duty - time management - reminder systems | 102(R) - 103(L) | 4.2 |
| Duty - time management - tickler systems | 102(R) - 103(L) | 4.2 |
| Duty - time management - time planning | 102(LR) | 4.1 |
| Duty - time reminder systems | 102(R) - 103(L) | 4.2 |
| Duty - title insurance - real estate transaction - duty to client (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Duty - to client - errors and omissions by lawyer - conflict of interest (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - to client - errors and omissions by lawyer - duty to report (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - to client - errors and omissions by lawyer (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - to client - list of duties | 49(L) | Intro |
| Duty - to client - omissions and errors by lawyer - conflict of interest (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Duty - to disclose incriminating physical evidence - no duty (r. 5.1-2A and commentary) | 90(L) - 91(L) | 3.7 |
| Duty - to Law Society - license suspended - cease practicing | 78(L) | 1.4 |
| Duty - to Law Society - respond promptly and completely | 77(L) | 1.1 |
| Duty - to Law Society - working with unauthorized persons | 77(L) - 78(R) | 1.3 |
| Duty - to Law Society- prevent unauthorized practice (r. 7.6-1 and commentary) | 77(R) | 1.2 |
| Duty - training support staff | 107(LR) | 7.2 |
| Duty - tribunal - no drugs or alcohol (r. 5.1-2(p)) | 90(L) | 3.6 |
| Duty - tribunal - not counsel or participate in concealment, destruction, or alteration of incriminating physical evidence (r. 5.1-2A and commentary) | 90(L) - 91(L) | 3.7 |
| Duty - tribunal - not to abuse process (r. 3.2-5 and commentary, and r. 5.1-2(a) and (n)) | 88(R) - 89(L) | 3.1 |
| Duty - tribunal - not to engage in dishonest conduct (r. 5.1-1 and commentary, and r. 5.1-2(b), (e), (f), (g), (j) and (k)) | 89(R) | 3.4 |
| Duty - tribunal - not to influence (r. 5.1-2(c) and (d)) | 89(LR) | 3.3 |
| Duty - tribunal - not to mislead (r. 5.1-2(e), (h), (i), and (l)) | 89(L) | 3.2 |
| Duty - tribunal - not to mistreat or influence witnesses (r. 5.1-2(j), (m), (o), 5.3-1, 7.2-6, and 7.2-8 - 7.2-8.2 and commentary) | 90(L) | 3.5 |
| Duty - tribunal processes (r. 5.1-2) | 88(R) | 3 |
| Duty - trust conditions (r. 5.1-6 and 7.2-11 and commentaries) | 82(R )-83(L) | 3.4 |
| Duty - undertaking not to practice (r. 7.6-1.2 - 7.6-1.4; By-Law 7.1, Part II; and By-Law 9, Part II.1) | 78(L) | 1.4 |
| Duty - undertakings - document registration agreement | 82(R )-83(L) | 3.4 |
| Duty - undertakings - real estate transactions | 82(R )-83(L) | 3.4 |
| Duty - undertakings (r. 5.1-6 and 7.2-11 and commentaries) | 82(R )-83(L) | 3.4 |
| Duty - undue influence - client subject to undue influence | 51(R) | 2.6 |
| Duty - uphold integrity of profession - multi-discipline practices | 108(R) | 7.6 |
| Duty - uphold integrity of profession - outside interests | 83(LR) | 4.1 |
| Duty - uphold integrity of profession - public appearances and statements (s. 7.5) | 83(R )-84(L) | 4.3 |
| Duty - uphold integrity of profession - public office | 83(R) | 4.2 |
| Duty - where opposing side is unrepresented (r. 7.2-9) | 46(R) | 12.6 |
| Duty - witness - unsympathetic | 92(L) | 4.3.2 |
| Duty - witnesses - communication with witness giving evidence (r. 5.4-2) | 91(R) | 4.3 |
| Duty - witnesses - giving evidence - communication with (r. 5.4-2) | 91(R) | 4.3 |
| Duty - witnesses - interviewing (r. 5.3-1) | 91(L) | 4.1 |
| Duty - witnesses - interviewing represented persons (r. 5.3-1, 7.2-6 - 7.2-6A, and commentaries) | 91(LR) | 4.2 |
| Duty - witnesses - lawyer as witness (s. 5.2) | 92(R) - 93(L) | 6 |
| Duty - witnesses - may not permit to mislead tribunal (r. 5.1-2(j), (m), (o), 5.3-1, 7.2-6, and 7.2-8 - 7.2-8.2 and commentary) | 90(L) | 3.5 |
| Duty - witnesses - preparing (r. 5.3-1) | 91(L) | 4.1 |
| Duty - witnesses - represented persons (r. 5.3-1 and 7.2-6 - 7.2-6A and commentary) | 91(LR) | 4.2 |
| Duty - witnesses - shall not influence or mistreat (r. 5.1-2(j), (m), (o), 5.3-1, 7.2-6, and 7.2-8 - 7.2-8.2 and commentary) | 90(L) | 3.5 |
| Duty - witnesses - sympathetic and unsympathetic - communication | 91(R) - 92(L) | 4.3.2 |
| Duty - witnesses (r. 5.1-2(j), (m), (o), 5.3-1, 7.2-6, and 7.2-8 - 7.2-8.2 and commentary) | 90(L)    84(R) - 86(L) | 3.5    4 - 4.3.3 |
| Duty - working with or employing unauthorized persons - duty to law society (r. 7.6-1.1) | 77(L) - 78(R) | 1.3 |
| Duty as Employers - barriers in the workplace | 12(R) - 13(L) | 8.2 |
| Duty as Employers - inclusive workplaces | 12(LR) | 8.2 |
| Duty not to act against former client - conflict of interest (r. 3.4-10-11) | 38(L) | 6 |
| Duty of candour and honesty - duty to client - lawyer’s opinion - when to provide (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Duty of candour and honesty - duty to client (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Duty of candour and honesty - illegal client expectations - duty to client (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Duty of candour and honesty - unlawful client expectations - duty to client (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Duty of candour and honesty - unreasonable client expectations - duty to client (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Duty of honesty and candour - duty to client - lawyer’s opinion - when to provide (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Duty of honesty and candour - duty to client - requirements (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Duty of honesty and candour - unlawful client expectations - duty to client (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Duty of honesty and candour - unreasonable client expectations - duty to client (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Duty of honesty and candour- illegal client expectations - duty to client (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Duty of loyalty - conflict of interest - transactions with clients | 44(R) | 11.5 |
| Duty of loyalty (r. 1.1-1 and 3.4-1 and commentary) | 35(LR) | 2 |
| Duty to accommodate-client services-examples | 12(L) | 8.1 |
| Duty to accommodate-examples-client services | 12(L) | 8.1 |
| Duty to administration of justice - acting as mediator (s. 5.7 and commentary) | 84(R) - 85(L) | 5.4 |
| Duty to administration of justice - encourage respect for administration of justice (r. 5.6-1 and 7.2-1 and commentaries) | 84(L) | 5.1 |
| Duty to administration of justice - retired judges returning to practice (s. 7.7) | 85(LR) | 5.5 |
| Duty to administration of justice - security of court facilities (r. 5.6-3 and commentary) | 84(R) | 5.3 |
| Duty to administration of justice - Seeking legislative or administrative changes (r. 5.6-1 - 5.6-2 and commentary) | 84(R) | 5.2 |
| Duty to client - client documents | 54(R) - 55(LR) | 3.3 |
| Duty to client - client documents - duty to preserve | 54(R) - 55(LR) | 3.3 |
| Duty to client - client documents - duty to return | 54(R) - 55(LR) | 3.3 |
| Duty to client - client documents - storing, recording, and tracking | 54(L) | 3.1 |
| Duty to client - client information (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - client information, holding - attempted seizure by external authorities - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - client information, holding - claims by third parties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - client information, holding - duty of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - client information, holding - seizure by external authority- privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - client information, holding - standard of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - client money - trust account (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Duty to client - client money (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Duty to client - client property - documents prepared by lawyer | 54(R) - 55(LR) | 3.3 |
| Duty to client - client property - documents prepared by lawyer - duty to keep out of sight | 54(R) - 55(LR) | 3.3 |
| Duty to client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer | 54(R) - 55(LR) | 3.3 |
| Duty to client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - lawyer should copy for their benefit (complaints) | 54(R) - 55(LR) | 3.3 |
| Duty to client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - lawyer should copy for their benefit (complaints) - cost | 54(R) - 55(LR) | 3.3 |
| Duty to client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to client/to be returned - list | 54(R) - 55(LR) | 3.3 |
| Duty to client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to lawyer/need NOT be returned to client - copy for client on request at lawyer’s discretion | 54(R) - 55(LR) | 3.3 |
| Duty to client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to lawyer/need NOT be returned to client - copy for client on request at lawyer’s discretion - cost | 54(R) - 55(LR) | 3.3 |
| Duty to client - client property - documents prepared by lawyer - duty to return files belonging to client at end of retainer - files belonging to lawyer/need NOT be returned to client -- list | 54(R) - 55(LR) | 3.3 |
| Duty to client - client property - documents prepared by lawyer - duty to return files belonging to. client at end of retainer - files belonging to client/to be returned - definition | 54(R) - 55(LR) | 3.3 |
| Duty to client - client property, holding - attempted seizure by external authority - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - client property, holding - claims by third parties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - client property, holding - duty of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - client property, holding - legal documents - lawyer’s duties in safekeeping and recording | 54(L) | 3.1 |
| Duty to client - client property, holding - original client property (e.g. original wills, trust deeds, etc.) | 54(L) | 3.1 |
| Duty to client - client property, holding - seizure by external authority - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - client property, holding - specific duties regarding receiving, storing, and returning client property (s. 3.5 and commentaries; By-Law 9) | 53(R) - 54(L) | 3 - 3.1 |
| Duty to client - client property, holding - standard of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - client property, holding - storing client property | 54(L) | 3.1 |
| Duty to client - client property, holding - storing client property - accounting and tracking | 54(L) | 3.1 |
| Duty to client - client property, holding - unrelated to retainer | 54(L) | 3.1 |
| Duty to client - client property, holding - valuable property | 54(L) | 3.1 |
| Duty to client - client property, holding - valuable property - recording requirements | 54(L) | 3.1 |
| Duty to client - client property, holding - valuable property - recording requirements - trust moneys separate | 54(L) | 3.1 |
| Duty to client - client property, holding - valuable property - selling or negotiating | 54(L) | 3.1 |
| Duty to client - client property, holding - valuable property - trust money -- definition | 54(L) | 3.1 |
| Duty to client - client property, holding - valuable property -- valuable property record - definition, contents | 54(L) | 3.1 |
| Duty to client - client property, holding - valuable property -- valuable property record - does not include non-negotiable or non-sellable property | 54(L) | 3.1 |
| Duty to client - client property, holding - valuable property -- valuable property record - legal documents and trust money excluded | 54(L) | 3.1 |
| Duty to client - client property, holding - valuable property -- valuable property record - list of property it applies to | 54(L) | 3.1 |
| Duty to client - client property, holding - valuable property -- valuable property record - list of property it does NOT apply to | 54(L) | 3.1 |
| Duty to client - client property, holding (s. 3.5 and commentaries; By-Law 9) | 53(R) - 54(L) | 3 - 3.1 |
| Duty to client - client with diminished capacity - minor or disabled client lacking legal capacity (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Duty to client - closed client file - returning documents | 54(R) - 55(LR) | 3.3 |
| Duty to client - competence in providing services in unfamiliar official language - client’s language rights (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Duty to client - handling client money - lawyer’s duties (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Duty to client - holding client information - attempted seizure by external authorities - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - holding client information - duty of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - holding client information - seizure by external authorities - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - holding client information - standard of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - holding client information (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Duty to client - holding client information- claims by third parties - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
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| Fiduciary duty - lawyer’s duty to client | 49(LR) | 1 |
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| Fiduciary duty - lawyer’s duty to client - requirements - minimum standard of competence | 49(LR) | 1 |
| Fiduciary duty to client - lawyer | 49(LR) | 1 |
| Fiduciary duty to client - lawyer - definition | 49(LR) | 1 |
| Fiduciary duty to client - lawyer - requirements | 49(LR) | 1 |
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| File - destroying closed client file | 100(R) - 101(L) | 3.3 |
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| File - naming | 100(LR) | 3.2 |
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| File management - conflict checking (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1  13 |
| File management - conflict checking (r. 3.4-1-3.4-3 and commentaries) | 98(R) - 99(R) | 3.1  13 |
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| Financial institutions - for trust accounts - By-Law 9 | 118(R) | 4.1.2 |
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| Financial responsibilities - on behalf of client (r. 7.1-2 and commentary) | 105(R) - 106(L) | 6.1, 3.5 |
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| Independent legal advice - client - omission or error by lawyer - duty to recommend (r. 7.8) | 52(R) - 53(L) | 2.1 |
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| Instructions from client - diminished capacity - lawyer’s duties (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Insurance - duty to report errors, omissions to liability insurer (s. 7.8) | 80(LR) | 2.4 |
| Insurance - liability insurance - required | 108(R) - 109(R) | 8 |
| Insurer - duty of lawyer to report potential claim - error or omission by lawyer (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Insurer - duty of lawyer to report potential claim - omission or error by lawyer (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Insurer - error or omission by lawyer - duty to report potential claim (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Insurer - omission or error by lawyer - duty to report potential claim (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Intake and Resolution Department | 3(R) | 2.4 |
| Intake and Resolution Department - Law Society | 3(R) | 2.4 |
| Integrity - r. 2.1-1 - culturally competent practice | 5(L) | 1 |
| Integrity - r.2.1-1 and commentary | 5(L) | 2 |
| Integrity of profession - duty to uphold (r. 2.1-1 - 2.1-2) | 83(L) | 4 |
| Integrity of profession - public office - duty to uphold (r. 7.4-1) | 83(R) | 4.2 |
| Interest - fees - overdue accounts (r. 3.6-1.1) (s. 33 - Solicitors Act - only allowed in accordance with) | 59(R) | 2.5 |
| Interest - trust account - remittance to LFO | 118(L) | 4.1.1 |
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| Interests - outside interests - duty (r. 7.3-1 - 7.3-2 and commentary) | 83(LR) | 4.1 |
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| Interim statement of account - fees (r. 3.6-1 and commentary) | 58(R) - 59(L) | 2.2 |
| International travel - confidentiality - client information | 34(R) | 6.3 |
| Interpreter - client - communications | 69(R )-70(LR) | 2.3 |
| Interpreter - client - communications | 69(R)-70(L) | 2.3 |
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| Interprovincial law firm - permitted business structures and practice arrangements (By-Law 7) | 95(LR) | 1 |
| Interruptions, control - time management | 102(LR) | 4.1 |
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| Interviewing witnesses - represented person (r. 5.3-1 and 7.2-6 - 7.2-6A and commentary) | 91(LR) | 4.2 |
| Interviewing witnesses (r. 5.3-1) | 91(L) | 4.1 |
| Invoices and deposit slips - copies - record-keeping | 127(R)-128(LR) | 6.4.1 |
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| Joint Clients - Contentious Issue - Negotiation - When Lawyer Can Act/Must Withdraw | 17(L) | 2.1 |
| Joint clients rr. 3.4-5-3.4-9 and commentaries | 16(R) - 17(L) | 2.1 |
| Joint provision of services - affiliations - conflict of interest - consent required (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(LR) | 12.2 |
| Joint provision of services - affiliations - conflict of interest - disclosure obligations pre-retainer (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(R) | 12.2 |
| Joint provision of services - affiliations - conflict of interest - rules apply to non-lawyer partners and associates (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(R) | 12.2 |
| Joint provision of services - affiliations - conflict of interest (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(R) | 12.2 |
| Joint provision of services - multi-disciplinary practices/partnerships - conflict of interest - consent required (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(R) | 12.2 |
| Joint provision of services - multi-disciplinary practices/partnerships - conflict of interest - disclosure obligations pre-retainer (r. 3.1-2, 3.4-11.1 - 3.4-11.3 and commentary and r. 3.4-16.1.1) | 45(R) | 12.2 |
| Joint retainer | 16(R) | 2.1 |
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| Joint retainer - acting for borrower and lender (r. 3.4-12 - 3.4-16 and commentaries) | 39(R)-40(R) | 8.2 |
| Joint retainer - acting for borrower and lender (r. 3.4-12 - 3.4-16 and commentaries) | 40(LR) | 8.2 |
| Joint retainer - acting for both borrower and lender - disclosure of material information (r. 3.4-12 - 3.4-16 and commentaries) | 39(R)-40(R) | 8.2 |
| Joint retainer - acting for both borrower and lender - disclosure of material information (r. 3.4-12 - 3.4-16 and commentaries) | 40(R) | 8.2 |
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| Joint retainer - conflict of interest - acting for both borrower and lender (r. 3.4-12 - 3.4-16 and commentaries) | 40(LR) | 8.2 |
| Joint retainer - conflict of interest - estate and real estate matters | 39(LR) | 8 |
| Joint retainer - conflict of interest - joint wills for spouses/partners (r. 3.4-5) | 39(R) | 8.1 |
| Joint retainer - conflict of interest - resolving contentious issues (r. 3.4-8 - 3.4-9 and 3.7-8 - 3.7-9) | 39(L) | 7.2 |
| Joint Retainer - conflict of interest - when lawyer can act (r. 3.4-5 - 3.4-9 and commentaries) | 38(R)-39(L) | 7 - 7.1    2.1 |
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| Joint retainer - continuing relationship with one of the clients (r. 3.4-5 and 3.4-7 and commentaries) | 38(R)-39(L) | 7.1 |
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| Joint retainer - fees (division) (r. 3.6-1 and commentary; r. 3.6-4; and commentary, 4.1-1) SEE: Fees | 58(R) | 2.1 |
| Joint retainer - joint wills for spouses/partners (r. 3.4-5) | 39(R) | 8.1 |
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| Joint retainer - when lawyer can accept | 16(R) | 2.1 |
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| Joint retainers - conflict of interest - estate and real estate matters | 39(LR) | 8 |
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| Joint retainers in estate and real estate matters - acting for borrowers and lenders (r. 3.4-12 - 3.4-16 and commentaries) | 40(LR) | 8.2 |
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| Joint wills for spouses or partners (r. 3.4-5) | 39(R) | 8.1 |
| Joint wills for spouses/partners - joint retainers - conflict of interest - written consent after warning | 39(R) | 8.1 |
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| Journal - general account - general receipts journal (6 years)   Sample - Figure 1 - General Receipts Journal, General Disbursements Journal, and Fees Book | 124(R)   139 | 6.2.1   7 |
| Journal - trust account - trust disbursements journal (10 years)   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 125(R)   153 | 6.3.2   7 |
| Journal - trust account - trust receipts journal (10 years)   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 125(R)   128 | 6.3.1   7 |
| Journal - trust disbursements journal (10 years) - record keeping requirements   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 125(R)   154 | 6.3.2   7 |
| Journal - trust receipts journal (10 years) - record keeping requirements   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 125(R)   129 | 6.3.1   7 |
| Judge - personal relationship with - duty (r. 5.1-2(c) and (d)) | 89(LR) | 3.3 |
| Judge - retired, returning to practice - duty (s. 7.7) | 85(LR) | 5.5 |
| Judge - returning to practice after retirement (s. 7.7) | 85(LR) | 5.5 |
| Judicial interim release of accused - conflict of interest if lawyer bails him out - exception for family (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Judicial interim release of accused - conflict of interest if lawyer bails him out - reason for prohibition (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Judicial interim release of accused - conflict of interest if lawyer bails him out (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Jurors - communications with jurors (r. 5.5-1, 5.5-4, and commentaries) | 92(R) | 5.1 |
| Jurors - interest or connection with case or party - lawyer’s duty to disclose (r. 5.5-2 - 5.5-3) | 92(R) | 5.2 |
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| Justified disclosure of confidential info - required by law SEE: Confidentiality - disclosure - justified disclosure | 31(LR) | 4.1 |
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| Knowledge - duty of competence - substantive law | 24(LR) | 1.2 |
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| Land Registration Reform Act - acting for title transferor and transferee - joint retainer (r. 3.4-16.7 - 3.4-16.9) | 40(R) - 41(L) | 8.3 |
| Language rights - Aboriginal or French language speaking clients (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
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| Language rights - Indigenous or French language speaking clients (r. 3.2-2A - 3.2-2B and commentary) | 53(LR) | 2.11 |
| Law firm - confidentiality - duty to all clients | 30(LR) | 2.3 |
| Law firm - dismantling - withdrawal of lawyer from client’s matter (r. 3.7-7A and commentary) | 73(R) | 5 |
| Law firm - dissolution - withdrawal of lawyer from client’s matter (r. 3.7-7A and commentary) | 73(R) | 5 |
| Law firm - interprovincial - division of fees - permitted (r. 3.6-5, 3.6-7, 3.6-8 and commentaries) | 60(L) | 3 |
| Law Firm - managing partners likely in control - authorized to withdraw | 120(R) | 4.3.3 |
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| Law practice - bank account - general account - By-Law 9 | 116(LR) | 3 - 3.2 |
| Law practice - bank account - general account - deposit | 116(R) | 3.1 |
| Law practice - bank account - general account - withdrawal - HST | 117(L) | 3.3 |
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| Law practice - bank account - general vs. trust | 116(L) | 2 |
| Law practice - bank account - HST | 117(L) | 3.3 |
| Law practice - bank account - trust account | 117(LR) | 4 |
| Law practice - bank account - trust account - By-Law 9 | 117(L) - 121(L) | 4 - 4.4 |
| Law practice - bank account - trust account - deposit | 118(R) - 119(L) | 4.2 |
| Law practice - bank account - trust account - financial institutions | 118(R) | 4.1.2 |
| Law practice - bank account - trust account - opening, fees | 117(R) | 4.1 |
| Law practice - bank account - trust account - sharing with another lawyer or paralegal | 118(R) | 4.1.3 |
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| Law practice - bank account - trust account - withdrawal | 119(R) - 121(L) | 4.3 - 4.3.4 |
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| Law practice - cash - receiving from clients - restrictions | 121(R) | 5.1 |
| Law practice - financial responsibilities | 106(L) | 6.2 |
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| Law practice - receiving money from clients - clearance periods | 123(LR) | 5.3 |
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| Law practice - record keeping requirements - current, permanent, available in paper copy | 123(R)-124(L) | 6 - 6.1 |
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| Law practice - record keeping requirements - general account | 124(L) - 125(L) | 6.2 - 6.2.5 |
| Law practice - record keeping requirements - referral fee records (6 years) | 129(L) | 6.4.3 |
| Law practice - record keeping requirements - trust account | 125(L) - 127(R) | 6.3 - 6.3.5 |
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| Law Society - annual fee (By-Law 5) | 108(R) - 109(R) | 8 |
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| Law Society - certified specialist - advertising (r. 3.1-2 and commentary, 4.3-1 and commentary; By-Law 15) | 98(LR) | 2.4 |
| Law Society - Client Service Centre | 1(R) | 1.4 |
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| Law Society - complaints about a lawyer or paralegal | 3(LR) | 2.4 |
| Law Society - Complaints and Compliance Department | 3(LR) | 2.4 |
| Law Society - conduct unbecoming a barrister or solicitor - definition (r. 1.1-1) | 78(R)-79(L) | 1.5 |
| Law Society - continuing professional development (By-Law 6.1) | 108(R) - 109(R) | 8 |
| Law Society - discipline - conduct unbecoming a barrister or solicitor (r. 1.1-1 and 2.1-1 and commentary and s. 7.8.2) | 78(R)-79(L) | 1.5 |
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| Law Society - discipline - professional misconduct (r. 1.1-1 and 2.1-1 and commentary and s. 7.8.2) | 78(R)-79(L) | 1.5 |
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| Law Society - mandate | 1(L) | 1 |
| Law Society - permission to practice | 1(L) | 1 |
| Law Society - Practice Audits Department | 3(L) | 2.3 |
| Law Society - primary functions | 1(L) | 1 |
| Law Society - Professional Development and Competence Division | 1(L) | 1.2 |
| Law Society - professional liability insurance requirement (By-Law 6) | 108(R) - 109(R) | 8 |
| Law society - professional misconduct - definition (r. 1.1-1) | 78(R)-79(L) | 1.5 |
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| Law Society - Trustee Services Department - administers Unclaimed Trust Fund (By-Law 10) | 121(L) | 4.4 |
| Law Society - Unclaimed Trust Fund (By-Law 10) | 121(L) | 4.4 |
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| Law Student - supervision of (By-Law 7.1, Part I) | 106(R) - 107(L) | 7 |
| LAWPRO - duty to report errors, omissions (s. 7.8) | 80(LR) | 2.4 |
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| Lawyer - client documents - duty to client | 54(R) - 55(LR) | 3.3 |
| Lawyer - client documents - duty to preserve - duty to client | 54(R) - 55(LR) | 3.3 |
| Lawyer - client documents - duty to return - duty to client | 54(R) - 55(LR) | 3.3 |
| Lawyer - client money - duty to client (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
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| Lawyer - client relationship - cultural competence - microaffirmations | 9(R) | 6.3 |
| Lawyer - client relationship - cultural competence - microaggressions | 9(L) | 6.3 |
| Lawyer - client relationship - cultural competence - power | 8(R) | 6.3 |
| Lawyer - client relationship - cultural competence - privilege | 9(L) | 6.3 |
| Lawyer - client relationship - cultural competence - relative power | 8(R) | 6.3 |
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| Lawyer - client relationship - inclusion | 11(R) | 8.1 |
| Lawyer - client relationship - inclusion - accommodation examples | 12(L) | 8.1 |
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| Lawyer - client services - inclusion | 11(R) | 8.1 |
| Lawyer - client services - inclusion - practice management examples | 11(R) | 8.1 |
| Lawyer - conveyance of property - duty re title insurance (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
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| Lawyer - discharged by client - mandatory withdrawal of services (r. 3.7-7 and commentary) | 73(L) | 4 |
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| Lawyer - drafts testamentary instrument - instructions in instrument to estate to retain lawyer who drafted instrument - conflict of interest (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
| Lawyer - drafts testamentary instrument - retained to provide services to estate - conflict of interest - duties of lawyer (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
| Lawyer - drafts testamentary interest - she or partner/associate receives bequest - conflict of interest (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
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| Organization - as client - instructions | 17(R) | 2.4 |
| Organization - as client - joint retainer | 17(R) | 2.4 |
| Organization - joint retainer | 17(R) | 2.4 |
| Organization - lawyer represents both org and its employees - conflict of interest (s. 3.4) | 81(L) - 82(R) | 3.3.1 |
| Organization - represented - communication with - rr. 7.2-6 - 7.2-8.2 | 81(L) - 82( R) | 3.3 - 3.3.1 |
| Organization - represented - communications with - duty (r. 7.2-8 - 7.2-8.2 and commentary) | 81(L) - 82(R) | 3.3.1 |
| Organization - represented - second opinion (r. 7.2-7 and commentary) | 81(LR) | 3.3 |
| Organization-client or third party-verification (By-Law 7.1, ss. 22(1)(b), 23(4), and (6) - (7)) | 20(L) | 3.2.2 |
| Organization-identification-of client or third party (By-Law 7.1, ss. 20 and 23(1) - (2)) | 19(L) | 3.1.2 |
| Organization-is client or third party-identification (By-Law 7.1, ss. 20 and 23(1) - (2)) | 19(L) | 3.1.2 |
| Organization-verification-client or third party (By-Law 7.1, ss. 22(1)(b), 23(4), and (6) - (7)) | 20(L) | 3.2.2 |
| Organizations as clients - r. 3.2-3 and commentary | 17(R) | 2.4 |
| Organizing of client file | 99(R) - 100(R) | 3.2 |
| Other record keeping requirements | 127(R) | 6.4 |
| Other record keeping requirements - source documents - general and trust accounts (10 years) | 127(R)-128(LR) | 6.4.1 |
| Outside Interest - conflict of interest (7.3 - 7.4) | 45(R) - 46(L) | 12.3 |
| Outside interest - duty - cannot interfere with obligations (r. 7.3-1 - 7.3-2 and commentary) | 83(LR) | 4.1 |
| Outside Interest - public office of lawyer - conflict of interest (r. 7.3 - 7.4) | 45(R) - 46(L) | 12.3 |
| Overdrawn - client trust ledger account - insufficient funds in trust account | 123(LR) | 5.3 |
| Overdrawn - trust account | 123(LR) | 5.3 |
| Overdue accounts - interest - fees (r. 3.6-1.1) (s. 33 - Solicitors Act - only allowed in accordance with) | 59(R) | 2.5 |
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| Paralegal - dishonest conduct - encourage client to report (r. 7.1-4 - 7.1-4.3) | 79(R) | 2.2 |
| Paralegal - former - duty not to employ, work with (r. 7.6-1.1) | 77(L) - 78(R) | 1.3 |
| Paralegal - lawyer’s duty to prevent unauthorized practice of law (r. 7.6-1 and commentary) | 77(R) | 1.2 |
| Paralegal - misconduct - duty to report (r. 7.1-3 and commentary) | 79(LR) | 2.1 |
| Paralegal - no longer licensed - duty not to employ, work with (r. 7.6-1.1) | 77(L) - 78(R) | 1.3 |
| Paralegal - supervision of | 108(R) | 7.5 |
| Paralegal - suspended - duty not to employ, work with (r. 7.6-1.1) | 77(L) - 78(R) | 1.3 |
| Paralegal student - supervision of (By-Law 7.1, Part I) | 106(R) - 107(L) | 7 |
| Partnership - represented - communications with - duty (r. 7.2-8 - 7.2-8.2 and commentary) | 81(L) - 82(R) | 3.3.1 |
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| Payment - cash - receiving from clients - restrictions | 121(R) | 5.1 |
| Payment - duty to make payments on behalf of client (r. 7.1-2 and commentary) | 83(L) | 3.5 |
| Payment - on behalf of client (r. 7.1-2 and commentary) | 105(R) - 106(L) | 6.1 |
| Payment - receiving money from clients | 121(R) | 5 |
| Payment - receiving money from clients - cash | 121(R) | 5.1 |
| Payment - receiving money from clients - clearance periods | 123(LR) | 5.3 |
| Payment - receiving money from clients - credit and debit cards | 122(R)-123(L) | 5.2 |
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| Payment for legal fees by transfer of shares or interest in property (r. 3.4-36) | 44(R) | 11.6 |
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| Payment of lawyer - retainer use | 57(LR) | 1 |
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| Permissible transaction with clients - required action by lawyer | 43(L) | 11.3 |
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| Permitted disclosure of confidential info - to defend against allegations (r. 3.3-4) | 32(LR) | 4.3 |
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| Personal information - collection of | 112(R) | 10.2.2 |
| Personal information - destruction of | 112(R) | 10.2.6 |
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| Personal information - use and disclosure of | 112(L) | 10.2.3 |
| Personal Management Guideline - Mental Health and Wellness - CPD programs | 110(LR) | 9.2 |
| Personal relationships with client - conflict of interest - family or friends (commentary, r. 3.4-1) | 45(L) | 12.1 |
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| Physical evidence - lawyer not to counsel or participate in the concealment, destruction, or alteration of (r. 5.1-2A and commentary) | 90(L) - 91(L) | 3.7 |
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| Practice management - time management | 102(L) | 4 |
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| Pressure - duty to client - client under pressure | 51(R) | 2.6 |
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| Privacy - security and retention of personal info | 112(R) | 10.2.5 |
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| Property - client’s property - lawyer’s duties - storing client property - accounting and tracking | 54(L) | 3.1 |
| Property - client’s property - lawyer’s duties - unrelated to retainer | 54(L) | 3.1 |
| Property - client’s property - lawyer’s duties - valuable property | 54(L) | 3.1 |
| Property - client’s property - lawyer’s duties - valuable property - recording requirements | 54(L) | 3.1 |
| Property - client’s property - lawyer’s duties - valuable property - recording requirements - trust moneys separate | 54(L) | 3.1 |
| Property - client’s property - lawyer’s duties - valuable property - selling or negotiating | 54(L) | 3.1 |
| Property - client’s property - lawyer’s duties - valuable property - trust money -- definition | 54(L) | 3.1 |
| Property - client’s property - lawyer’s duties - valuable property - valuable property record - definition, contents | 54(L) | 3.1 |
| Property - client’s property - lawyer’s duties - valuable property - valuable property record - does not include non-negotiable or non-sellable property | 54(L) | 3.1 |
| Property - client’s property - lawyer’s duties - valuable property - valuable property record - legal documents and trust money excluded | 54(L) | 3.1 |
| Property - client’s property - lawyer’s duties - valuable property - valuable property record - list of property it applies to | 54(L) | 3.1 |
| Property - client’s property - lawyer’s duties - valuable property - valuable property record - list of property it does NOT apply to | 54(L) | 3.1 |
| Property - client’s property - lawyer’s duties (s. 3.5 and commentaries; By-Law 9) | 53(R) - 54(L) | 3 - 3.1 |
| Property - client’s property - money - lawyer’s duty (s. 3.5 and commentaries; By-Law 9) SEE: Duty - client - client money | 54(LR) | 3.2 |
| Property - property of client - lawyer’s duties - attempted seizure - privilege (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Property - property of client - lawyer’s duties - attempted seizure (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Property - property of client - lawyer’s duties - duty of care (general) (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Property - property of client - lawyer’s duties - legal documents - lawyer’s duties in safekeeping and recording | 54(L) | 3.1 |
| Property - property of client - lawyer’s duties - original client property (e.g. original wills, trust deeds, etc.) | 54(L) | 3.1 |
| Property - property of client - lawyer’s duties - seizure - privilege (s.3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Property - property of client - lawyer’s duties - seizure (s. 3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Property - property of client - lawyer’s duties - specific duties regarding receiving, storing, and returning client property (s. 3.5 and commentaries; By-Law 9) | 53(R) - 54(L) | 3 - 3.1 |
| Property - property of client - lawyer’s duties - storing client property | 54(L) | 3.1 |
| Property - property of client - lawyer’s duties - storing client property - accounting and tracking | 54(L) | 3.1 |
| Property - property of client - lawyer’s duties - unrelated to retainer | 54(L) | 3.1 |
| Property - property of client - lawyer’s duties - valuable property - valuable property record - definition, contents | 54(L) | 3.1 |
| Property - property of client - lawyer’s duties - valuable property - valuable property record - does not include non-negotiable or non-sellable property | 54(L) | 3.1 |
| Property - property of client - lawyer’s duties - valuable property - valuable property record - legal documents and trust money excluded | 54(L) | 3.1 |
| Property - property of client - lawyer’s duties - valuable property - valuable property record - list of property it applies to | 54(L) | 3.1 |
| Property - property of client - lawyer’s duties - valuable property - valuable property record - list of property it does NOT apply to | 54(L) | 3.1 |
| Property - property of client - lawyer’s duties -valuable property | 54(L) | 3.1 |
| Property - property of client - lawyer’s duties -valuable property - recording requirements | 54(L) | 3.1 |
| Property - property of client - lawyer’s duties -valuable property - recording requirements - trust moneys separate | 54(L) | 3.1 |
| Property - property of client - lawyer’s duties -valuable property - selling or negotiating | 54(L) | 3.1 |
| Property - property of client - lawyer’s duties -valuable property - trust money -- definition | 54(L) | 3.1 |
| Property - property of client - lawyer’s duties (s. 3.5 and commentaries; By-Law 9) | 53(R) - 54(L) | 3 - 3.1 |
| Property - record keeping requirements - valuable property record (10 years)   Sample - Figure 7 - Valuable Property Record | 129(R) | 6.4.4 |
| Property - valuable client property - lawyer’s duty | 54(L) | 3.1 |
| Property - valuable property - definition | 54(L) | 3.1 |
| Property conveyance - title insurance - lawyer’s duties to advise (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Property of client - lawyer’s duties (s.3.5 and commentaries; By-Law 9) | 53(R) | 3 |
| Property unrelated to the retainer - client property | 54(L) | 3.1 |
| Prosecutor - duties (r. 5.1-3 and commentary) | 88(R) | 2.2 |
| Prospective client - conflict of interest - conflict checking system | 46(R) - 47(L) | 13 |
| Prospective client - non-engagement | 65(R)-66(L) | 1.2 |
| Prospective client - risk of unintentional clients | 16(L) | 1.2 |
| Prospective client - screen for conflict of interest (r.3.4-1 and commentary) | 35(R)-36(L) | 3 |
| Prospective client-definition | 15(L) | 1.1 |
| Prospective clients - duty of confidentiality | 30(L) | 2.2 |
| Protecting confidential information - lawyer transferring between firms - conflict of interest (r. 3.4-17 - 3.4-23) | 41(R) | 10 |
| Protecting confidential information - transferring between firms - conflict of interest (r. 3.4-17 - 3.4-23 and commentaries) | 41(R) | 10 |
| Protection of confidential information - civil society organizations (r. 3.1-2; By-Law 7, Part VI) | 30(R) | 2.4 |
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| Public appearances and statements - duty (s. 7.5) | 83(R )-84(L) | 4.3 |
| Public confidence in legal profession | 79(L) | 2 |
| Public office - held by lawyer - outside interests of lawyers - conflict of interest (r. 7.3 - 7.4) | 45(R) - 46(L) | 12.3 |
| Public office - integrity of profession - duty (r. 7.4-1) | 83(R) | 4.2 |
| Publications by lawyer - confidentiality - client info (r. 3.3-1, commentary 11.1) | 34(L) | 6.1 |
| Purchasing/selling real properties - cash restrictions - $7500 limit applies | 121(R) | 5.1 |
| Purchasing/selling securities - cash restrictions | 121(R) | 5.1 |
| Purpose - trust transfer record | 126(L) | 6.3.4 |
| **Q** |  |  |
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| Racism - legal profession-addressing | 13(R) | 9.1 |
| Real estate - residential - advertising (r. 4.2-2.1 and commentary) | 97(R) - 98(L) | 2.3 |
| Real estate conveyance - duty to client - title insurance (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Real estate conveyance - title insurance - duty to client (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Real estate matters - acting for borrowers and lenders (r. 3.4-12 - 3.4-16 and commentaries) | 39(R) - 40(LR) | 8.2 |
| Real estate matters - acting for borrowers and lenders (r. 3.4-12 - 3.4-16 and commentaries) | 39(R)-40(R) | 8.2 |
| Real estate matters - document registration agreement - undertakings | 82(R )-83(L) | 3.4 |
| Real estate matters - supervision of employees | 108(LR) | 7.4 |
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| Real estate transaction - title insurance - duty to client (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Real property conveyance - duty to client - title insurance (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Real property conveyance - title insurance - duty to client (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Real property transaction - duty to client - title insurance (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Real property transaction - title insurance - duty to client (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Reasonable measures & consent (avoiding disqualification) - lawyer transfer between law firms - conflict of interest - confidentiality (r. 3.4-20) | 42(L) | 10.1 |
| Reasonable notice - non-payment of fees - optional withdrawal of services (r. 3.7-3) | 72(L) | 2.2 |
| Reasonable notice - withdrawal of services - (r. 3.7-1 and commentary) | 71(LR) | 1 |
| Reasonable notice - withdrawal of services - serious loss of confidence - (r. 3.7-2 and commentary) | 72(L) | 2.1 |
| Reasonable requests - duty of courtesy and good faith - rr. 7.2-1-7.2-3 | 80(R)-81(L) | 3.1 |
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| Receipts - money received other than trust for clients | 124(R) | 6.2.1 |
| Receipts - trust disbursements journal (10 years) - record keeping requirements   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 125(R)   155 | 6.3.2   7 |
| Receipts - trust receipts journal (10 years) - record keeping requirements   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 125(R)   130 | 6.3.1   7 |
| Receipts book - duplicate cash receipts book (6 years) - record keeping requirements   Sample - Figure 6 - Duplicate Cash Receipt | 128(R) | 6.4.2 |
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| Receipts journal (6 years) - general account   Sample - Figure 1 - General Receipts Journal, General Disbursements Journal, and Fees Book | 124(R)   141 | 6.2.1   7 |
| Receiving cash from clients - restrictions | 121(R) | 5.1 |
| Receiving money from clients | 121(R) | 5 |
| Receiving money from clients - cash - restrictions | 121(R) | 5.1 |
| Receiving money from clients - clearance periods | 123(LR) | 5.3 |
| Receiving money from clients - credit and debit card payments | 122(R)-123(L) | 5.2 |
| Recognizing conflict of interest | 35(LR) | 2 |
| Recognizing conflict of interest - lawyer’s own interests (r. 1.1-1 and 3.4-1 and commentary) | 35(R)-36(L) | 2 |
| Reconciled bank balances - required in monthly trust comparison | 126 (LR) - 127(LR) | 6.3.5 |
| Reconciliation - 7 steps | 126 (R) -127 (L) | 6.3.5 |
| Reconciliation - trust account | 126 (R) -127 (L) | 6.3.5 |
| Reconciliation - trust account - steps in process | 126 (R) -127 (L) | 6.3.5 |
| Reconciliation - trust bank account statement | 126 (R) -127 (L) | 6.3.5 |
| Reconciliation shows errors, forgotten posts and outstanding items | 126 (R) -127 (L) | 6.3.5 |
| Reconicilation - United Nations Declaration on the Rights of Indigenous Peoples - Recognizing Rights | 142(L) - 143(L) | 4 |
| Record - valuable property - requirements | 129(R) | 6.4.4 |
| Record keeping - 10 years, plus current year | 125(R) | 6.3 |
| Record keeping - accepting cash | 121(R) | 5.1 |
| Record keeping - By-Law 9 requirements | 123(R)-124(L) | 6.1 |
| Record keeping - cheques and electronic images - copies | 128(L) | 6.4.1 |
| Record keeping - client bills copy - recommendations | 124(R) | 6.2.3 |
| Record keeping - clients’ general ledger - purpose | 125(L) | 6.2.4 |
| Record keeping - clients’ general ledger - requirements | 125(L) | 6.2.4 |
| Record keeping - Contingency Fees (copies, recommended) | 64(L) | 5.3 |
| Record keeping - copies of source documents | 127(R)-128(LR) | 6.4.1 |
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| Record keeping - duplicate cash receipts book - items | 128(R) | 6.4.2 |
| Record keeping - duplicate cash receipts book - lawyers’ staff | 128(R) | 6.4.2 |
| Record keeping - duplicate cash receipts book - risks of cash | 128(R) | 6.4.2 |
| Record keeping - duplicate cash receipts book - signature requirement | 128(R) | 6.4.2 |
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| Record keeping - general disbursements journal - requirements | 124(R) | 6.2.2 |
| Record keeping - general receipts journal - requirements | 124(R) | 6.2.1 |
| Record keeping - other requirements | 127(R) | 6.4 |
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| Record keeping - referral fee records - 6 year requirement | 129(L) | 6.4.3 |
| Record keeping - referral fee records - permanent and current req’s | 129(L) | 6.4.3 |
| Record keeping - referral fee records - staff requirements | 129(L) | 6.4.3 |
| Record keeping - referral feel records - date and time requirements | 129(L) | 6.4.3 |
| Record keeping - suggested printing requirement | 123(R)-124(L) | 6.1 |
| Record keeping - trust account | 125(LR) | 6.3 |
| Record keeping - trust transfer record - 6 years | 126(L) | 6.3.4 |
| Record keeping - valuable property record - description of property | 129(R) | 6.4.4 |
| Record keeping - valuable property record - details | 129(R) | 6.4.4 |
| Record keeping - valuable property record - history of property possession | 129(R) | 6.4.4 |
| Record keeping - valuable property record - requirements | 129(R) | 6.4.4 |
| Record keeping - valuable property record - risks of holding property | 129(L) | 6.4.4 |
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| Record keeping requirements - bank accounts - current, permanent, available in paper copy | 123(R)-124(L) | 6 - 6.1 |
| Record keeping requirements - clients’ general ledger (optional)   Sample - Figure 2 - Clients’ General Ledger | 125(L)   135 | 6.2.4   7 |
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| Record keeping requirements - general account | 124(L) - 125(L) | 6.2 - 6.2.5 |
| Record keeping requirements - general account - clients’ general ledger (optional)   Sample - Figure 2 - Clients’ General Ledger | 125(L)   136 | 6.2.4   7 |
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| Record keeping requirements - general account - general receipts journal (6 years)   Sample - Figure 1 - General Receipts Journal, General Disbursements Journal, and Fees Book | 124(R)   143 | 6.2.1   7 |
| Record keeping requirements - general disbursements journal (6 years)   Sample - Figure 1 - General Receipts Journal, General Disbursements Journal, and Fees Book | 124(R)   144 | 6.2.2   7 |
| Record keeping requirements - general receipts journal (6 years)   Sample - Figure 1 - General Receipts Journal, General Disbursements Journal, and Fees Book | 124(R)   145 | 6.2.1   7 |
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| Record keeping requirements - trust account | 125(L) - 127(R) | 6.3 - 6.3.5 |
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| Record keeping requirements - trust account - clients’ trust ledger (10 years)   Sample - Figure 4 - Clients’ Trust Ledger | 126(L) | 6.3.3 |
| Record keeping requirements - trust account - monthly trust comparison (10 years)   Sample - Figure 5 - Monthly Trust Comparison | 126 (LR) - 127(LR) | 6.3.5 |
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| Record keeping requirements - trust account - trust receipts journal (10 years)   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 125(R)   132 | 6.3.1   7 |
| Record keeping requirements - trust account - trust reconciliation | 126 (R) -127 (L) | 6.3.5 |
| Record keeping requirements - trust account - trust transfer record (6 years)   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 126(L) | 6.3.4 |
| Record keeping requirements - trust disbursements journal (10 years)   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 125(R)   157 | 6.3.2   7 |
| Record keeping requirements - trust receipts journal (10 years)   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 125(R)   133 | 6.3.1   7 |
| Record keeping requirements - trust transfer record (6 years)   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 126(L) | 6.3.4 |
| Record keeping requirements - valuable property record (10 years)   Sample - Figure 7 - Valuable Property Record | 129(R) | 6.4.4 |
| Record keeping requirements - withdrawal - methods | 119(R)-120(L) | 4.3.2 |
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| Recordkeeping - By-Law 9 - client money - lawyer’s duties (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
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| Recordkeeping - client property - lawyer’s duties (s. 3.5 and commentaries; By-Law 9) SEE: Bailment - client property - lawyer’s duties | 53(R) | 3 |
| Recordkeeping - duties of lawyer - client documents | 54(L) | 3.1 |
| Recordkeeping - duties of lawyer - client money (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Recordkeeping - duties of lawyer - client property | 54(L) | 3.1 |
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| Records - accounting records - must be maintained by lawyer - By-Law 9 | 101(R) - 102(L) | 3.4 |
| Records - client documents - duties of lawyer | 54(L) | 3.1 |
| Records - client money - lawyer’s duties (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Records - client property - duties of lawyer | 54(L) | 3.1 |
| Records - duties of lawyer - client documents | 54(L) | 3.1 |
| Records - duties of lawyer - client money (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
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| Records - identification and verification of client - need copies of documents (By-Law 7.1, s. 23(12.1) - (15)) | 21(R) - 22(L) | 3.7 |
| Records - identification and verification of client (By-Law 7.1, s. 23(12.1) - (15)) | 21(R) - 22(L) | 3.7 |
| Records - lawyer’s duties - client money (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
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| Referral fee - disclosure to client (r. 3.6-6.0) | 61(R) | 4.2 |
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| Referral fee records - other record keeping requirements | 129(L) | 6.4.3 |
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| Regulatory proceeding - threaten without justification - Rules of Professional Conduct (r. 3.2-5 and commentary) | 51(LR) | 2.4 |
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| Relationship with client - serious loss of confidence - examples | 72(L) | 2.1 |
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| Relationship with client - sexual, intimate, friend, or relative - conflict of interest - other member of firm may represent (commentary, r. 3.4-1) | 45(L) | 12.1 |
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| Relationship with client - termination | 67(R)-68(R) | 1.5 |
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| Relationship with client - withdrawal from representation - general | 71(L) | Intro |
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| Report, medical-legal - duty to client (r. 3.2-9.1 - 3.2-9.3 and commentary) | 52(L) | 2.7 |
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| Reporting - letter - termination of relationship with client | 67(R)-68(R) | 1.5 |
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| Supervision - articling students | 106(R) - 107(L) | 7 |
| Supervision - duty | 106(R) - 107(L) | 7 |
| Supervision - hiring support staff | 107(LR) | 7.1 |
| Supervision - in real estate matters (r. 6.1-1 and commentary and r. 6.1-5 - 6.1-6.2) | 108(LR) | 7.4 |
| Supervision - law students and paralegal students | 106(R) - 107(L) | 7 |
| Supervision - non-lawyer employees (By-Law 7.1, Part I; r.6.1-1 and commentary) | 107(R) - 108(L) | 7.3 |
| Supervision - paralegals | 108(R) | 7.5 |
| Supervision - training support staff | 107(LR) | 7.2 |
| Supervision of accused on bail - by lawyer - conflict of interest - exception for family (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Supervision of accused on bail - by lawyer - conflict of interest - reason for prohibition (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Supervision of accused on bail - by lawyer - conflict of interest (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Support staff - delegation (By-Law 7.1, Part I; r.6.1-1 and commentary) | 107(R) - 108(L) | 7.3 |
| Support staff - hiring | 107(LR) | 7.1 |
| Support staff - supervision (By-Law 7.1, Part I; r.6.1-1 and commentary) | 107(R) - 108(L) | 7.3 |
| Support staff - supervision in real estate matters | 108(LR) | 7.4 |
| Support staff - training | 107(LR) | 7.2 |
| Support to lawyers, paralegals and the public | 1(R) | 1.4 |
| Supporting documentation - trust reconciliation | 127(R) | 6.3.5 |
| Suppressing disclosure - tribunal process - shall not mislead (r. 5.1-2(e), (h), (i), and (l)) | 89(L) | 3.2 |
| Surety - judicial interim release/bail - lawyer acting as surety - conflict of interest - exception for family (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Surety - judicial interim release/bail - lawyer acting as surety - conflict of interest - reason for prohibition (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Surety - judicial interim release/bail - lawyer acting as surety - conflict of interest (r. 3.4-40 - 3.4-41) | 46(LR) | 12.5 |
| Suspended lawyer - duty not to employ (r. 7.6-1.1) | 77(L) - 78(R) | 1.3 |
| Suspended paralegal - duty not to employ (r. 7.6-1.1) | 77(L) - 78(R) | 1.3 |
| Suspension of license - duty during suspension (r. 7.6-1.2 - 7.6-1.4; By-Law 7.1, Part II; and By-Law 9, Part II.1) | 78(L) | 1.4 |
| Suspension of license - duty not to practice (r. 7.6-1.2 - 7.6-1.4; By-Law 7.1, Part II; and By-Law 9, Part II.1) | 78(L) | 1.4 |
| Suspension of license - failure to meet administrative requirements | 108(R) - 109(R) | 8 |
| Suspensions - disciplinary and administrative | 4(LR) | 2.5 |
| Suspensions - discipline options | 4(LR) | 2.5 |
| Suspensions - lawyer prohibited from practicing law | 4(R) | 2.5 |
| Suspensions - obligations when holding client funds or property in trust (r. 7.6-1.2 - 7.6-1.4 and by-laws 7.1 and 9) | 4(R) | 2.5 |
| Suspensions - obligations when suspended | 4(R) | 2.5 |
| Suspensions - remedies of the hearing panel | 4(LR) | 2.5 |
| Sympathetic and unsympathetic witnesses | 91(R) - 92(L) | 4.3.2 |
| Syndicated mortgage - conflict of interest - transaction with client (rr. 3.4-33.1 and commentary, 3.4-33.2 - 3.4-33.3) SEE: Client - lending to | 44(L) | 11.4 |
| System - file closing | 100(R) - 101(L) | 3.3 |
| Systemic Racism - legal profession | 13(R) | 9.1 |
| Systems to support practice management | 104(L) | 5.2 |
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| Take advantage - duty to avoid - taking advantage - of another legal practitioner’s slip or mistake - not going to merits (r. 7.2-1 - 7.2-3 and commentary) | 80(R)-81(L) | 3.1 |
| Taxes - HST - General Account | 117(L) | 3.3 |
| Technology - advertising legal services | 103(R) - 104(L) | 5.1 |
| Technology - analysis support software | 104(L) | 5.2 |
| Technology - backup | 104(R) - 105(L) | 5.3 |
| Technology - calendaring and scheduling systems | 104(L) | 5.2 |
| Technology - communications tools | 104(L) | 5.2 |
| Technology - competent use | 104(R) - 105(L) | 5.3 |
| Technology - confidentiality | 103(R) - 104(L) | 5.1 |
| Technology - conflicts of interest | 103(R) - 104(L) | 5.1 |
| Technology - controlling misuse of electronic communications | 103(R) - 104(L) | 5.1 |
| Technology - database management systems | 104(L) | 5.2 |
| Technology - delivery of legal services through the Internet | 103(R) - 104(L) | 5.1 |
| Technology - disaster management | 104(R) - 105(L) | 5.3 |
| Technology - document drafting | 104(L) | 5.2 |
| Technology - document management systems | 104(L) | 5.2 |
| Technology - email | 104(R) - 105(L) | 5.3 |
| Technology - guidelines | 103(R) - 104(L) | 5.1 |
| Technology - identification of lawyer in electronic media | 103(R) - 104(L) | 5.1 |
| Technology - legal research tools | 104(L) | 5.2 |
| Technology - making available legal services | 103(R) - 104(L) | 5.1 |
| Technology - marketing legal services | 103(R) - 104(L) | 5.1 |
| Technology - must use competently | 104(R) - 105(L) | 5.3 |
| Technology - obsolescence | 104(R) - 105(L) | 5.3 |
| Technology - posting on forums | 103(R) - 104(L) | 5.1 |
| Technology - practice area specific software | 104(L) | 5.2 |
| Technology - practice management | 104(L) | 5.2 |
| Technology - preventing hackers | 104(R) - 105(L) | 5.3 |
| Technology - providing legal services | 103(R) - 104(L) | 5.1 |
| Technology - security measures | 104(R) - 105(L) | 5.3 |
| Technology - software | 104(L) | 5.2 |
| Technology - spamming | 103(R) - 104(L) | 5.1 |
| Technology - special considerations | 104(R) - 105(L) | 5.3 |
| Technology - time docketing and accounting | 104(L) | 5.2 |
| Technology - update | 104(R) - 105(L) | 5.3 |
| Technology - use - permission/licenses | 103(R) - 104(L) | 5 |
| Technology - use in practice | 103(R) | 5 - 5.3 |
| Technology - use in practice management | 104(L) | 5.2 |
| Technology - use to make legal service available | 103(R) - 104(L) | 5.1 |
| Telephone - office matters | 69(R )-70(LR) | 2.3 |
| Telephone - office matters | 69(R)-70(L) | 2.3 |
| Termination - conflict of interest (r. 3.4-1, 3.4-3, and 3.7-7) | 37(L) | 4.3 |
| Termination - relationship with client | 67(R)-68(R) | 1.5 |
| Termination letter - relationship with client | 67(R)-68(R) | 1.5 |
| Terminology: lawyer, legal practitioner, legal professions, legal representative, licensee, paralegal, tribunal | 2(L) | 2.1 |
| Terminology: LSO’s use of shall/ must, should/should consider, may/may consider | 2(L) | 2.1 |
| Terms of engagement - changes to | 67(LR) | 1.4 |
| Terms of engagement - in engagement letter | 66(L)-67(L) | 1.3 |
| Testamentary instrument - conflict of interest if lawyer drafting (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
| Testamentary instrument - lawyer drafts instrument - instructions in instrument to estate to retain lawyer who drafted instrument - conflict of interest (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
| Testamentary instrument - lawyer drafts instrument - lawyer or partner/associate receives bequest - conflict of interest (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
| Testamentary instrument - lawyer drafts instrument - lawyer retained to provide legal services to estate - duties of lawyer (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
| Testimony - lawyer as witness (s. 5.2) | 92(R) - 93(L) | 6 |
| Testimony - witnesses, communication with, during testimony - duties | 91(L) - 92(R) | 4 - 4.3.3 |
| The Coach and Advisor Network | 3(L) | 2.3 |
| The Law Society of Ontario | 1(L) | 1 |
| Theory of the case - advocacy | 87(L) | 1 |
| Third parties - conflicts of interest (r.3.4-1 and commentary) | 35(R)-36(L) | 3 |
| Third party | 17(LR) | 2.3 |
| Third party claims on client’s property - duties to client SEE: Bailment - client property - lawyer’s duties - seizure | 53(R) | 3 |
| Threat - unjustified criminal, quasi-criminal, or regulatory proceeding - duty to abstain - duty to client (r. 3.2-5 and commentary) | 51(LR) | 2.4 |
| Threaten - client to undertake criminal, quasi-criminal, or regulatory proceeding - Rules of Professional Conduct (r. 3.2-5 and commentary) | 51(LR) | 2.4 |
| Threaten - criminal proceedings - abuse of tribunal process - duty (r. 3.2-5 and commentary, and 5.1-2(a) and(n)) | 88(R) - 89(L) | 3.1 |
| Threaten - to undertake criminal, quasi-criminal, or regulatory proceeding on behalf of client, unjustifiably - Rules of Professional Conduct (r. 3.2-5 and commentary) | 51(LR) | 2.4 |
| Tickler - centralized reminder systems | 102(R) - 103(L) | 4.2 |
| Tickler system - time management | 102(R) - 103(L) | 4.2 |
| Time docketing | 103(LR) | 4.3 |
| Time docketing - billable vs. non-billable hours | 103(LR) | 4.3 |
| Time management | 102(LR) | 4 |
| Time management - control interruptions | 102(LR) | 4.1 |
| Time management - cultivate time management skills | 102(LR) | 4.1 |
| Time management - delegate | 102(LR) | 4.1 |
| Time management - docketing | 103(LR) | 4.3 |
| Time management - docketing - billable vs. non-billable hours | 103(LR) | 4.3 |
| Time management - focus on one task at a time | 102(LR) | 4.1 |
| Time management - keep time records | 102(LR) | 4.1 |
| Time management - planning and reminder systems | 102(R) - 103(L) | 4.2 |
| Time management - procedures to eliminate/reduce inefficiencies | 102(LR) | 4.1 |
| Time management - recording time (docketing) | 103(LR) | 4.3 |
| Time management - records | 102(LR) | 4.1 |
| Time management - ticker system | 102(R) - 103(L) | 4.2 |
| Time management - time docketing | 103(LR) | 4.3 |
| Time management - time planning | 102(LR) | 4.1 |
| Time management - time reminder systems | 102(R) - 103(L) | 4.2 |
| Time planning | 102(LR) | 4.1 |
| Time reminder systems | 102(R) - 103(L) | 4.2 |
| Timely disclosure - estimate of fees (r. 3.6-1 and commentary) | 58(R) | 2.2 |
| Timely disclosure - fees (r. 3.6-1 and commentary) | 58(R)-59(L) | 2.2 |
| Timing-identification- client is an individual (By-Law 7.1, ss. 22(1)(b), 23(4) - (5), and (7)) | 19(R) - 20(L) | 3.2.1 |
| Timing-verification-client is an organization (By-Law 7.1, ss. 22(1)(b), 23(4), and (6) - (7)) | 20(L) | 3.2.2 |
| Title - minimize risk of conveyance - duty to client (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Title insurance - duty to client - advise, but insurance not mandatory (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Title insurance - duty to client - LawPRO - TitlePlus program - lawyer’s duty (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Title insurance - duty to client - must advise not mandatory (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Title insurance - duty to client - real estate conveyance (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Title insurance - duty to client - real estate transaction (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Title insurance - duty to client - real property conveyance (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Title insurance - duty to client - real property transaction (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Title insurance - Duty to client - TitlePlus program - LawPRO - lawyer’s disclosure duty (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Title insurance - Duty to client - TitlePlus program - LawPRO - lawyer’s duty (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Title insurance - real estate conveyance - duty to client (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Title insurance - real estate transaction - duty to client (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Title insurance - real property conveyance - duty to client (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Title insurance - real property transaction - duty to client (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Title insurer - may not give referral fee to lawyer (r. 3.2-9.5) | 62(L) | 4.4 |
| Title transfer - acting for both transferor (seller) and transferee (buyer) - conflict of interest - joint retainer | 40(R) - 41(L) | 8.3 |
| Title transfer - acting for both transferor (seller) and transferee (buyer) - conflict of interest - joint retainer - divergence of interests | 41(L) | 8.3 |
| TitlePlus program - LawPRO - lawyer’s disclosure duty (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| TitlePlus program - LawPRO - lawyer’s duty (r. 3.2-9.4 - 3.2-9.7 and commentaries) | 52(LR) | 2.8 |
| Tough clients - difficult clients | 69(LR) | 2.2 |
| Tracking - HST receivable for fees | 124(R) | 6.2.3 |
| Training support staff | 107(LR) | 7.2 |
| Transaction - mortgage - duty to client - mortgagee client - duty to report on mortgage transactions - time frame for providing duplicate mortgage and final report (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Transaction - mortgage - duty to client - mortgagee client - duty to report on mortgage transactions (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Transaction - mortgage - duty to client - mortgagee client (r. 3.2-9.8 - 3.2-9.9) | 52(R) | 2.9 |
| Transactions with a client - independent legal advice, representation, and consent - consent requirement (r. 3.4-29(b)(i) -3.4-29(b)(v)) | 43(LR) | 11.3.1 |
| Transactions with a client - independent legal advice, representation, and consent - When independent legal advice, representation, and consent is required (r. 3.4-29(b)(i) -3.4-29(b)(v)) | 43(LR) | 11.3.1 |
| Transactions with a client - independent legal advice, representation, and consent - written confirmation or written denial by client (r. 3.4-29(b)(i) -3.4-29(b)(v)) | 43(LR) | 11.3.1 |
| Transactions with a client - independent legal advice, representation, and consent (r. 3.4-29(b)(i) -3.4-29(b)(v)) | 43(LR) | 11.3.1 |
| Transactions with a client - loan/mortgage (rr. 3.4-33.1 and commentary, 3.4-33.2 - 3.4-33.3) SEE: Client - lending to | 43(R) - 44(L) | 11.4 |
| Transactions with a client - required action by lawyer in permissible transactions (r. 3.4-28 - 3.4-29 and commentaries) | 43(L) | 11.3 |
| Transactions with a client - requirements for permissibility (r. 3.4-28 - 3.4-29 and commentaries) | 43(L) | 11.3 |
| Transactions with a client, indirect - circumventing the Rules by doing indirectly what cannot do directly (r. 3.4-28.2 and commentaries) | 43(L) | 11.2 |
| Transactions with a client, while acting for client - duties and preconditions (r. 3.4-29, commentary [2]) | 44(R) | 11.5 |
| Transactions with a client, while acting for client (r. 3.4-29, commentary [2]) | 44(R) | 11.5 |
| Transactions with clients - lawyer personally guaranteeing debts where client is lender/borrower (r. 3.4-34 - 3.4-35) | 44(R) - 45(L) | 11.7 |
| Transactions with clients - lawyer securing debts where client is lender/borrower (r. 3.4-34 - 3.4-35) | 44(R) - 45(L) | 11.7 |
| Transactions with clients - required action by lawyer in permissible transactions (r. 3.4-28 - 3.4-29 and commentaries) | 43(L) | 11.3 |
| Transactions with clients definition (r. 3.4-27 - 3.4-28) | 42(R) | 11 |
| Transfer - trust accounts - between clients’ trust accounts   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 126(L) | 6.3.4 |
| Transfer - trust transfer record (6 years) - record keeping requirements   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 126(L) | 6.3.4 |
| Transfer between law firms - confidential info - conflict of interest (r. 3.4-17 - 3.4-23 and commentaries) | 41(R) | 10 |
| Transfer between law firms - conflict of interest (r. 3.4-17 - 3.4-23 and commentaries) | 41(R) | 10 |
| Transfer between law firms - disqualification of new firm - reasonable measures to protect info & and avoid disqualification (r. 3.4-20) | 42(L) | 10.1 |
| Transfer between law firms - disqualification of new firm (r. 3.4-20) | 42(L) | 10.1 |
| Transfer between law firms - due diligence duty - ensure no conflict of interest for non-lawyer staff and lawyer employees (r. 3.4-23 and commentary) | 42(R) | 10.3 |
| Transfer between law firms - transferring lawyer disqualification - when transferring lawyer can continue to act (r. 3.4-21 - 3.4-22) | 42(R) | 10.2 |
| Transfer between law firms - transferring lawyer disqualification - when transferring lawyer can discuss past representation with new firm (r. 3.4-21 - 3.4-22 and 3.3-7) | 42(R) | 10.2 |
| Transfer between law firms - transferring lawyer disqualification (r. 3.4-21 - 3.4-22) | 42(R) | 10.2 |
| Transfer between law firms - when new firm can act (consent or reasonable measures) (r. 3.4-20) | 42(L) | 10.1 |
| Transfer between law firms - when transferring lawyer can continue to act (r. 3.4-21 - 3.4-22) | 42(R) | 10.2 |
| Transfer transaction - software - two-person requirement | 119(R)-120(L) | 4.3.2 |
| Transferor & transferee of real estate - joint retainer - conflict of interest (r. 3.4-16.7 - 3.4-16.9) | 40(R) - 41(L) | 8.3 |
| Transferor & transferee of real estate (joint retainer) - divergence of interests (r. 3.4-16.7 - 3.4-16.9) | 41(L) | 8.3 |
| Transferring between firms - conflict of interest - protecting confidential information | 41(R) | 10 |
| Transferring between firms - protecting confidential information - conflict of interest | 41(R) | 10 |
| Transferring funds - cash restrictions - $7500 limit applies | 121(R) | 5.1 |
| Treasurer - Law Society | 1(L) | 1.1 |
| Tribunal - enforce lawyer’s undertaking, trust condition, practice-related promise | 82(R )-83(L) | 3.4 |
| Tribunal order - accepting cash - $7500 limit applies | 121(R) | 5.1 |
| Tribunal process - duties (r. 5.1-2) | 88(R) | 3 |
| Tribunal process - lawyer withdrawal of services - good cause and reasonable notice (r. 3.7-1 and commentary) | 71(LR) | 1 |
| Tribunal process - relationship with judge, tribunal member (r. 5.1-2(c) and (d)) | 89(LR) | 3.3 |
| Tribunal process - shall not abuse - threaten proceedings (r. 3.2-5 and commentary, and r. 5.1-2(a) and (n)) | 88(R) - 89(L) | 3.1 |
| Tribunal process - shall not appear under influence of drugs, alcohol (r. 5.1-2(p)) | 90(L) | 3.6 |
| Tribunal process - shall not engage in dishonest conduct (r. 5.1-1 and commentary, and r. 5.1-2(b), (e), (f), (g), (j) and (k)) | 89(R) | 3.4 |
| Tribunal process - shall not influence tribunal (r. 5.1-2(c) and (d)) | 89(LR) | 3.3 |
| Tribunal process - shall not mislead (r. 5.1-2(e), (h), (i), and (l)) | 89(L) | 3.2 |
| Tribunal process - shall not mistreat or influence witnesses (r. 5.1-2(j), (m), (o), 5.3-1, 7.2-6, and 7.2-8 - 7.2-8.2 and commentary) | 90(L) | 3.5 |
| Tribunal process - witnesses (r. 5.1-2(j), (m), (o), 5.3-1, 7.2-6, and 7.2-8 - 7.2-8.2 and commentary) | 90(L) | 3.5 |
| Trust - client trust listing | 127(L) | 6.3.5 |
| Trust - clients’ trust ledger (10 years) - record keeping requirements   Sample - Figure 4 - Clients’ Trust Ledger | 126(L) | 6.3.3 |
| Trust - comparison - monthly - trust account | 126 (LR) - 127(LR) | 6.3.5 |
| Trust - monthly comparison (10 years) - trust account   Sample - Figure 5 - Monthly Trust Comparison | 126 (LR) - 127(LR) | 6.3.5 |
| Trust - monthly trust comparison (10 years) - record keeping requirements   Sample - Figure 5 - Monthly Trust Comparison | 126 (LR) - 127(LR) | 6.3.5 |
| Trust - trust disbursements journal (10 years) - record keeping requirements   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 125(R)   158 | 6.3.2   7 |
| Trust - trust receipts journal (10 years) - record keeping requirements   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 125(R)   134 | 6.3.1   7 |
| Trust - trust transfer record (6 years) - record keeping requirements   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 126(L) | 6.3.4 |
| Trust account | 117(LR) | 4 |
| Trust account - banking fees | 117(R) | 4.1 |
| Trust account - banking fees - clearance periods | 123(LR) | 5.3 |
| Trust account - By-Law 9 | 117(L) - 121(L) | 4 - 4.4 |
| Trust account - clearance periods - receiving money from client | 123(LR) | 5.3 |
| Trust account - client has insufficient funds in account - overdrawn | 123(LR) | 5.3 |
| Trust account - client liabilities | 127(L) | 6.3.5 |
| Trust account - client trust listing | 127(L) | 6.3.5 |
| Trust account - client’s money - lawyer’s duties (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Trust account - clients’ trust ledger (10 years)   Sample - Figure 4 - Clients’ Trust Ledger | 126(L) | 6.3.3 |
| Trust account - credit or debit payments from client - for future fees/disbursements (money retainer) | 122(R)-123(L) | 5.2 |
| Trust account - deposit - methods for depositing | 119(LR) | 4.2.1 |
| Trust account - deposit - when to deposit | 119(R) | 4.2.2 |
| Trust account - deposit (trust receipts) | 118(R) - 119(L) | 4.2 |
| Trust account - Electronic Trust Transfer Requisition Form (Form 9A)   Sample - Figure 8 - Sample Electronic Trust Transfer Requisition (Form 9A) | 125(R)   159 | 6.3.2   7 |
| Trust account - financial institutions - By-Law 9 | 118(R) | 4.1.2 |
| Trust account - insufficient funds | 123(LR) | 5.3 |
| Trust account - lawyer suspended - lawyer’s duties during suspension By-Law 9, Part II.1) | 78(L) | 1.4 |
| Trust account - misappropriation of trust funds | 119(R) | 4.3 |
| Trust account - mixed trust account | 118(L) | 4.1.1 |
| Trust account - money earmarked for specific purpose (r. 3.6-10; By-Law 9) | 60(L) | 2.8 |
| Trust account - money retainer | 57(LR) | 1 |
| Trust account - money to be paid into (r. 3.6-10; By-Law 9) | 60(LR) | 2.8 |
| Trust account - monthly trust comparison (10 years)   Sample - Figure 5 - Monthly Trust Comparison | 126 (LR) - 127(LR) | 6.3.5 |
| Trust account - opening - costs of account | 117(R) | 4.1 |
| Trust account - other record keeping requirements - source documents (10 years) | 127(R)-128(LR) | 6.4.1 |
| Trust account - overdrawn | 123(LR) | 5.3 |
| Trust account - receiving money from client - clearance periods | 123(LR) | 5.3 |
| Trust account - record keeping requirements | 125(L) - 127(R) | 6.3 - 6.3.5 |
| Trust account - record keeping requirements - current, permanent, available in paper copy | 123(R)-124(L) | 6 - 6.1 |
| Trust account - record keeping requirements (s. 3.5 and commentaries; By-Law 9) | 54(LR) | 3.2 |
| Trust account - record of error - financial institution | 120(R)-121(L) | 4.3.4 |
| Trust account - required journals, ledgers, and records | 125(LR) | 6.3 |
| Trust account - separate interest-bearing trust account | 118(L) | 4.1.1 |
| Trust account - service fees - financial institution | 120(R)-121(L) | 4.3.4 |
| Trust account - sharing with another lawyer or paralegal | 118(R) | 4.1.3 |
| Trust account - stale dated cheques | 121(L) | 4.4 |
| Trust account - transfers between clients’ trust ledger accounts   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 126(L) | 6.3.4 |
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| Trust account - trust receipts (deposits) | 118(R) - 119(L) | 4.2 |
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| Trust account - types | 118(L) | 4.1.1 |
| Trust account - unclaimed trust funds | 121(L) | 4.4 |
| Trust account - used only for purposes related to provision of legal services (r. 3.2-7.3) | 117(LR) | 4 |
| Trust account - vs. general account | 116(L) | 2 |
| Trust account - withdrawal | 119(R) - 121(L) | 4.3 - 4.3.4 |
| Trust account - withdrawal - clearance periods | 123(LR) | 5.3 |
| Trust account - withdrawal - electronic transfer (By-Law 9)   Sample - Figure 8 - Sample Electronic Trust Transfer Requisition (Form 9A) | 119(R)-120(L) | 4.3.2    7 |
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| Trust account - withdrawal - methods | 119(R)-120(L) | 4.3.2 |
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| Trust account - withdrawal (r. 3.6-10; By-Law 9) | 60(LR) | 2.8 |
| Trust account - withdrawal to pay disbursements r. 3.6-10; By-Law 9) | 60(LR) | 2.8 |
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| Trust cheque - label - "In Trust" | 121(L) | 4.3.4 |
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| Trust comparison - monthly trust comparison | 127(LR) | 6.3.5 |
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| Trust disbursement journal - trust account | 125(LR) | 6.3 |
| Trust disbursements - record keeping | 125(R)   140 | 6.3.2 |
| Trust disbursements (withdrawals) | 119(R) | 4.3 |
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| Trust fund - monthly trust comparison - comparison process | 127(LR) | 6.3.5 |
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| Trust fund - record keeping - source documents - cheque imaging | 128(L) | 6.4.1 |
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| Trust fund - reviewing trust fund comparison - elements | 127(R) | 6.3.5 |
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| Trust funds - accounting for trust clients - trust listing | 127(L) | 6.3.5 |
| Trust funds - accounting records - clients’ trust ledger | 126(L) | 6.3.3 |
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| Trust funds - certified funds - client trust ledger accounts | 123(LR) | 5.3 |
| Trust funds - certified funds - sufficient fund requirements | 123(LR) | 5.3 |
| Trust funds - cheque imaging - record keeping - original copies | 128(L) | 6.4.1 |
| Trust funds - clearance periods - methods of payment | 123(LR) | 5.3 |
| Trust funds - Client trust listing - client list | 127(L) | 6.3.5 |
| Trust funds - client trust listing total - monthly trust comparison | 126 (LR) - 127(LR) | 6.3.5 |
| Trust funds - clients’ trust ledger - 10 years | 126(L) | 6.3.3 |
| Trust funds - clients’ trust ledger - time requirement | 126(L) | 6.3.3 |
| Trust funds - credit/debit fee deposit - point-of-sale machine | 122(R)-123(L) | 5.2 |
| Trust funds - deposit of funds - confirmation of clearing | 123(LR) | 5.3 |
| Trust funds - deposit of funds - confirmation of fee clearing | 123(LR) | 5.3 |
| Trust funds - deposit of funds - non-sufficient funds | 123(LR) | 5.3 |
| Trust funds - deposit of funds - non-sufficient funds - procedure | 123(LR) | 5.3 |
| Trust funds - deposit of funds - non-sufficient funds - shortage of client funds | 123(LR) | 5.3 |
| Trust funds - deposit of funds - non-sufficient funds - trust cheques | 123(LR) | 5.3 |
| Trust funds - deposit of funds - standard clearing periods | 114(R) | 5.3 |
| Trust funds - Deposit to trust - Requirements - Methods | 119(LR) | 4.2.1 |
| Trust funds - deposits - fee payment - credit and debit | 122(R)-123(L) | 5.2 |
| Trust funds - electronic transfer requirements - trust disbursements journal | 125(R)   143 | 6.3.2 |
| Trust funds - fee deposit - restrictions on credit | 122(R)-123(L) | 5.2 |
| Trust funds - fee deposits - internet-based payment services | 122(R)-123(L) | 5.2 |
| Trust funds - fee deposits - money retainers and bills - two accounts | 122(R)-123(L) | 5.2 |
| Trust funds - financial institution errors across trust accounts - monthly trust comparison tool | 126(R) | 6.3.5 |
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| Trust funds - foreign bank transaction - regulations | 122(LR) | 5.1 |
| Trust funds - foreign banks - withdrawal slip protocol | 122(LR) | 5.1 |
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| Trust funds - itemizing financial transactions - purpose of trust reconciliation | 126 (R) -127 (L) | 6.3.5 |
| Trust funds - lawyer’s client liabilities - client trust listing | 127(L) | 6.3.5 |
| Trust funds - listing of money in trust accounts - comparison | 126 (LR) - 127(LR) | 6.3.5 |
| Trust funds - minimum record keeping - requirements - physical | 123(R)-124(L) | 6 |
| Trust funds - minimum record keeping - requirements purpose | 123(R)-124(L) | 6 |
| Trust funds - misapplied funds - report to LSO | 123(LR) | 5.3 |
| Trust funds - misappropriation | 119(R) | 4.3 |
| Trust funds - monthly trust comparison - requirements | 126 (LR) - 127(LR) | 6.3.5 |
| Trust funds - non-sufficient funds - disbursement of client funds rapidly | 123(LR) | 5.3 |
| Trust funds - overdrawn fund - trust ledger account | 123(LR) | 5.3 |
| Trust funds - receiving funds - certified cheques - LAWPRO protection | 123(LR) | 5.3 |
| Trust funds - receiving funds - cheque clearing periods | 123(LR) | 5.3 |
| Trust funds - receiving funds - clearance periods | 123(LR) | 5.3 |
| Trust funds - receiving money from clients - methods | 121(R) | 5 |
| Trust funds - reconciling bank balances - monthly trust comparison | 126 (LR) - 127(LR) | 6.3.5 |
| Trust funds - record keeping - accounting practices bylaw | 123(R)-124(L) | 6 |
| Trust funds - record keeping - bank statements | 123(R)-124(L) | 6 |
| Trust funds - record keeping - By-Law 9 requirements | 123(R)-124(L) | 6.1 |
| Trust funds - record keeping - cash payment requirements - duplicate cash receipts book | 128(R) | 6.4.2 |
| Trust funds - record keeping - copies of documents - invoices and expenses | 128(L) | 6.4.1 |
| Trust funds - record keeping - daily upkeep | 123(R)-124(L) | 6.1 |
| Trust funds - record keeping - delegation | 123(R)-124(L) | 6 |
| Trust funds - record keeping - delegation - supervision | 123(R)-124(L) | 6 |
| Trust funds - record keeping - duplicate cash receipts - bookkeeping | 128(R) | 6.4.2 |
| Trust funds - record keeping - duplicate deposits - copies | 128(LR) | 6.4.1 |
| Trust funds - record keeping - income tax obligations | 123(R)-124(L) | 6 |
| Trust funds - record keeping - paper copy requirement | 123(R)-124(L) | 6.1 |
| Trust funds - record keeping - professional liability insurer | 123(R)-124(L) | 6 |
| Trust funds - record keeping - requirement purpose | 123(R)-124(L) | 6 |
| Trust funds - record keeping - requirements for electronic records - deposit slip records | 128(L) | 6.4.2 |
| Trust funds - record keeping - suggested printing requirement | 123(R)-124(L) | 6.1 |
| Trust funds - record keeping - trust account | 125(LR) | 6.3 |
| Trust funds - record keeping - trust record requirements | 123(R)-124(L) | 6 |
| Trust funds - record keeping accountability - client funds | 123(R)-124(L) | 6 |
| Trust funds - rules - only for legal services | 117(LR) | 4 |
| Trust funds - shortage of client funds - responsibilities | 123(LR) | 5.3 |
| Trust funds - shortage of funds - certified funds | 123(LR) | 5.3 |
| Trust funds - shortage of funds - lawyer’s own funds | 123(LR) | 5.3 |
| Trust funds - transferring between trust ledger accounts - trust transfer record | 126(L) | 6.3.4 |
| Trust funds - trust account - components | 125(LR) | 6.3 |
| Trust funds - trust account - source documents | 125(R) | 6.3 |
| Trust funds - trust account - trust receipts - trust disbursements | 125(LR) | 6.3 |
| Trust funds - trust account - trust transfer record | 125(LR) | 6.3 |
| Trust funds - trust account statement reconciliation | 126 (R) -127 (L) | 6.3.5 |
| Trust funds - trust accounting - trust disbursements journal - requirements | 125(R)   144 | 6.3.2 |
| Trust funds - trust accounts - 10 year period, plus current | 125(R) | 6.3 |
| Trust funds - trust accounts - record keeping requirements | 125(R) | 6.3.1 |
| Trust funds - trust accounts - trust bank journal | 125(R) | 6.3 |
| Trust funds - trust accounts - trust receipt journals | 125(R) | 6.3.1 |
| Trust funds - trust accounts - trust receipts journal - time keeping | 125(R) | 6.3.1 |
| Trust funds - trust disbursements - record keeping | 125(R)   145 | 6.3.2 |
| Trust funds - trust disbursements journal - electronic transfer | 125(R)   146 | 6.3.2 |
| Trust funds - trust reconciliation - purpose | 126 (R) -127 (L) | 6.3.5 |
| Trust funds - trust transfer record - correcting trust ledger account | 126(L) | 6.3.3 |
| Trust funds - trust transfer record - purpose | 126(L) | 6.3.4 |
| Trust funds - trust transfer record - requirements | 126(L) | 6.3.4 |
| Trust funds - unclaimed - trust account | 121(L) | 4.4 |
| Trust funds - withdrawal from trust - consequences | 119(R) | 4.3.1 |
| Trust funds - Withdrawal from trust - reasons - lawyer’s fees | 119(R) | 4.3.1 |
| Trust Ledger - recording deposits | 118(R) - 119(L) | 4.2 |
| Trust ledger (10 years) - trust account    Sample - Figure 4 - Clients’ Trust Ledger | 126(L) | 6.3.3 |
| Trust moneys, client - definition | 54(L) | 3.1 |
| Trust receipts - depositing to trust account | 118(R) - 119(L) | 4.2 |
| Trust receipts journal | 118(L) -119(R) | 4.2 |
| Trust receipts journal - 10 years | 125(R) | 6.3.1 |
| Trust receipts journal - trust account | 125(LR) | 6.3 |
| Trust receipts journal (10 years) - record keeping requirements   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 125(R)   136 | 6.3.1   7 |
| Trust receipts journal (10 years) - trust account   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 125(R)   137 | 6.3.1   7 |
| Trust reconciliation - steps in process | 126 (R) -127 (L) | 6.3.5 |
| Trust reconciliation - supporting documentation | 126 (R) -127 (L) | 6.3.5 |
| Trust reconciliation - trust account | 126 (R) -127 (L) | 6.3.5 |
| Trust reconciliation - trust bank account statement | 126 (R) -127 (L) | 6.3.5 |
| Trust transfer journal (6 years) - record keeping requirements   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 126(L) | 6.3.4 |
| Trust transfer journal (6 years) - trust account   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 126(L) | 6.3.4 |
| Trust transfer record - 6 years | 126(L) | 6.3.4 |
| Trust transfer record - trust account | 125(LR) | 6.3 |
| Trust transfer record (6 years) - record keeping requirements   Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 126(L) | 6.3.4 |
| Trust transfer record (6 years) - trust account    Sample - Figure 3 - Trust Receipts Journal, Trust Disbursements Journal, and Trust Transfer Record | 126(L) | 6.3.4 |
| Trustee Services Department - Law Society - administers Unclaimed Trust Fund (By-Law 10) (s 59.6) | 121(L) | 4.4 |
| Truth and Reconciliation Commission - forced assimilation | 143(L) | 4.2 |
| Two-person requirement - transfer transaction | 119(R)-120(L) | 4.3.2 |
| Types - of accounting systems | 115(R) | 1.1 |
| Types - of billing methods - fees | 57(R) - 58(L) | 2 |
| Types - of client fees | 57(R) - 58(L) | 2 |
| Types - of fees | 57(R) - 58(L) | 2 |
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| Unable to Practice - Contingency planning | 108(R) - 109(R) | 8 |
| Unauthorized persons - working with or employing - duty to law society (r. 7.6-1.1) | 77(L) - 78(R) | 1.3 |
| Unauthorized practice of law or provision of legal services - duty to law society (r. 7.6-1 and commentary) | 77(R) | 1.2 |
| Unclaimed trust funds - Law Society (By-Law 10) | 121(L) | 4.4 |
| Unclaimed trust funds - trust account | 121(L) | 4.4 |
| Undertaking - document registration agreement - real estate transaction | 82(R )-83(L) | 3.4 |
| Undertaking - duties to uphold (r. 5.1-6 and 7.2-11 and commentaries) | 82(R )-83(L) | 3.4 |
| Undertaking - not to practice - duty not to practice (r. 7.6-1.2 - 7.6-1.4; By-Law 7.1, Part II; and By-Law 9, Part II.1) | 78(L) | 1.4 |
| Undue influence - client subject to undue influence - duty to client | 51(R) | 2.6 |
| Undue influence - duty to client - client subject to undue influence | 51(R) | 2.6 |
| Undue influence/duress/pressure - client under undue influence - lawyer’s duties | 51(R) | 2.6 |
| Unintentional client - how to avoid | 16(L) | 1.2 |
| Unlawful client expectations - duty of honesty and candour (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Unlawful conduct by client - lawyer’s duty (r. 3.2-7 - 3.2-8 and commentary) | 50(LR) | 2.2 |
| Unlicensed persons - working with or employing - duty to law society (r. 7.6-1.1) | 77(L) - 78(R) | 1.3 |
| Unpleasant clients - difficult clients | 69(LR) | 2.2 |
| Unprofessional marketing practices (r. 4.1-2 and 4.2-1 and commentary) | 96(R) - 97(L) | 2.1.2 |
| Unreasonable client expectations - duty of honesty and candour (rr. 3.1-2 commentary, 3.2-2 and commentary) | 50(L) | 2.1 |
| Unreasonable or uncooperative client - serious loss of confidence - optional withdrawal of services | 72(L) | 2.1 |
| Unrelated activities to law - duty (r. 7.3-1 - 7.3-2 and commentary) | 83(LR) | 4.1 |
| Unrepresented parties r. 7.2-9 and commentary | 18(L) | 2.6 |
| Unrepresented parties-seek representation | 18(L) | 2.6 |
| Unrepresented persons - conflict of interest - duties when acting against (r. 7.2-9) | 46(R) | 12.6 |
| Unrepresented persons - conflict of interest (r. 7.2-9) | 46(R) | 12.6 |
| Untrue evidence - tribunal process - shall not mislead (r. 5.1-2(e), (h), (i), and (l)) | 89(L) | 3.2 |
| Untruthful client - serious loss of confidence - optional withdrawal of services | 72(L) | 2.1 |
| Update - technology | 104(R) - 105(L) | 5.3 |
| Updated daily - records | 123(R)-124(L) | 6.1 |
| Uphold integrity of profession - duty (r. 2.1-1 - 2.1-2) | 83(L) | 4 |
| Use of personal information - Law Society's Practice Management Helpline | 112(L) | 10.2.3 |
| Use of personal information - privacy | 112(L) | 10.2.3 |
| Useless proceedings - tribunal process (r. 3.2-5 and commentary, and 5.1-2(a) and(n)) | 88(R) - 89(L) | 3.1 |
| **V** |  |  |
| Validity of legal instruments - client under duress, undue influence, pressure - duty to client | 51(R) | 2.6 |
| Valuable property - definition | 54(L) | 3.1 |
| Valuable property - negotiating or selling | 54(L) | 3.1 |
| Valuable property - record keeping requirements - valuable property record (10 years)   Sample - Figure 7 - Valuable Property Record | 129(R) | 6.4.4 |
| Valuable property - selling or negotiating | 54(L) | 3.1 |
| Valuable property record - definition, contents | 54(L) | 3.1 |
| Valuable property record - lawyer’s duty | 54(L) | 3.1 |
| Valuable property record - legal documents and trust money excluded | 54(L) | 3.1 |
| Valuable property record -non-negotiable or non-sellable property excluded | 54(L) | 3.1 |
| Valuable property record (10 years) - record keeping requirements   Sample - Figure 7 - Valuable Property Record | 129(R) | 6.4.4 |
| Verification of client - definition of “third party” (By-Law 7.1, Part III) | 18(R) | 3 |
| Verification of client - previous identification and verification (By-Law 7.1, ss. 23(2.3) and (12)) | 21(L) | 3.4 |
| Verification of client - records (copies of documents and duration required to keep them) (By-Law 7.1, s. 23(12.1) - (15)) | 21(R) - 22(L) | 3.7 |
| Verification of client - requirement (client and third party) (By-Law 7.1, Part III) | 18(R) | 3 |
| Verification of client - withdrawal during verification - client illegal or dishonest conduct (By-Law 7.1, s. 24) | 22(LR) | 3.8 |
| Verification of client identity - client is an individual - documents required (By-Law 7.1, ss. 22(1)(b), 23(4) - (5), and (7)) | 19(R) - 20(L) | 3.2.1 |
| Verification of client identity - client is an individual - timing (By-Law 7.1, ss. 22(1)(b), 23(4) - (5), and (7)) | 19(R) - 20(L) | 3.2.1 |
| Verification of client identity - client is an organization - additional documents required (By-Law 7.1, ss. 23(2.1), (2.2) and (12.1) - (12.2) | 20(R) | 3.2.3 |
| Verification of client identity - client is an organization - documents required (By-Law 7.1, ss. 22(1)(b), 23(4), and (6) - (7)) | 20(L) | 3.2.2 |
| Verification of client identity - client is an organization - timing [60 days] (By-Law 7.1, ss. 22(1)(b), 23(4), and (6) - (7)) | 20(L) | 3.2.2 |
| Verification of client identity - client or third party cannot meet lawyer in person (By-Law 7.1, s. 23(11)) | 20(R) - 21(L) | 3.3 |
| Verification of client identity - documents required when client is an individual (By-Law 7.1, ss. 22(1)(b), 23(4) - (5), and (7)) | 19(R) - 20(L) | 3.2.1 |
| Verification of client identity - documents required when client is an organization (By-Law 7.1, ss. 22(1)(b), 23(4), and (6) - (7)) | 20(L) | 3.2.2 |
| Verification of client identity - exemptions to the requirement (By-Law 7.1, ss. 22(2) - (4)) | 18(R) | 3 |
| Verification of client identity - source documents when client is an individual (By-Law 7.1, ss. 22(1)(b), 23(4) - (5), and (7)) | 19(R) - 20(L) | 3.2.1 |
| Verification of client identity - source documents when client is organization - identity of individual instructing on behalf of organization (By-Law 7.1, ss. 22(1)(b), 23(4), and (6) - (7)) | 20(L) | 3.2.2 |
| Verification of client identity - when is it required (By-Law 7.1, ss. 22 and 23(4)) | 19(L) | 3.2 |
| Verification of client identity - when not face-to-face (By-Law 7.1, s. 23(11)) | 20(R) - 21(L) | 3.3 |
| Verification of identity - client is an organization - documents needed | 20(L) | 3.2.2 |
| Verification of identity when client is an individual - documents needed | 19(R) - 20(L) | 3.2.1 |
| Verification of identity when client is an organization - documents needed | 20(L) | 3.2.2 |
| Verifying identity when the client or third party cannot meet the lawyer in person | 20(R) - 21(L) | 3.3 |
| Vulnerability - client under duress/undue influence/pressure - voluntariness | 51(R) | 2.6 |
| Vulnerable client - capacity - client under duress/undue influence/pressure | 51(R) | 2.6 |
| Vulnerable client - capacity - duty to client - authorized representative/ litigation guardian (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Vulnerable client - capacity - duty to client - efforts to confirm capacity (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Vulnerable client - capacity - duty to client (r. 3.2-9 and commentary) | 51(R) | 2.5 |
| Vulnerable client - restrictions on contingency fee arrangements (r. 3.6-2 and commentary) | 63(L) | 5.2 |
| **W** |  |  |
| Waiver of conflict - short term, limited legal services (pro bono) - conflict of interest (r. 3.4-16.2 - 3.4-16.6, and commentary) | 41(R) | 9 |
| Wellness - Mental Health - Stigma | 110(R) | 9.3 |
| Wellness - Mental Health - stress | 109(R) | 9 |
| Wellness - mental health supports and resources | 110(LR) | 9.2 |
| Wellness - strategies to improve mental health | 110(L) | 9.1 |
| When advising client - duty to client - list of duties | 49(R) | 2 |
| When identification is required (By-Law 7.1, ss. 22 and 23(1)) | 18(R) | 3.1 |
| When to check for conflicts of interest - conflict checking system - method of checking | 46(R) - 47(L) | 13 |
| When to deposit to trust account | 119(R) | 4.2.2 |
| When verification of identity is required (By-Law 7.1, ss. 22 and 23(4)) | 19(L) | 3.2 |
| Who is a client | 15(R) | 1.2 |
| Will - conflict of interest if lawyer drafting (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
| Will - held by lawyer - recording requirements | 54(L) | 3.1 |
| Will - joint retainers (r. 3.4-5) - conflict of interest | 39(R) | 8.1 |
| Will - lawyer drafts will - instructions in will to estate to retain lawyer who drafted will - conflict of interest (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
| Will - lawyer drafts will - lawyer or partner/associate receives bequest - conflict of interest (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
| Will - lawyer drafts will - lawyer retained to provide legal services to estate - duties of lawyer (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
| Will (joint) for spouses/partners - joint retainers - conflict of interest | 39(R) | 8.1 |
| Will (Joint) for spouses/partners - joint retainers - conflict of interest - written consent after warning | 39(R) | 8.1 |
| Will (joint) for spouses/partners (r. 3.4-5) - individual new instructions - new retainer | 39(R) | 8.1 |
| Wire or Electronic transfer - provide details to sending party - deposit only | 121(R) | 5 |
| Withdrawal - conflict of interest (r. 3.4-1, 3.4-3, and 3.7-7) | 37(L) | 4.3 |
| Withdrawal - during client identification / verification process - illegal or dishonest conduct (By-Law 7.1, s. 24) | 22(LR) | 3.8 |
| Withdrawal - general account - HST | 117(L) | 3.3 |
| Withdrawal - general account (general disbursements) | 116(R) - 117(L) | 3.2 |
| Withdrawal - Joint Clients - Conflict | 17(L) | 2.1 |
| Withdrawal - responsibilities to third parties (r. 7.1-2 and commentary) | 105(R) - 106(L) | 6.1 |
| Withdrawal - trust account | 119(R) - 121(L) | 4.3 - 4.3.4 |
| Withdrawal - trust account - electronic transfer (By-Law 9)   Sample - Figure 8 - Sample Electronic Trust Transfer Requisition (Form 9A) | 119(R)-120(L) | 4.3.2    7 |
| Withdrawal - trust account - electronic transfer (Electronic Trust Transfer Requisition Form) (Form 9A)   Sample - Figure 8 - Sample Electronic Trust Transfer Requisition (Form 9A) | 119(R)-120(L) | 4.3.2, 7 |
| Withdrawal - trust account - error in withdrawal, corrections | 120(R)-121(L) | 4.3.4 |
| Withdrawal - trust account - individuals authorized to withdraw | 120(R) | 4.3.3 |
| Withdrawal - trust account - methods | 119(R)-120(L) | 4.3.2 |
| Withdrawal - trust account - reasons for | 119(R) | 4.3.1 |
| Withdrawal (law firm) - confidential information - conflict of interest - lawyer transfer between firms (r. 3.4-20) | 42(L) | 10.1 |
| Withdrawal (law firm) - conflict of interest - confidential information - lawyer transfer between firms (r. 3.4-20) | 42(L) | 10.1 |
| Withdrawal from representation - client - organization - client’s dishonesty, criminality, fraud, or illegality (r. 3.2-7 - 3.2-8 and commentary) | 50(LR) | 2.2 |
| Withdrawal from representation - duty to withdraw - error or omission by lawyer (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Withdrawal from representation - duty to withdraw - omission or error by lawyer (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Withdrawal from representation - error or omission by lawyer - duty to withdraw (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Withdrawal from representation - omission or error by lawyer - duty to withdraw (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Withdrawal from representation - organization engages in illegal conduct - conduct not abandoned (r. 3.2-8) | 33(LR) | 5.1 |
| Withdrawal from representation - organizational client’s dishonesty, criminality, fraud, or illegality (r. 3.2-7 - 3.2-8 and commentary) | 50(LR) | 2.2 |
| Withdrawal from trust - authorized individuals - requirements | 120(R) | 4.3.3 |
| Withdrawal from trust - electronic withdrawal - error corrections | 120(R)-121(L) | 4.3.4 |
| Withdrawal from trust - electronic withdrawal - requirements | 119(R)-120(L) | 4.3.2 |
| Withdrawal from trust - fund transfer - requirements | 120(R)-121(L) | 4.3.4 |
| Withdrawal from trust - lawyer’s fees methods | 119(R)-120(L) | 4.3.2 |
| Withdrawal from trust - mistaken withdrawal - corrections | 120(R)-121(L) | 4.3.4 |
| Withdrawal from trust - mistaken withdrawal - financial institution | 120(R)-121(L) | 4.3.4 |
| Withdrawal obligations - during client identification/verification - client illegal or dishonest conduct (By-Law 7.1, s. 24) | 22(LR) | 3.8 |
| Withdrawal of services - client file - transfer or return | 74(R) | 6.2 |
| Withdrawal of services - confidentiality (r. 3.3-1 and commentary) | 74(R) | 6.1 |
| Withdrawal of services - conflict of interest - lawyer asked to draw up will where receives bequest (r. 3.4-38 - 3.4-39) | 46(L) | 12.4 |
| Withdrawal of services - conflict of interest (r. 3.4-1, 3.4-3, and 3.7-7) | 37(L) | 4.3 |
| Withdrawal of services - criminal - generally | 72(R) | 3 |
| Withdrawal of services - criminal - lawyer’s duties on withdrawal (r. 3.7-4 and commentary) | 72(R) | 3.1 |
| Withdrawal of services - criminal - non-payment of fees - serious prejudice - not permitted | 72(R) | 3.1 |
| Withdrawal of services - criminal - not permitted - insufficient time before trial (r. 3.7-5) | 73(L) | 3.2 |
| Withdrawal of services - criminal - permission of trial judge (r. 3.7-6 and commentary) | 73(L) | 3.3 |
| Withdrawal of services - criminal - permitted (sufficient time before trial) (r. 3.7-4 and commentary) | 72(R) | 3.1 |
| Withdrawal of services - criminal - sufficient interval | 72(R) | 3 |
| Withdrawal of services - criminal - with permission - insufficient time before trial - adequate cause other than nonpayment of fees (r. 3.7-6 and commentary) | 73(L) | 3.3 |
| Withdrawal of services - discuss with client at outset of relationship (r. 3.7-1 and commentary) | 71(LR) | 1 |
| Withdrawal of services - duties of successor lawyer (r. 3.7-10 and commentary) | 74(L) - 75(R) | 7 |
| Withdrawal of services - duties upon withdrawal for any reason (r. 3.7-8 - 3.7-9 and commentary) | 74(L) | 6 |
| Withdrawal of services - duty to withdraw due to lawyer’s error (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Withdrawal of services - error or omission by lawyer (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Withdrawal of services - fees, non-payment by client - lawyer’s duties | 57(R) | 1 |
| Withdrawal of services - generally | 71(L) | Intro |
| Withdrawal of services - good cause and reasonable notice (r. 3.7-1 and commentary) | 71(LR) | 1 |
| Withdrawal of services - joint retainer - contentious issue (r. 3.4-8 - 3.4-9 and 3.7-8 - 3.7-9) | 39(L) | 7.2 |
| Withdrawal of services - leaving, dismantling a law firm (r. 3.7.7A and commentary) | 74(R) | 5 |
| Withdrawal of services - mandatory | 73(L) | 4 |
| Withdrawal of services - mandatory - list of circumstances (r. 3.7-7 and commentary) | 73(L) | 4 |
| Withdrawal of services - manner of withdrawal - dissolution of firm (r. 3.7-8 - 3.7-9 and commentary) | 74(R) | 6 |
| Withdrawal of services - manner of withdrawal - obligations (r. 3.7-8 - 3.7-9 and commentary) | 74(L) | 6 |
| Withdrawal of services - non-payment by client - lawyer’s duties | 57(R) | 1 |
| Withdrawal of services - non-payment of fees - optional | 72(L) | 2 |
| Withdrawal of services - omission or error by lawyer (r. 7.8) | 52(R) - 53(L) | 2.1 |
| Withdrawal of services - optional - good cause + reasonable notice + no prejudice to client | 71(R) | 2 |
| Withdrawal of services - optional - non-payment of fees (r. 3.7-3) | 72(L) | 2.2 |
| Withdrawal of services - optional - serious loss of confidence (r. 3.7-2 and commentary) | 72(L) | 2.1 |
| Withdrawal of services - optional withdrawal | 71(R) | 2 |
| Withdrawal of services - reasonable notice (r. 3.7-1 and commentary) | 71(LR) | 1 |
| Withdrawal of services - serious loss of confidence - examples | 72(L) | 2.1 |
| Withdrawal of services - serious loss of confidence - r. 3.7-2 and commentary | 72(L) | 2.1 |
| Withdrawal of services - termination - written authorization - client file | 74(R) | 6.2 |
| Withdrawal of services - written confirmation | 74(R) | 6.2 |
| Withdrawal slip - records | 122(LR) | 5.1 |
| Withdrawal slip - records - duplicate for records | 122(LR) | 5.1 |
| Witnesses - avoid communication | 92(LR) | 4.3.3 |
| Witnesses - communication with witness giving evidence (r. 5.4-2) | 91(R) | 4.3 |
| Witnesses - duty not to influence or mistreat (r. 5.1-2(j), (m), (o), 5.3-1, 7.2-6, and 7.2-8 - 7.2-8.2 and commentary) | 90(L) | 3.5 |
| Witnesses - giving evidence - communication with (r. 5.4-2) | 91(R) | 4.3 |
| Witnesses - interviewing - represented persons (r. 5.3-1 and 7.2-6 - 7.2-6A and commentary) | 91(LR) | 4.2 |
| Witnesses - interviewing (r. 5.3-1) | 91(L) | 4.1 |
| Witnesses - lawyer as witness (s. 5.2) | 92(R) - 93(L) | 6 |
| Witnesses - lawyer dealing with witnesses - advocacy | 91(L) | 4 |
| Witnesses - lawyer may not permit to mislead (r. 5.1-2(j), (m), (o), 5.3-1, 7.2-6, and 7.2-8 - 7.2-8.2 and commentary) | 90(L) | 3.5 |
| Witnesses - lawyer’s duties regarding (r. 5.1-2(j), (m), (o), 5.3-1, 7.2-6, and 7.2-8 - 7.2-8.2 and commentary) | 90(L)    84(R) - 86(L) | 3.5    4 - 4.3.3 |
| Witnesses - other party - communication with (r. 7.2-6) | 91(R) | 4.3.2 |
| Witnesses - own witness - communication - after examination in chief (r.5.4-2(a.2)) | 91(R) | 4.3.1 |
| Witnesses - own witness - communication - before cross-examination (r.5.4-2(a.2)) | 91(R) | 4.3.1 |
| Witnesses - own witness - communication - examination by opposing counsel (r. 5.4-2(b)) | 91(R) | 4.3.1 |
| Witnesses - own witness - communication - examination in chief (r. 5.4-2(a)) | 91(R) | 4.3.1 |
| Witnesses - own witness - communication - re-examination (r. 5.4-2(c.1)) | 91(R) | 4.3.1 |
| Witnesses - practical considerations | 92(LR) | 4.3.3 |
| Witnesses - practical considerations (r. 5.4-2) | 92(LR) | 4.3.3 |
| Witnesses - preparing (r. 5.3-1) | 91(L) | 4.1 |
| Witnesses - represented persons - interviewing (r. 5.3-1 and 7.2-6 - 7.2-6A and commentary) | 91(LR) | 4.2 |
| Witnesses - sympathetic + unsympathetic | 91(R) - 92(L) | 4.3.2 |
| Witnesses - unsympathetic - examination in chief by opposing counsel (r. 5.4-2(a.1)) | 92(L) | 4.3.2 |
| Witnesses - unsympathetic - lawyer’s cross examination (r. 5.4-2(c.2)) | 92(L) | 4.3.2 |
| Witnesses - unsympathetic - re-examination (r. 5.4-2(c.4)) | 92(L) | 4.3.2 |
| Working with unauthorized persons - duty to law society (r. 7.6-1.1) | 77(L) - 78(R) | 1.3 |
| Workplace requirements - diversity policy - 10+ licensee workplace | 13(R) | 9.1 |
| Workplace strategies - improving Mental Health | 110(L) | 9.1 |
| Workplace violence and harassment - r. 6.3.1-3 - lawyers’ duties | 6(R) - 7(R) | 5.1, 5.2, 5.3 |
| Written confirmation - fees, disbursements (r. 3.6-1.1) | 58(R)-59(L) | 2.6 |
| Written confirmation - withdrawal from services | 74(R) | 6.2 |
| Written instructions before withdrawal | 122(LR) | 5.1 |
| **X** |  |  |
| **Y** |  |  |
| **Z** |  |  |