

# PARALEGAL COMPASS

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## WORDS OF WISDOM

*"Don't hold yourself back. Sit in the front row in class, raise your hand to answer questions, and have the confidence to ask for clarification if something doesn't make sense. Intelligence and curiosity go hand in hand, and they require courage. Your instructor will respect your enthusiasm, and your classmates will appreciate that you voice the questions they are too shy to ask!"*

*"On your first day of class, introduce yourself to your professors. This will break down barriers right from the start and will make it easier for you to ask academic and professional questions, network, and gain program insights."*

*"Don't neglect your mental and emotional wellbeing, no matter how hard you work. Make time to connect with friends and spend some time outdoors—even if it's just walking to the library."*



## ADMIN LAW IN 20 SECONDS

Think admin law can't be explained in 20 seconds? Well it depends how fast you read...

When the government needs a decision-maker in a specialized area, or an area that requires quicker and easier access for applicants, like patented medicine price regulation (specialized area) or landlord-tenant matters (need easier access), the government can pass legislation creating an agency, board/tribunal, or commission (ABC) to make those decisions.

These ABCs weren't originally bound by the same principles and norms that bound the courts. But to ensure fairness and justice, they had to be bound by *something*. Since ABCs are created by individual acts, that meant that each ABC could have its own process. According to the courts, this posed a problem, since decisions made by ABCs could affect fundamental aspects of people's lives, but those decisions came with less transparency and accountability than the court process.

So, courts started to intervene in these decisions, creating the process of judicial review.

Judicial review isn't an appeal, because the jurisdiction to hear an appeal would have to be legislated.

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## ADMIN LAW IN 20 SECONDS

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But the courts said, "We need some way to ensure that justice has been done," and they used their constitutional jurisdiction to find a way to do so.

And it ballooned from there. The courts intervened; legislatures responded by telling the courts that it wasn't any of their business; the courts insisted that it was.

Judicial review developed as a process for determining that the ABC's decision-making process was fair and reasonable, because that's originally all the courts could do without a legislated basis for intervening further.

This back-and-forth is why we have the SCC setting out the framework for the standards of review in cases like *Dunsmuir* and *Vavilov* instead of legislation.

TL;DR: the standard of review is how closely the courts will scrutinize an ABC's decision on judicial review. What the standards of review entail has been rewritten multiple times because it keeps failing in practice.

Admin law is complex; not easily summed up in 20 seconds. Fortunately, there are books for that: *Administrative Law: Principles and Advocacy*, 4th Edition, *Administrative Law in Context*, 3rd Edition, and *Administrative Law: Cases, Text, and Materials*, 7th Edition.



## ONLINE RESOURCES FOR PARALEGAL STUDENTS

### PARALEGAL NEWS AND GUIDANCE

[emondxamprep.ca/topics/blog](http://emondxamprep.ca/topics/blog)  
[Iso.ca/becoming-licensed/paralegal-licensing-process](http://Iso.ca/becoming-licensed/paralegal-licensing-process)  
[opaonline.ca](http://opaonline.ca)  
[online-paralegal-programs.com](http://online-paralegal-programs.com)

### GOVERNMENT RESOURCES

CanLII: [canlii.org](http://canlii.org)  
e-Laws: [ontario.ca/laws](http://ontario.ca/laws)

### PARALEGAL FACEBOOK GROUPS

[facebook.com/groups/ParalegalsConnect](https://facebook.com/groups/ParalegalsConnect)  
[facebook.com/groups/ParalegalCorner](https://facebook.com/groups/ParalegalCorner)  
[facebook.com/OPNparalegals/](https://facebook.com/OPNparalegals/)

### LINKEDIN GROUPS

Paralegal Student Network: [goo.gl/fDROOa](https://goo.gl/fDROOa)  
Ontario Paralegal Association: [goo.gl/Ke6sBJ](https://goo.gl/Ke6sBJ)  
The Paralegal Group: [goo.gl/yLxTYA](https://goo.gl/yLxTYA)

## FREE LEGAL GLOSSARY

**Compendium:** Summary of material to be referred to at a hearing, designed for easy access by judge.

**Estreatment:** Proceeding an application brought by the Crown to collect the money promised by a surety when the accused breaches a condition or conditions of bail.

**Habeas Corpus:** A Latin term for the accused's right to be brought before a judge.

**Negligent misrepresentation:** a careless representation made by a defendant while having no reasonable basis to believe it to be true that results in foreseeable injury to another.

ACCESS THE FREE GLOSSARY:

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~~\$72~~ \$61

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## SECURING YOUR PARALEGAL FIELD PLACEMENT

One of the last requirements of your paralegal program will be to complete a 120-hour field placement, as required by the Law Society of Ontario (LSO). You will typically complete your placement within the last semester of your paralegal program. It is important to secure a placement that you find interesting as it will allow you to gauge whether that area is something you may want to consider pursuing in your future career. Here are a few brief tips you can utilize in securing your preferred placement.

**Start Early:** Getting started early allows you to be more selective in applying for positions that interest you before they become filled for the semester. You want to make sure that you are not in the position where you are left scrambling at the last minute trying to secure your hours with any placement willing to take you before the semester ends.

A great time to begin looking for your placement is once you feel settled within your regular coursework during your final semester. It is important to remember that even though you must secure your placement hours, you will still be expected to juggle this alongside your regular coursework.

**Use Your Program's Resources:** Your placement advisor is a great resource to utilize in gaining information about which firms are open to accepting field placement students. This resource allows you to review multiple opportunities and find which ones excite you without contacting individual firms to see if they are accepting students.

Another great resource you can utilize in finding a placement is to see if your school has an online career portal. Much like regular job posting websites, career portals allow prospective firms to post potential placement opportunities. This would allow you to scan what sorts of postings there are and apply to the ones you find exciting.

**Customize:** Once you gain a better idea of which placements you want to pursue, you should take the time to customize your resume and cover letter around those placements. Although time-consuming, customizing your cover letter around the specific placement and the area(s) they specialize in goes a long way in setting yourself apart from other applicants that utilize a generic template for every opportunity. A great way to refresh yourself on those relevant legal areas is to re-read your course notes and textbooks.

## NETWORKING TIPS

When meeting someone for the first time, it is useful to know yourself and your interests. The more clearly you can discuss your interests and professional goals, the greater the likelihood that people will remember you.

## EFFECTIVE ADVOCACY

Advocacy is the ability to effectively argue your position to a court or board. One of the best ways to learn effective advocacy is to observe advocates in action. Attend a court or board proceeding and make a point of approaching court staff and parties involved—you'll be surprised by how friendly they are. Full book: [emond.ca/wile3](http://emond.ca/wile3)

## LSO LICENSING EXAM PREPARATION

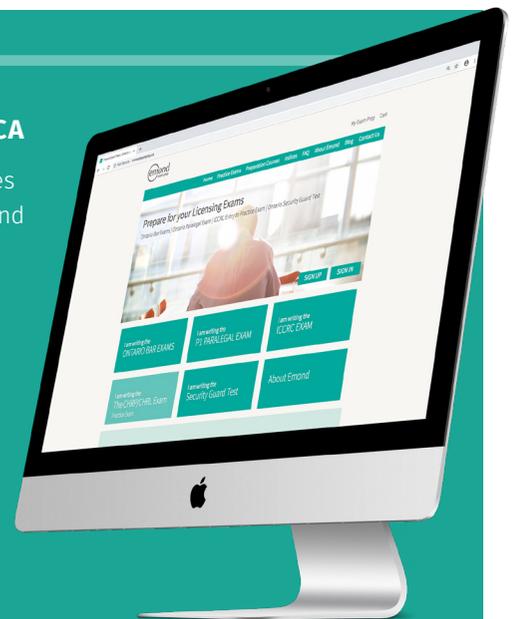
### REVIEW COURSES, PRACTICE EXAMS, AND ADVICE: [EMONDEXAMPREP.CA](http://EMONDEXAMPREP.CA)

To prepare for the LSO Licensing Exam, you must study approximately 1,000 pages of material and answer challenging and substantive ethical questions. With Emond Exam Prep's [practice exams](#) and [prep courses](#), learn strategies, tips, and exam requirements to help you succeed.



**120-question practice exams** with subject performance analytics, correct answers, and detailed explanations.

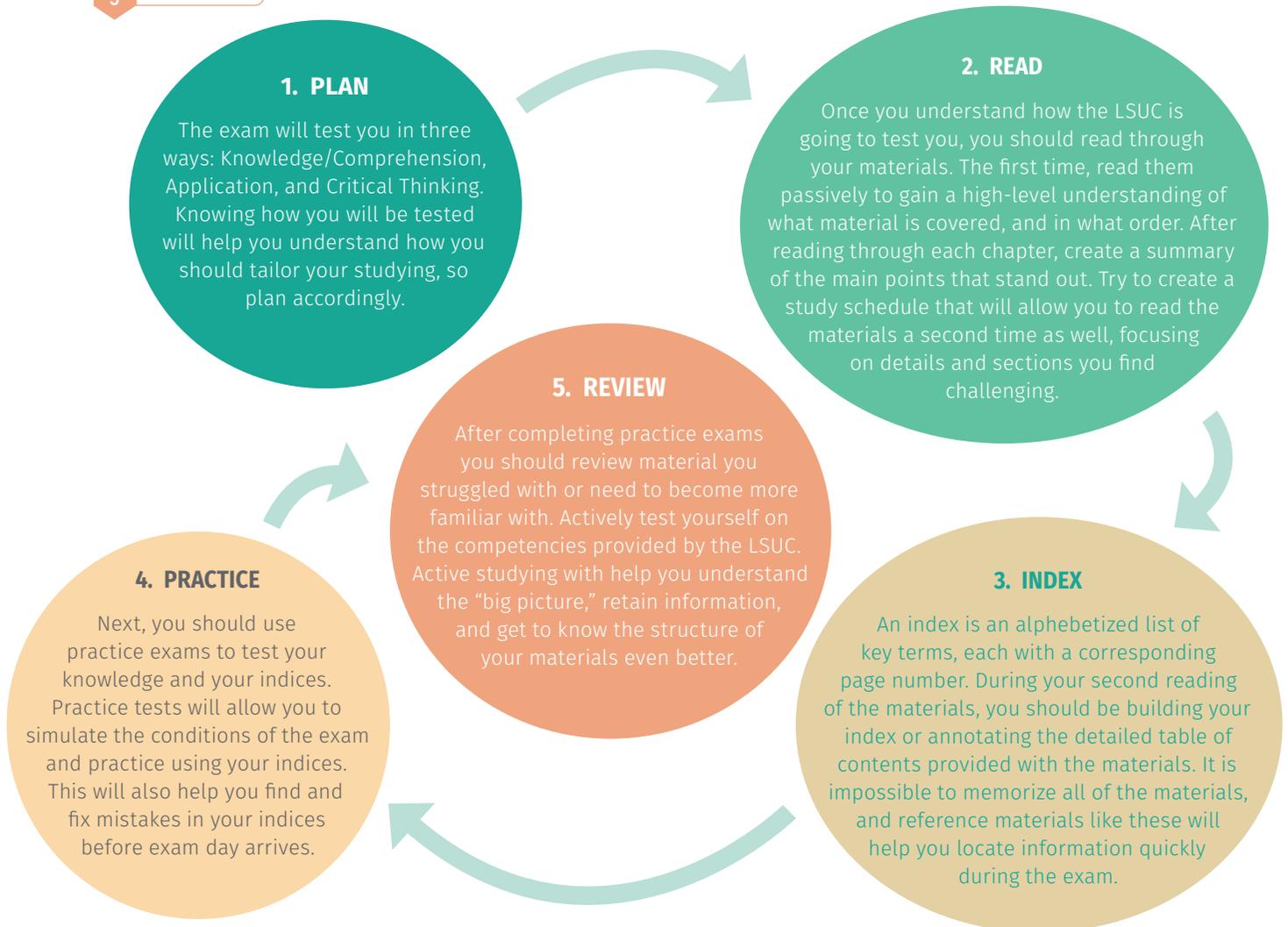
**18-hour online preparation course** with substantive lectures on paralegal competencies.



- 1 • Plan
- 2 • Read
- 3 • Index
- 4 • Practice
- 5 • Review

# SAMPLE STUDY PLAN: THE P1 LICENSING EXAM

PREPARING FOR THE P1 EXAM IS NO SMALL UNDERTAKING. YOU WILL RECEIVE HUNDREDS OF PAGES OF INFORMATION YOU’LL NEED TO KNOW AND A LIST OF COMPETENCIES YOU NEED TO POSSESS AS A PARALEGAL. WHILE IT MIGHT SEEM DAUNTING, THE FOLLOWING OUTLINE WILL HELP YOU OPTIMIZE YOUR STUDYING TIME.



## 1. PLAN

The exam will test you in three ways: Knowledge/Comprehension, Application, and Critical Thinking. Knowing how you will be tested will help you understand how you should tailor your studying, so plan accordingly.

## 2. READ

Once you understand how the LSUC is going to test you, you should read through your materials. The first time, read them passively to gain a high-level understanding of what material is covered, and in what order. After reading through each chapter, create a summary of the main points that stand out. Try to create a study schedule that will allow you to read the materials a second time as well, focusing on details and sections you find challenging.

## 5. REVIEW

After completing practice exams you should review material you struggled with or need to become more familiar with. Actively test yourself on the competencies provided by the LSUC. Active studying will help you understand the “big picture,” retain information, and get to know the structure of your materials even better.

## 3. INDEX

An index is an alphabetized list of key terms, each with a corresponding page number. During your second reading of the materials, you should be building your index or annotating the detailed table of contents provided with the materials. It is impossible to memorize all of the materials, and reference materials like these will help you locate information quickly during the exam.

## 4. PRACTICE

Next, you should use practice exams to test your knowledge and your indices. Practice tests will allow you to simulate the conditions of the exam and practice using your indices. This will also help you find and fix mistakes in your indices before exam day arrives.

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### EMOND EXAM PREP

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## INSPIRATION

“Education is the most powerful weapon which you can use to change the world.”

– Nelson Mandela

“Our industry is based on the law, our ability to interpret the law, and our ability to stand strong and ethical in the face of temptation. Don't back down, for anything or anyone.”

– Jennifer Elliott