

This program contains 2 hours Professionalism Content

Legal Writing for Students and New Lawyers: Writing Effective Memoranda of Law

Wednesday, October 3, 2018

5:15 – 7:15 p.m. (Registration at 5:00 p.m.)

TLA Lawyers Lounge, 2nd Floor, 361 University Avenue Court House

[Register online now](#) or complete this registration form and return with payment

Students and new lawyers are frequently asked to write memoranda of law for lawyers and/or their clients. The purpose is to answer one or more questions based on a specific set of facts arising from the client's situation. A memo thoroughly analyses the germane law, applies it to those facts and arrives at a conclusion. The ability to write an effective legal memorandum is an essential skill early in one's legal career.

Of course you know how to write a legal memo. But writing a clear, useful and powerful memo is more challenging and presents an opportunity for you to excel and stand out. Learn how to improve your memo-writing skills in this hands-on program. You are encouraged to submit in advance your writing samples. (You may remain anonymous and all confidential information must be removed.) Parts of some samples will be used as a teaching tool. There will also be a Q&A at the end.

Writing samples may be sent before October 1st to: info@tlaonline.ca (personal identifiers will be removed).

Speakers:

Mark Gannage, Litigation Solicitor, Toronto

Neil Guthrie, Director, Professional Development, Research & Knowledge Management, Aird & Berlis LLP, Toronto

Registration Fee:

Articling Members \$45.00 + HST (\$5.85) = \$50.85; Members \$90.00 + HST (\$11.70) = \$101.70

Non-Members \$120.00 + HST (\$15.60) = \$135.60

No refunds after September 26, 2018. An administrative fee of \$25.00 will be applied to all cancellations.

Snacks and refreshments will be provided. Space is limited, no walk-ins.

[Register online now](#) or complete this registration form and return with payment.

Registration info 

TLA NUTSHELL REGISTRATION FORM

Event: **Legal Writing for Students and New Lawyers: Writing Effective Memoranda of Law**

Name: _____

Firm: _____

Address: _____

Email: _____ Phone: (____) _____

(for registration confirmation & receipt)

Payment

HST # R106989569

I am enclosing a cheque for:

\$ 50.85 (TLA Articling members) or \$ 101.70 (TLA members) or \$\$135.60 (Non members)

Or please charge my credit card: **Visa** **Master Card** Total amount: _____

Card number: _____ Expiry date: ____/____

Name on Card: _____ **CVV2:** _____


Forward cheque payable to:


The Toronto Lawyers Association, Court House Library, 361 University Avenue, Toronto Ontario M5G 1T3

*Photo Release

The Toronto Lawyers Association (TLA) reserves the right to use any photographs and/or video content taken by them during this event. By registering for this event, you hereby acknowledge and agree that the TLA may photograph and/or videotape you at this event, as well as use this media content for future educational and promotional activities/materials, without further notification or any compensation to you. You also acknowledge and agree to waive any right to inspect or approve future educational and promotional materials that may include photographs and/or video content of you. If you have concerns regarding the use of photographs or video content, please contact us at info@tlaonline.ca.

 events@tlaonline.ca

 Fax: 416-947-9148

 Phone: 416-327-5700

Web: www.tlaonline.ca