



# Civil Litigation for New Lawyers, Students & Paralegals

## Written Materials from ACTLA’s November 2018 Half-Day Seminar

Paper	Author/Presenter
<b>ELECTRONIC RESOURCES IN THE LITIGATION OFFICE*</b> (PowerPoint – 18 slides)	Shelagh McGregor & Jolène Davies; Craig Gillespie & Dee-Anne Kuyten
<b>DOCUMENT MANAGEMENT*</b> 1. Document Production (14 pages) 2. Document Production – A Primer (PowerPoint – 16 slides)	1. Maia Tomljanovic & Craig Gillespie 2. Shelagh McGregor & Jolène Davies; Craig Gillespie & Dee-Anne Kuyten
<b>QUESTIONING PREPARATION*</b> 1. How to Prepare for Questioning (58 pages) 2. How to Prepare for Questioning (PowerPoint – 12 slides) Transcripts: Questioning Transcript – Defendant Doctor (7 pages) Questioning Transcript – Defendant Witness (11 pages) Trial Transcript – Defendant Witness (9 pages)	1. Craig Gillespie 2. Craig Gillespie & Shelagh McGregor
<b>WORKING WITH YOUR ASSISTANT: “HELP ME HELP YOU!”*</b> (PowerPoint – 18 slides)	Dee-Anne Kuyten & Jolène Davies
<b>MANAGING CLIENT EXPECTATIONS</b> 1. Paper (8 pages) 2. Paper & PowerPoint (11 pages plus 13 slides)	1. Barbara Stratton QC (8 pages) 2. Medina Shatz (11 pages)
<b>TRIAL PREPARATION</b> 1. Practical Trial Preparation for New Lawyers and Support Staff: How to Make your Trial Judge Happy (8 pages plus 19 PowerPoint slides) 2. Trials & Tribulations: Tips for Trial Prep (PowerPoint – 49 slides) Precedents: Litigation Plan (5 pages) Case Management – Litigation Plan (2 pages) Issue for Trial (2 pages) Case Chronology (3 pages) Financial Disclosure (8 pages) Child Support Calculations Chart (2 pages) Annotated Book of Authorities (3 pages) Trial Exhibit Book (3 pages) Proposed Agreed Book of Exhibits (1 pages) Trial Binder Index (1 page) Court File Index (1 page) Trial Schedule – Precedent (3 pages) Tip Sheet for Witnesses Giving Evidence at Trial (4 pages) List of Exhibits at Trial (1 page) Relief Sought- Summary for Judge and Counsel at start of trial (2 pages)	1. Elisa Frank 2. Tracy C. Brown

\* Reprinted from the 2015 ACTLA seminar *Civil Litigation Essentials for Lawyers and Assistants*



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