

Section A Professionalism, Procedures & Practice

Introduction

It is all about maintaining the public's trust in the legal profession and your clients' trust in your firm. The issue lies not only with the lawyers and the support staff; it extends to you as the office manager. In fact, you are the vital cog who makes sure the firm is running smoothly, that the firm meets its obligation to its clients, regulators and to society as a whole.

Knowing what the expectations are and establishing the processes to make sure that these are met are two of your key responsibilities.

As you know, law offices are governed by rules and regulations of the Law Society of British Columbia (LSBC). The primary responsibility of LSBC under the provincial *Legal Profession Act* is to protect the public interest in the administration of justice. LSBC sets and enforces standards of professional conduct for lawyers which are designed for the protection of the lawyers to help them run their practice with credibility and integrity. These standards extend to you as well.

Additionally, law firms like all businesses have to comply with the laws and other requirements set out by the appropriate Canadian, provincial and municipal bylaws.

You must become familiar with these standards and incorporate them into their everyday performance. You should also study and comply with all ethical guidelines of bar associations and law societies which apply in their own jurisdictions. Furthermore, you must take the lead in communicating these policies and procedures to everyone in your firm.

Finally, it is up to you to make sure that you have a systematic way of ensuring the compliance, measurement and review of these standards.

Self Study Review Tapes Basic Law Office Management

Marco Cascella



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