10 Rules for Avoiding Liability Claims

1. Review accuracy and sufficiency of your due date reminder system on a regular basis.

2. Review clerical work.

3. Manage client expectations from the start of the relationship.

4: Document your activities and client communications, subject to the privilege concern.

5. Maintain regular, open communication with client.

6. Be watchful for conflicts of interest and deal with them promptly.

7. Manage your practice.

8. Watch for “orphans” — the neglected files.

9. Stay informed.

10. Dispose of the “problem client” as early as possible.

Prepared by Timothy M. Lowman LL.B.
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Sim, Hughes, Ashton & McKay LLP