

Succession Planning: What to do if you still have time to prepare!

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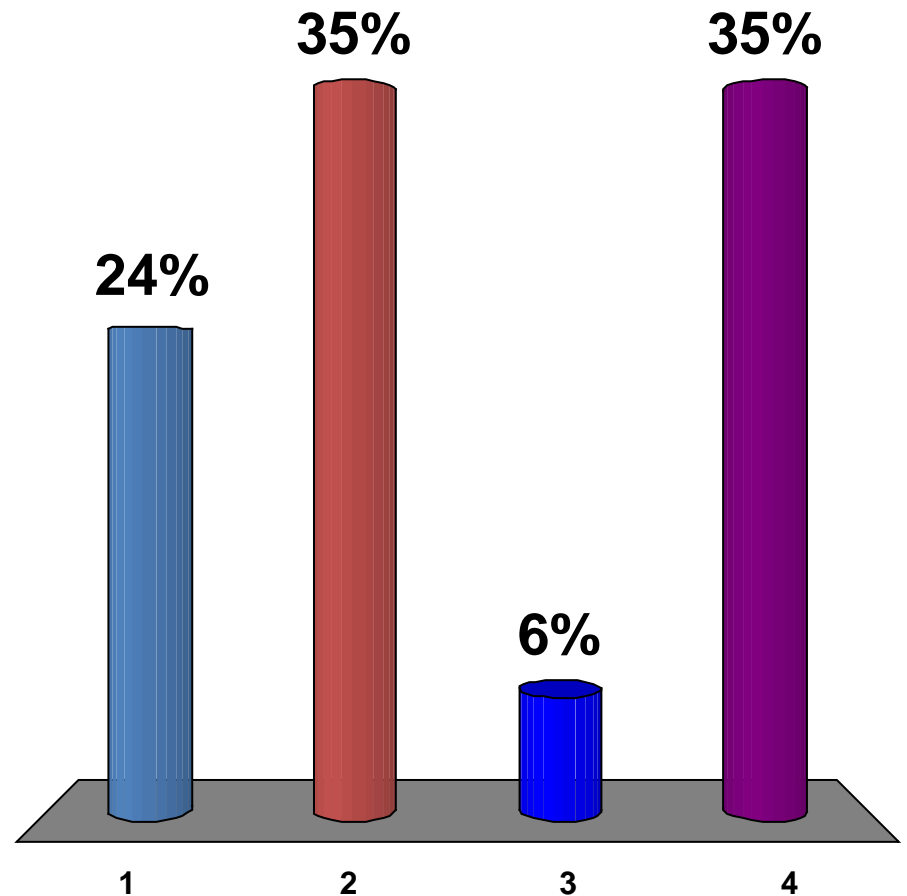
This session is interactive!



- Ask questions
- Make comments
- Provide suggestions and ideas
- Let's share and compare so we can all benefit!

My succession plan involves:

1. Selling my practice
2. Hiring a successor lawyer
3. Having multiple children
4. Working until I die



Today we will look at ...

- Successor lawyer
- Office and file organization
- Trust accounts
- File retention and destruction
- Insurance
- Financial planning

SUCCESSOR LAWYER

- Marketing
- Advertise!
- Volunteer your time



SUCCESSOR LAWYER

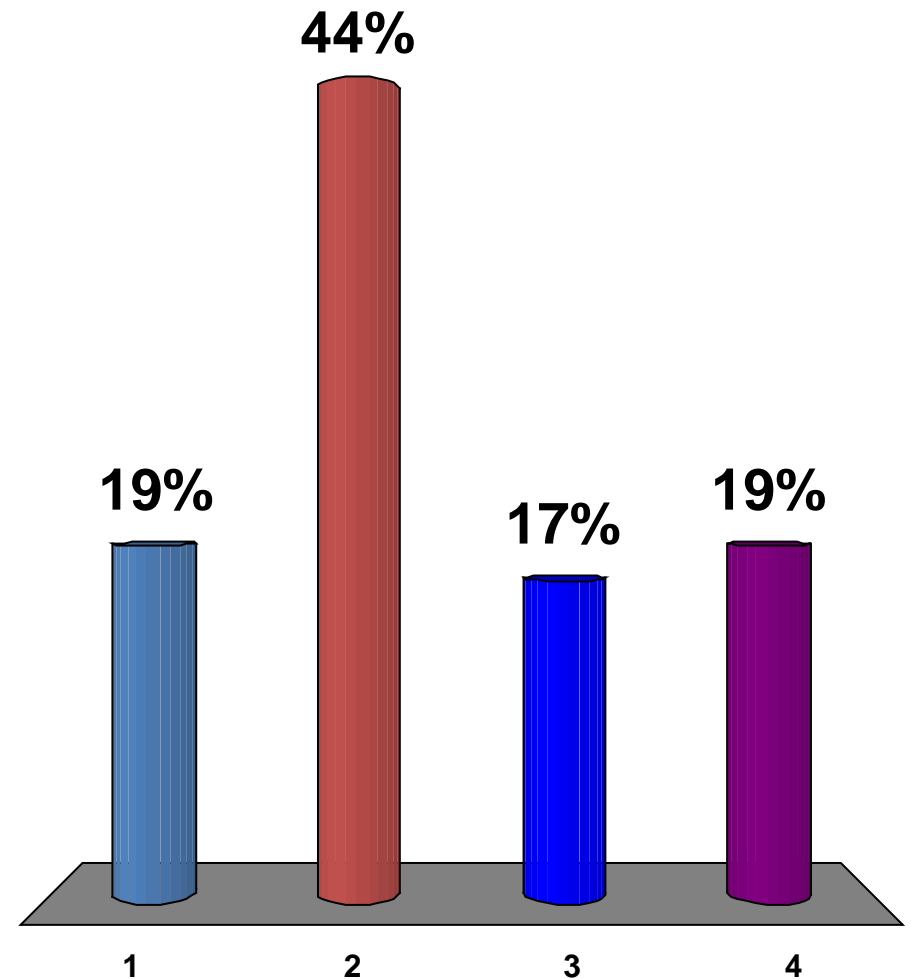
Draft an agreement to include:

- Compensation and remuneration
- Duties and responsibilities
- Claims and complaints
- Staffing



How often do you cull your files?

1. Always
2. When I think of it
3. When my secretary thinks of it
4. Never



OFFICE AND FILE ORGANIZATION

Office manuals ensure consistency, uniformity, and efficiency!

If you won the lottery tomorrow – would your replacement know what to do?



OFFICE AND FILE ORGANIZATION

An office manual should include:

- Where closed files are kept
- Which files are active and which require immediate attention
- Software – what is being used?
- Bank account information

OFFICE AND FILE ORGANIZATION

Office procedures to capture in the manual:

- Culling files;
- How is information saved – both electronically and physically;
- File storage

But the lists go on ...



TRUST ACCOUNTS

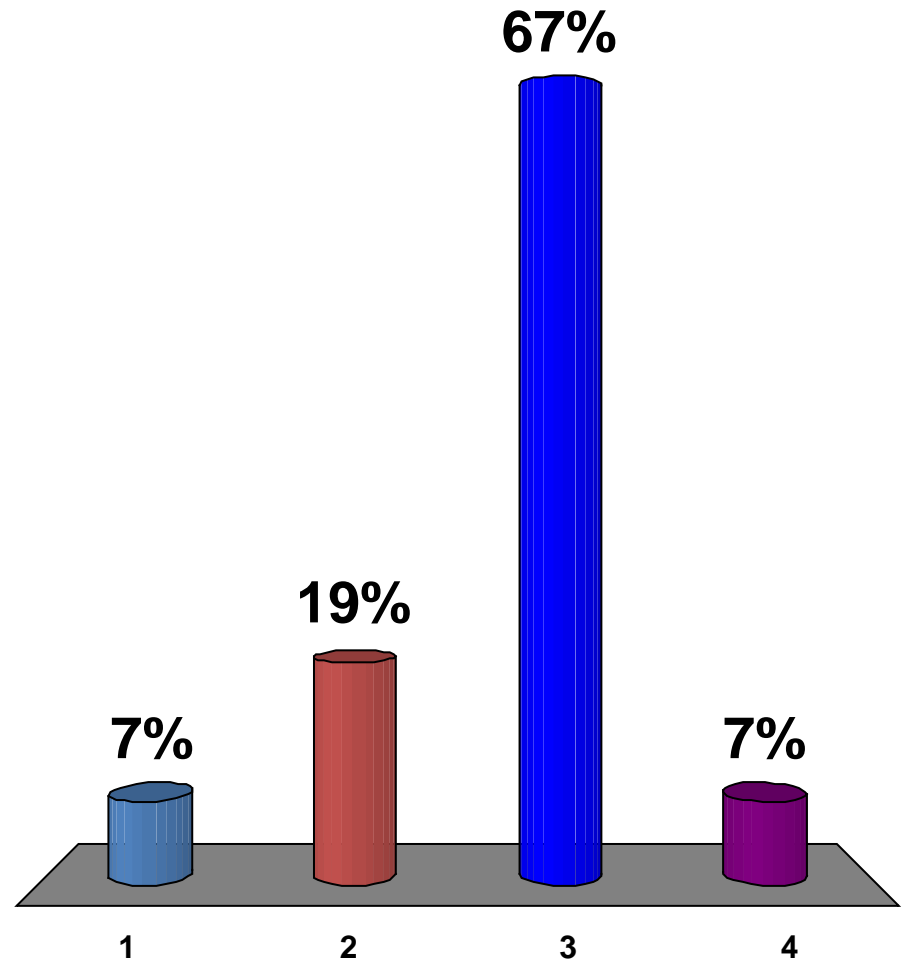
Succession planning = good business practice

- Regularly reconcile your accounts
- Comply with regulatory monitoring and reporting requirements



My file retention plan involves:

1. Scanning all documents
2. Shredding all documents
3. Culling as appropriate
4. Matches



FILE RETENTION AND DESTRUCTION

KEEP THE FILE, THROW NOTHING OUT!
(Or keep the file, but not everything
in the file needs to be kept ...)

- Recreating a file should a claim arise –
Limitations of Actions Act versus
discoverability
- Check regulatory requirements!



FILE RETENTION AND DESTRUCTION

Create a policy!

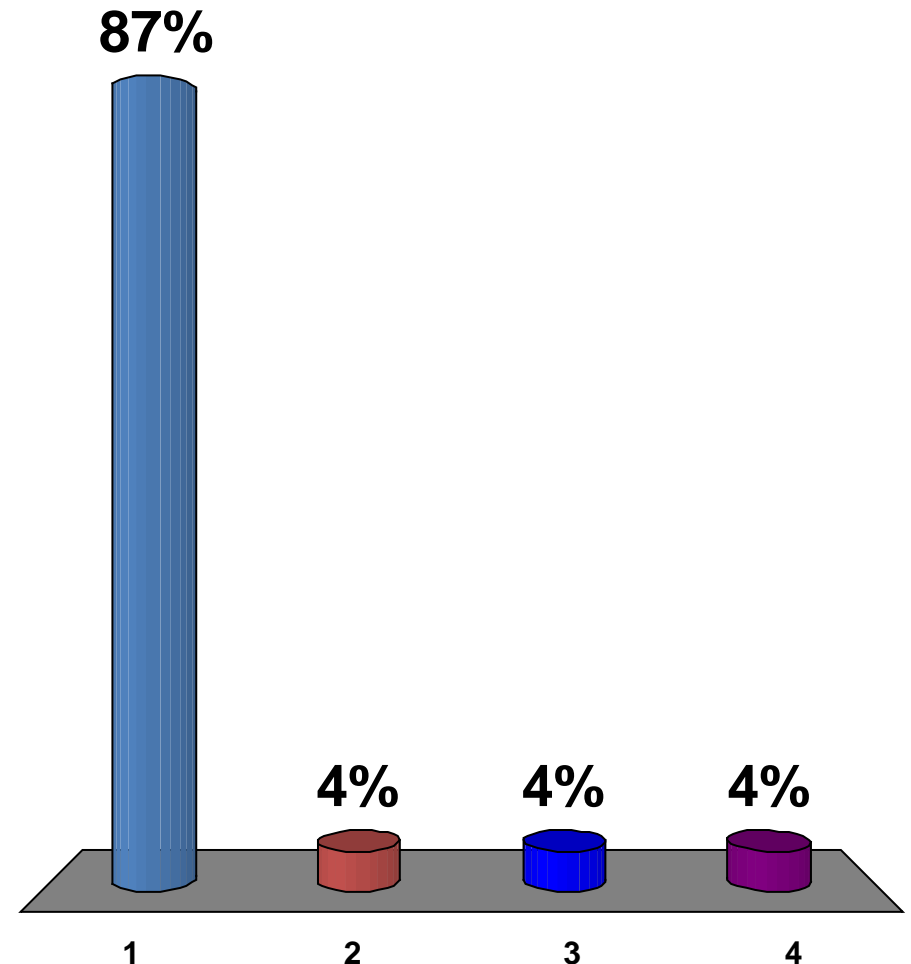
It should include:

- How to save paper and electronic documents
- When it becomes effective
- Is it retroactive?
- Naming conventions
- File destruction procedures
- How to cull your files



In my office, a “record” is:

1. Any document created in any medium
2. Only “Word” documents
3. Whatever my secretary types
4. 12 inches of vinyl



FILE RETENTION AND DESTRUCTION

When culling files, what should you keep?

- Advice given to clients
- Instructions received from clients
- Decisions, orders, and judgments
- Trust account and CRA requirements



INSURANCE

Personal Life

Provides a cash benefit, tax free, to your beneficiaries when you die:

- Duration of coverage
- Amount of insurance
- Cost over time
- Cash value
- Term versus permanent



Do your homework!

INSURANCE

Disability and Business Insurance

- Protection against lost income should you become incapable of working for a period of time.
- Protection of assets against loss
- Canadian Bar Insurance Association



INSURANCE

Liability Insurance

- CLIA Voluntary Excess Program (VEP) provides extra coverage should a claim exceed primary mandatory limits
- Available to retired lawyers
- Contact your local liability insurer for more information on this product





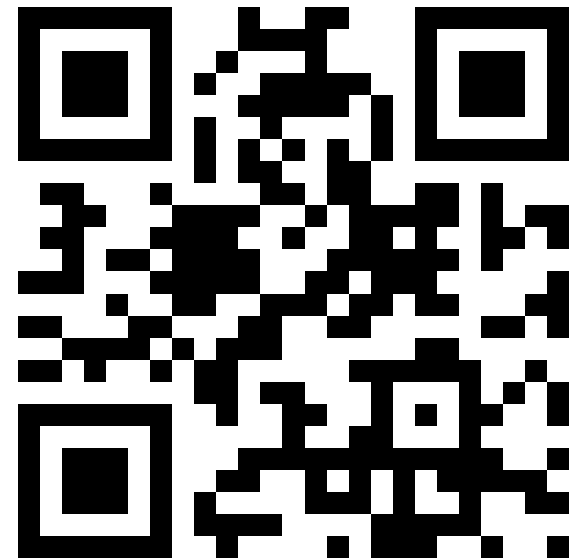
FINANCIAL PLANNING

Further questions? Contact:

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