

Get Organized / Get Focused / Get Ready!

Fight the Paper – Organize your Digital Matter File!

Thursday, November 4, 2021 | 12:00 noon - 1:15 p.m. | Video Webinar

REGISTRATION FORM

NAME

FIRM OR ORGANIZATION

PHONE

EMAIL

REGISTRATION FEE (includes electronic materials and 30 day access to the video recording of the program)

Registrant
(Lawyer/Legal Staff)

\$85.00 + 4.25 (5%) GST = **\$89.25**

Student

\$42.50 + 2.13 (5%) GST = **\$44.63**

PAYMENT INFORMATION

NAME ON CARD

VISA / MASTERCARD / AMEX #

EXPIRY DATE

SIGNATURE

GST Registration No. 107604357

Total

Plus GST (5%)

Amount Due

MAKE CHEQUES PAYABLE TO:

THE LAW SOCIETY OF MANITOBA

CANCELLATIONS:

If you are unable to attend, please give as much notice as you can.

If you provide notice **5 working days** or more before the date of the program, a full refund will be issued. If less than 5 working days' notice is provided **NO** refund will be issued; however any materials will be sent to you. Registration for all programs is transferable to another eligible person.

INVOICES and RECEIPTS:

Invoices and receipts will NOT be provided unless specifically requested.

PROGRAM CHANGES:

We will make every effort to present the program as advertised but changes to speakers, content, dates and venue may be necessary.

VIDEO WEBINAR:

Registrants will receive an email prior to the day of the program with detailed instructions on how to connect for the web presentation.

MB MEMBERS:

This program may be reported for up to 1.25 hours of eligible CPD activity, and 1.25 hours of EPPM.

EMAIL, MAIL OR FAX THIS FORM TO:

The Law Society of Manitoba

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Winnipeg, MB, R3C 0M6

Ph: 204.926.2035 **Fax:** 204.956.0624

Email: cpd@lawsociety.mb.ca



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In order to efficiently process emails and complete daily tasks, you must be organized!

If your digital files are a mess and information is scattered all over the place, you will never be efficient. Emails can't be stuck in your inbox and your documents can't be kept in multiple locations.

In this session, you will learn how to create a 100% complete and organized paperless digital matter or case file. This will ensure you have the information available at your fingertips to answer questions efficiently.

Out of Town Presenter:

Paul Unger, Esq., *Affinity Consulting*

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(Lawyer/Legal Staff)

Student: **\$42.50** (plus GST) per person