

Choosing Legal Representation

Guide

best practices in finding the right representative.

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Reader Acknowledgement



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How do I know if a Paralegal can assist me ?



Does my matter require the support of a Paralegal or a Lawyer?

Licensed paralegals have a specific areas on what they may practice, whereas lawyers may assist in an area of law. It is important to confirm what specialties certain paralegals and lawyers may have before consulting a representative for support.

Paralegals may assist with your matter and researching what services the paralegal may provide is part of your own due diligence in choosing the right representative.

Costs in hiring a paralegal differ, however affordable and provide additional access to justice. To find out more about the scope of practice of licensed paralegals in Ontario, visit the Law Society of Ontario's website [here](#).



How does a paralegal advocate on my behalf?

Once you have confirmed that you will be retaining legal representation, Paralegals can be found in many ways including online searches, referrals and via the Law Society of Ontario website in the search directory feature.

Paralegals can provide services such as, however not limited to:

- Ontario Court/Tribunal advocacy
- Notary Services
- Investigations
- Legal document review/drafting
- Commissioner for Taking Affidavits

Should you find yourself with a legal issue, a Paralegal can assist by:

- Reviewing your application
- Drafting claims
- Attend court/tribunal appearances with you or on your behalf depending on the proceedings
- Communicate with other parties on your behalf
- Draft submissions on your behalf

and more...





How do I hire a Paralegal?

Steps

1



Do your research.

Search for the paralegal that supports the type of matter you need legal support with.

2



Call or email the paralegal firm you wish to work with.

Fill out an online form, email or call to book a consultation.

3



Book a consultation.

Once you book a consultation, you can prepare by putting your documents together and identifying what legal support you require.

TIP:- You may confirm the Paralegal is licensed, contact information and whether the Paralegal is in good standing with the Law Society of Ontario by doing a search on the LSO directory [here](#).



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