

**JEREMY CAISSIE:**

**PRACTICE CONDITIONS SUMMARY**

1. At any time, at the discretion of the Law Society of Saskatchewan, the Member agrees to participate with Practice Management Advisor, Brent Gough, in a Law Office Management Review to assess the problems and deficiencies in his practice management and come up with a written plan to address and improve same.
2. The Member must practice under the supervision of another practicing member or members of the Law Society of Saskatchewan, approved by the Chair of the Professional Standards Committee and under a plan of supervision and both the supervisor(s) and the plan of supervision must be approved by the Chair of the Professional Standards Committee.
  - a. In the event the Member wishes to change his approved practice arrangement or supervising lawyer, The Member must obtain the approval of the Chair of the Professional Standards Committee for the change. All of the preceding terms and conditions continue to apply to me at my new location.
  - b. The Member must present the supervising member(s) with a Practice Management Improvement Plan (at my own cost), which Plan will be developed in consultation with the member(s), for approval by the Chair of the Professional Standards Committee. The Member will work with the Chair to make any adjustments or revisions to the Plan as may be required by the Chair.
3. The Member will compile a list of all open files with date opened and status of the matter, and provide same to the supervising member(s). The Member will identify any matters which are the subject of delay or dilatory practice such that the client may be upset and/or prepared to complain and report same to The Law Society of Saskatchewan immediately. The Member will immediately identify any potential negligence claim and report same to his insurer.
4. The Member will work closely with an approved Administrative Assistant provided to the Member by Miller Thomson LLP to assist in the organization, management and administration of his practice. It is acknowledged that his Administrative Assistant will report regularly respecting any issues or concerns with my practise to his supervising member(s) or to Miller Thomson LLP management.
5. That the Member will report to The Law Society of Saskatchewan and to SLIA any potential claims, complaints or conduct issues including, but not limited to, those files where there are ethical concerns, concerns about dilatory practice, concerns about misleading clients or any other party or counsel, or any matters similar to the matters that are the genesis of this process and that have already been reported.
6. That the Member's supervising member(s) have undertaken to take direct responsibility to supervise his practice and to check regularly on his practise generally and to report to the Law Society of Saskatchewan in respect of his practise particularly in respect of concerns about practise and file management and to confirm that there are no dilatory issues or other problems. The Member will work cooperatively with the supervising member(s) and

acknowledge that the Member must immediately report any matters of concern to the supervising member(s) and to The Law Society of Saskatchewan and/or SLIA.