

LAWYER: _____

DISBURSEMENTS

File Name	Date	Disbursement Details	Amount	Cheque #	Invoice Client



CANADIAN ENVIRONMENTAL LAW ASSOCIATION
L'ASSOCIATION CANADIENNE DU DROIT DE L'ENVIRONNEMENT

see CMT program

April 6, 1998

TICKLER SYSTEM

The Tickler system at the Canadian Environmental Law Association can be described as follows:

1. Central Tickler System

- (a) A central computer tickler system shall be maintained at CELA.
- (b) A clinic secretary will be designated responsible for filing all ticklers and reminding staff of ticklers as they arise.
- (c) All limitation dates, court/tribunal appearances for every client file must be given to the clinic secretary.
- (d) The tickler system will include information on tickler date, due date, staff, file name and a brief description of the matter requiring attention.
- (e) The clinic secretary will give periodic reminders to staff until there has been confirmation by staff that the matter has been attended to.
- (f) The clinic secretary will routinely make a computer back-up of the tickler files.

2. Individual Tickler System

Each lawyer and CLW shall maintain a proper desk calendar remainder system in conjunction with the central tickler system.

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