

The art of briefing counsel

Thursday 18 July | 12.30-1.30pm
Online

Overview

The decision to brief counsel can be tricky. And once the decision is made, how can you brief that barrister for optimal effect and value for your client? This session considers the briefing process from start to finish including the decision to brief, the content and format of the brief and communication with counsel throughout the matter. You will gain many tips and tricks like consideration of hard copy and e-briefs, the extent of observations, document management in small and large matters, fees, estimates and client management. This essential session will help you to better plan, communicate and draft your brief. Reducing time and costs when briefing out work and ultimately supporting the best outcome for your client.

1 CPD Point



ESSENTIALS

12.20pm **Registration**

12.30pm **The art of briefing counsel**



This session considers the briefing process starting from the decision to brief, the content and format of the brief and finishing at communication with counsel throughout the matter. It will offer many tips and tricks including a discussion on:

- consolidation of hard copy and e-briefs
- the extent of observations
- document management in small and large matters
- fees and estimates
- client management.

Presenter: **John Peden QC**, Barrister, Queensland Bar and Member, Queensland Law Society Commercial Litigation Specialist Accreditation Advisory Committee

Host: **Renee Fitzpatrick**, Solicitor, Queensland Law Society

1.30pm **Close**