



BARRISTERS SOLICITORS

Reynolds
Mirth
Richards
& Farmer LLP

*ARTICLING
STUDENTS*

*Q's
&
A's*

To help you select the law firm best suited to your needs, here are the answers to questions commonly asked by articling students. These responses are not “carved in stone” as each student is an individual with a unique experience, but they are a realistic guide and an indication of what you can expect at RMRF.

1

What is the articling structure of RMRF?

At RMRF you will be assigned two principals, usually one barrister and one solicitor, to ensure that you will have the opportunity to gain experience in all areas of a general law practice. Traditionally RMRF takes two - three students per year. At RMRF you will, in essence, article with the entire firm, working with all the associates and partners, although your principals are expected to ensure the completeness of your articles.

2

What are my chances of staying on with the firm after completing my articles?

Very good. We view the articling process as a serious commitment to you; however, it is also an opportunity for us to select future associates and partners for our firm.

3

How does one become a partner in the firm?

Associates who have been with the firm for five or six years after being admitted to the bar are considered for partnership. RMRF does not have a two-tier system whereby lawyers stay with the firm indefinitely as associates (although in appropriate circumstances that could happen). If, for whatever reason, you are not suitable for partnership in the firm, the firm will let you know as soon as possible so you can plan your future accordingly.

4

What is the starting salary for articling students and associates?

RMRF offers salaries and benefits that are very competitive. Salaries are comparable to, or slightly above, most others in the Edmonton market. The benefits package includes medical, dental, life insurance and long term disability.

5

What is RMRF's growth policy?

RMRF has a steady, gradual growth policy. We look at our articling students as the foundation for our expansion.

6

What is the vacation package for students, associates and partners?

As an articling student you can expect two weeks vacation immediately after being admitted to the bar. In the next calendar year, as a new associate you are entitled to four weeks vacation and once becoming a partner, you will have six weeks annual vacation. In addition, the firm has a sabbatical policy of three months leave for partners and has granted education leave and other leaves of absence to associates and partners on request. Our policy on leaves is to remain as flexible as possible in order to respond to your individual needs.

7

What is the parental leave policy?

The firm's policy in this regard is variable depending on length of employment and whether one is a partner or an associate.

8

How many billable hours are students and lawyers expected to log per year?

RMRF has no minimum billable hours expectation for articling students, as the firm encourages the educational process during the articling year. Students are required to complete time sheets to become familiar with the process and to track activity levels. Associates and partners are expected to achieve 1400 billable hours a year. However, in the first two years of associateship there is a reduced requirement for billable hours, with a time allotment dedicated towards education and training.

9

Will I be expected to bring my own clients to the firm?

The firm does not expect you, as a student or junior associate, to bring clients to the firm; however, you will be expected to learn about, and participate in, client development activities.

10 What other expectations are placed on associates and partners?

RMRF encourages lawyers to become active in the community and in their profession. You may choose to be active in various community, political, business or charitable associations or you may want to eventually teach courses in law.

11 Does the firm pay student and lawyer fees for the Law Society of Alberta, The Canadian Bar Association and Bar Admission fees?

Yes, the firm pays Law Society fees and Bar Admission fees for students, and upon admission to the bar, the firm will also pay your Canadian Bar Association fees.

12

What are the secretarial arrangements for a student?

Generally a student will share an assistant with a lawyer.

13

What is the working atmosphere like?

RMRF is committed to providing quality legal service using all the resources in the firm. The partners believe in an open door policy and a team concept is in place to provide ongoing support to lawyers and their clients. The team approach allows junior lawyers and students an opportunity to be exposed to a variety of clients and areas of law. A student is treated as a professional from his or her first day with the firm.

14

Will I have contact with clients?

Absolutely! The ability to relate to clients is seen as an important skill and one that must be tested to determine suitability for staying on with the firm. You will have opportunities to meet clients with other lawyers from the firm and on your own.

15

What about ongoing education?

All students and lawyers are encouraged to attend educational seminars at the firm's expense. Professional development seminars are offered within the firm for students and junior lawyers. Business development training is provided within the firm as well. When appropriate, lawyers and students may also attend relevant seminars or conferences held outside of Edmonton.

16

Is it all work and no play?

Firm activities include a variety of social and sporting activities with both clients and staff. The partners fund a student and associates' luncheon once a month and students and lawyers are encouraged to attend informal get togethers including the annual golf tournament, office coffee breaks and Friday after work "socials".

17

Where is the firm located?

RMRF's offices are on the 31st and 32nd floors of Manulife Place in the heart of downtown Edmonton. Parking and shopping facilities are available in the building as is a physical fitness centre at minimal cost. There is easy access to the Court House, City Hall, Land Titles, Canada Place and numerous restaurants and shops.

Firm Administration:

In our goal to provide the service necessary to meet our clients' needs, we have assembled a staff of approximately 50, including trained paralegals, Legal Assistants, an Administration and Human Resource Manager, a Systems Manager, Manager of Accounting and a Client Services Director. All of these people work closely with the lawyers and students to provide support and services to clients.

Technology

Each lawyer, student, and member of the support staff has his/her own computer. Our office is fully operational in a web-based environment; all the firm's computers are fully networked allowing access to legal documents, electronic mail, the accounting department, the Internet, Alberta Online, Quicklaw and Statutes of Alberta.

Firm Publications

Legal Update:

A newsletter covering a wide variety of legal topics is produced periodically for clients and other interested parties.

A number of other bulletins dealing with health, banking, local government issues, labour and employment issues, construction law and personal injury matters are produced for specific target markets. Students and lawyers contribute articles for these publications.