

**CHRISTINE HICKEY***Paralegal*

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Areas of Practice

Insurance, Construction, Labour & Employment.

Representative Work

Involved in most aspects of an insurance claim from the initial receipt of the file materials through to completion of the claim. This includes:

- Reviewing all file materials, drafting preliminary opinions and chronologies, preparing pleadings, interviewing parties, and preparing briefs;
- Preparing for and attendance at examinations for discovery;
- Extensive use of Summation database software to assist in the management of large litigation files;
- General file management, fact collection and extensive document disclosure including electronic document issues, legal research and analysis, preparation of pleadings, witness interviews and mediation preparation; and
- Full time management of the litigation including all document gathering and management, daily correspondence, monitoring repairs and preparing the legal matter for mediation and/or trial.

Involved with the Ministry of Finance's Building Envelope Program ("BEP") which handles the investigation, repair and litigation associated with building envelope failures on schools throughout British Columbia.

Drafting employment contracts, researching and preparing Attendance Management Programs and researching labour relations issues.

Profile

Christine Hickey is a Paralegal with Clark Wilson LLP's Insurance, Construction and Labour & Employment Practice Groups.

Christine Hickey obtained a Bachelor of Arts (Honours) degree in 1996 from the University of Saskatchewan and a Legal Assistant/Paralegal Diploma in 1999 from Capilano College.

CHRISTINE HICKEY

Before joining Clark Wilson in 2002 as a paralegal in the litigation department, Christine worked extensively in the area of insurance law.

Memberships & Associations

Director, Canadian Association of Paralegals (CAP) (2006 to present)

Director, Vice President, Newsletter Editor and Certification Committee member, BC Paralegal Association (2004 to present)

Capilano College student representative, BC Association of Legal Assistants (1999 – 2000)

Professional Development

Summation database training (2007)

Vancouver Community College: Fundamentals of Real Estate Law (September 2005)

Continuing Legal Education Courses: Strategic Legal Writing, Introduction to Mediation, Advanced Internet Research, Advanced Issues in Civil Litigation for Legal Support Staff, Litigation Skills – Document Discovery, Drafting Outlines for Chambers, Civil Litigation Conference 2005, Small Claims Procedures, Employment Law, and Self Regulating Professions