Nishnawbe-Aski Legal Services Corporation
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Nishnawbe-Aski Legal Services Corporation
Attention: Accounts Payable
138B Mission Road
Fort William First Nation, ON P7J 1K7
Tel: (807) 622-1413 Fax: (807) 622-3024

Leave Requests

003584

Name	End Date
Sarah Munsch	2023-06-04
Type	**Hours**
Lieu Time	11.00
Start Date	**Format**
2023-06-04	Accumulated

Notes

Lieu Time accumulated:

June 3rd - 6 hours
June 4th - 5 hours

(See email sent June 4th)

There were a few clients I had tried to reach this week that responded this week-end unexpectedly, so I called them back to avoid having to ask Kevin, and this added a bit more to my to-do list. I also had about one dozen client files that I needed to send detailed notes + documents to Kevin Romyn and the RJ Program about in order to keep their matters on track.Lawyers often have access to sensitive information such as client disclosure and court dockets. We are not meant to keep this information once we no longer need it, so I spent quite a bit of time going through my inbox (and sent folder) to make sure I wasn't accidentally hanging on to information I was not supposed to keep. I also had a bit of time sensitive research to complete yesterday which took a bit longer than anticipated. I also wanted to make sure that all client documents and detailed notes (not just for the files I transitioned to Kevin or the RJ Program) were on our legal database (Sharepoint) before deleting documents, so there were several steps involved before closing outstanding files.

Status

Approved

Authorized Signature

Colette Shwetz