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Parent Policy: [Retention of External Legal Counsel Procedure](#)

Retention of External Legal Counsel Procedure

Appendix A: Guidelines for Working with External Legal Counsel

Office of Administrative Responsibility:	Office of General Counsel
Approver:	President and Vice-Chancellor
Scope:	Compliance with the University procedure extends to all members of the University community.

External legal counsel can be an effective and efficient provider of legal services to the University. However, it is important for users of their services to remember that they charge on an hourly basis and can be expensive. Accordingly, the following Guidelines are important to consider when working with external legal counsel.

1. Be clear, concise, organized and to the point in all communications with external legal counsel. Indicate a date by which a response is required, keeping in mind that the University may pay a premium for expedited matters because of the fact that external legal counsel's options for reducing the cost of its services may be more limited. Accordingly, always try to provide a reasonable time-frame for the work to be completed.
2. External legal counsel should not be asked to undertake duties of an administrative or secretarial nature, which are inappropriate for a law firm and an inefficient use of University funds.
3. Please respond promptly to requests for information or instructions by external legal counsel, and keep them informed of all relevant communications with third parties in transactions that are being negotiated.
4. Often, some of the research and writing required to be done by external legal counsel in relation to a legal matter can be done by junior lawyers or students within the law firm at substantially lower hourly rates. Individuals retaining external legal counsel should request that legal services are performed at the lowest hourly rates consonant with quality legal work for a particular matter.
5. Issues requiring legal research may occur on a regular basis so one must check first with the Office of General Counsel to determine whether similar research has been done in the past.
6. It is important to remember that external counsel's role is to act in the best interests of the University. If you have any concerns about external legal counsel, you should raise it with the Office of General Counsel.
7. External legal counsel charge for travel time when attending meetings at the University; therefore, conducting meetings by way of telephone is often preferable.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲ Top\]](#)

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