

DOUG JAMES TAYLOR

Paralegal and Experienced Business Professional

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Writing portfolio, awards, recognition and more 📁 www.dougjtaylor.com

KEY ACCOMPLISHMENTS

- Nominated by the Ops Manager to serve as the LAS representative for Old City Hall/Toronto South in the consolidated New Toronto Courthouse working group.
- Participated as a beta tester in the Phase I Rapid Prototype Design Unit (RPDU) for Criminal Law Division's Kudos App.
- Collaborated with the Ops Manager and CMC to pilot Evidence.com and develop/write an internal user guide before the Old City Hall office-wide implementation.
- Led and coordinated a diverse internal team to reconcile 16 retroactive disciplinary matters; within 2 weeks, all matters were brought to 100% compliance with order satisfaction.
- Administered all aspects of preparing, reviewing, tracking, approving and distributing reasons and orders to achieve 100% completion of 12 outstanding pending matters.
- Created and synthesized a legal cost tracking system for the annual budget that produced more timely and accurate historical data and exposed additional opportunities to reduce legal spend.
- Expertise in SCOPE, ICON, ZOOM, Microsoft Office Suite, Slack, Adobe Acrobat and legal research with Quicklaw, Westlaw, and CanLii; strong database and CRM skills in AS400, SharePoint, Salesforce, xRM and SAP.

RELEVANT EXPERIENCE

Case Management Coordinator (CMC)

August 2023 – Current

Toronto Crown Attorney's Office - Old City Hall, Criminal Law Division, Ministry of the Attorney General (MAG)

ROLE PURPOSE

To act on behalf of the Crown Attorney by:

- Performing legal administrative duties in support of the case management practices.
- Act on behalf of the Crown Attorney and/or Assistant Crown Attorney as liaison between the Crown Attorney's office and accused, defence counsel, police, victims and witnesses, the judicial offices and justice related agencies.
- Assist with the development, coordination and implementation of policies and procedures in support of the case management function in the Crown Attorney's office.

OVERALL RESPONSIBILITIES

- Perform legal and administrative duties in support of screening, disclosure and other case management practices in the Crown Attorney's office.
- Liaise with accused, defence counsel, police, victims, witnesses, judiciary and justice related agencies.
- Arrange issue resolution meetings.
- Assess trial readiness.
- Conduct research and co-ordinate special projects.
- Assist with the development and implementation of policies and procedures in support of the Case Management function.
- Ensure prosecution files are maintained and relevant actions recorded.

MATTER MANAGEMENT

- Under the supervision of the Crown Attorney and/or designate, review by screening incoming criminal and youth prosecution briefs and prepare a screening form for the consideration and approval of the Crown Attorney and/or designate considering:
 - Completeness of brief.
 - Completeness of evidence.
 - Suitability for diversion.
 - Further action as required.
 - Identify case complex or serious nature for crown assignment purposes.
- Coordinate and assist in the provision of disclosure to defence counsel and accused by reviewing prosecution briefs to:
 - Ensure and assess completeness of brief and provide disclosure accordingly.
 - Determine portions of the brief that cannot be disclosed and direct those matters to the prosecutors for appropriate action.
 - Ensure appropriate records of disclosure are maintained.
 - Convey the early plea position to the person charged or counsel.
- Communicate with victims and witnesses to ensure up-to-date information is maintained with respect to their needs, injuries, and damages, etc.:
 - Consult with victims and witnesses about suitability for diversion, and proposed dispositions.
 - Refer victims and witnesses, when appropriate, to the victim-witness coordinator or prosecutor.
- Initiate, draft and administer oaths to witnesses and victims in respect of Affidavits in support of the prosecution such as Affidavits attesting to the facts of the case which may eliminate the need for their attendances as witnesses at trial.
- Ensure that the Affidavits are disclosed to defence counsel and that the notices required to introduce the documentary evidence are prepared and served upon the defence.
- Communicate with defence counsel, in writing, by telephone, and in person, to provide information, provide follow-up disclosure, to inquire about admission of non-contentious evidence, etc.
- Arrange issue resolution discussions and relate proposals to and from defence counsel to prosecutors.
- Conduct ongoing written and oral communication and follow-up with the police with respect to charge, evidence and brief deficiencies, and to update the police regarding issues and disposition proposals.
- Assess trial readiness by reviewing files to ensure that file is complete and that subpoenas have been prepared and served on essential witnesses; ensure that witnesses who are not required are called off; advise prosecutors of essential witnesses' unavailability so that defence counsel and Court can be notified and the trial time rescheduled.
- Conduct research, as required.
- Ensure that prosecution files are maintained and records of all decisions, actions and follow-up are recorded, and that there is continuity of case administration and communications.

- Contribute to the formulation of procedures and policy and procedures in relation to effective and timely case management of criminal and quasi-criminal prosecutions and related programmes; and assist with the development of manuals and other reference materials.
- Monitor case management systems and procedures to identify deficiencies and potential problems; recommend and assist in the implementation of improved case management practices.
- Coordinate and research special projects in support of the case management function.

Legal Administrative Secretary (LAS)

July 2022 – August 2023

OVERALL RESPONSIBILITIES

- Provide administrative support for Deputy/Assistant CAs, CMCs, self-reps, victims, counsel, police, other court employees, other court and community support services and public by in-person counter service, email, telephone, mail, courier and fax.

MATTER MANAGEMENT

- Screen and assign new files to Assistant CAs within assigned alpha pod.
- Vet completed Charge Screening Form for diversions, vet, request and apply redactions for initial and further multimedia disclosure and assist CMC with vetting, requesting and applying paper disclosure.
- Upload and share initial and further digital disclosure with defense and duty counsel.
- Liaise with TPS, OPP, Duty Counsel and other court participants; request disclosure and track/provide/obtain matter documents, including out of court exhibits.
- Manage tickler and filing systems for all active and completed matters including Trials, JPTs, CPTs and Set Dates.
- Maintain record management including documenting, closing and disposing matters following internal procedures.
- Deliver and receive disclosure with TPS and Court Support.

COURT ASSISTANCE

- Provide administrative support for Deputy/Assistant CAs, CMCs, self-reps, victims, counsel, police, other court employees, other court and community support services and public by in-person counter service, email, telephone, mail, courier and fax.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Bachelor's degree with Distinction, Paralegal Studies, <i>Guelph University-Humber College</i>	2016
WME, LLQP, CIC, CPH, CSC Certificates, <i>Canadian Securities Institute (CSI)</i>	2007 – 2009
Legal Studies Certificate, <i>Humber College</i>	2003

LICENSES AND CERTIFICATIONS

Notary Public, <i>Ontario Ministry of the Attorney General</i>	2020
Commissioner of Oaths, <i>Ontario Ministry of the Attorney General</i>	2016
Class P1 License (Paralegal), <i>The Law Society of Upper Canada (Law Society of Ontario)</i>	2016