Organisation Chart

Centonza, Gleitman, Luong and Associates - Legal Personnel

Legal staff

<table>
<thead>
<tr>
<th>Partner</th>
<th>Senior Associate</th>
<th>Associate</th>
<th>Solicitor</th>
<th>Articled Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>♦ Co-owner of firm.</td>
<td>♦ The most senior lawyers (who are not Partners).</td>
<td>♦ Lawyers with moderate experience.</td>
<td>♦ Most junior fully qualified lawyers.</td>
<td>♦ Finished law degree but requires supervision before obtaining full qualification.</td>
</tr>
<tr>
<td>♦ Head of a division.</td>
<td>♦ Handles complex cases.</td>
<td>♦ Handles somewhat complex cases.</td>
<td>♦ Requires some supervision (e.g., Letters to be signed by Senior Associate or Partner).</td>
<td></td>
</tr>
</tbody>
</table>
Organisation Chart

Centonza, Gleitman, Luong and Associates - Support Staff

Kim Richards
Legal Support Manager

Tam Ng
Accountant

Chris Brooks
Systems Administrator

Karen Faulkner
Senior Legal Administration Assistant

You
Legal Administration Assistant

Paul Holland
Receptionist

Support Staff

Legal Support Manager
♦ Responsible for non-legal aspects of firm.

Accountant
♦ Responsible for accounts payable and receivable, tax and payroll.

Systems Administrator
♦ Responsible for computer system.

Senior Legal Administration Assistant
♦ Types letters and memos.
♦ Files.
♦ Photocopies.
♦ Conducts searches on documents.
♦ Delivers documents to court.
♦ Requires little supervision.

Legal Administration Assistant
♦ Types letters and memos.
♦ Files.
♦ Photocopies.
♦ Conducts searches on documents.
♦ Delivers documents to court.

Receptionist
♦ Answers telephones.
♦ Greets guests.
♦ Accepts deliveries.
♦ Arranges couriers.