



NOVA SCOTIA BARRISTERS' SOCIETY

Self-Assessing your Law Firm (MSELP)

Approximately every three years, law firms (including sole practices) review and assess their Management Systems for Ethical Legal Practice (MSELP).

The **self-assessment program** is a central feature of the Society's **'Triple P' (proactive, principled and proportionate)** approach to regulating law firms. The primary goal of the self-assessment is educational.

It asks you to examine your practice management systems and evaluate the extent to which your practices (i.e. policies, processes, and ways of doing things – both written and unwritten) support core areas of professional, ethical firm practice.

There are three main components:

1. **The online Self-Assessment Tool ("SAT"):** The mandatory portion of the self-assessment program, which sole practitioners and lawyers complete every three years (Regulations 4.6 & 8.3)
2. **The MSELP Workbook:** An additional and optional tool designed to assist lawyers and firms who want to engage more deeply in the self-assessment exercise. **The workbook is not submitted to the Society – it is for your use only and can be a useful practice tool outside of the self-assessment process.** It includes direct links to many online practice tools and resources.
3. **Follow up and Legal Services Support:** After completing your self-assessment, Legal Services Support will follow up and direct you to tools and resources that might help in addressing any identified priority areas for development.

MSELP Documents & Resources

[MSELP Workbook](#)

[MSELP FAQs](#)

[MSELP Instructions](#)

Resource Portal

One of the benefits of the self-assessment program is the Society's **Resource Portal**. This portal is a growing, shared community of practice resources.



Resource Portal

These resources, compiled from the Management System for Ethical Legal Practice (MSELP) Self-Assessment Tool and the MSELP Workbook, will help as you reflect upon and improve your processes and the systems that impact the quality of your legal services delivery.

Element 1: Maintaining appropriate file and records management systems +

Element 2: Communicating in an effective, timely and civil manner +

Element 3: Ensuring confidentiality +

Element 4: Avoiding conflicts of interest +

Element 5: Developing competent practices +

Element 6: Ensuring effective management of the legal entity and staff +

Element 7: Charging appropriate fees and disbursements +

Element 8: Sustaining effective and respectful relationships with clients, colleagues, courts, regulators and the community +

Element 9: Working to improve diversity, inclusion and substantive equality +

Element 10: Working to improve the administration of justice and access to legal services +

Questions & Support?

Contact the Society's **Legal Services Support** at any time to discuss **MSELP** and your practice support needs at LSS@nsbs.org.