

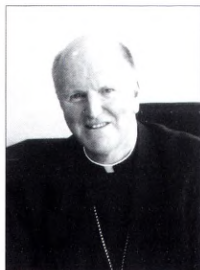
Pearls of wisdom



Andrew Taylor/Fairfax Photos

The "Invisible Ink", and the not so Invisible Ink (i.e. the *Supreme Court Rules*) holds the invaluable and elusive keys to survival.

- When signing statutory declarations sans stamp, consider putting your address after the spiel about being a lawyer.
- When talking to a regulator about a possible breach of the law, don't name any of the parties until you have your client's instructions to do so.
- Supply conduct money when serving subpoenas.
- A memorandum isn't written to inform the receiver, but to protect the writer.
- If you are in Word and get an error message along the lines of "autosaving postponed – insufficient file space", stop work and call helpdesk.
- When attending a telephone mediation, try to stay awake...particularly if that mediation involves a judge as the mediator, partners from two other law firms, and your boss.
- Never read legislation painfully hung over; if you do you will probably miss the two sections of the Act that make your memo blatantly 100 per cent wrong.
- Don't ever try to recall a message sent to a large number of people. It will fill your inbox for the next 10 minutes and you will have no idea who has what version of what.
- Always make sure you have the most up-to-date version of legislation.
- Avoid dressing up as Santa Claus for the office Christmas party, at all costs.
- You cannot file a defence in the Magistrates' Court by fax.
- Never assume that because a matter is in the Magistrates' Court it is the Melbourne Magistrates' Court.
- Make sure when you spend the day dictating an Anton Piller order you have pressed "record" on the Dictaphone.
- Remember to remove all toy guns from your hand bag (left over from a dress-up party at the weekend) when you go through the metal detectors at the County Court.
- Do not reply to an auto-send email.



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