



Rose Kottis

Senior Coordinator, Paraprofessional Services – Specialized Business Group

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[Estate & Trust Administration](#)
[Estate & Trust Litigation](#)
[Business Tax](#)

Rose works with paralegals and law clerks nationally to support the Specialized Business Services Group, ensuring our clients receive exceptional service.

She co-ordinates career management, capacity management, performance management and talent development for BLG's Tax, Financial Services and Corporate Real Estate paraprofessionals.

Rose is responsible for implementing new technology, programs, policies and procedures to promote consistent law clerk and paralegal services. She also analyzes group processes to maximize efficiency and increase productivity.

Rose has extensive experience in the area of estates law and is a Certified Expert in Estates Law, recognized by the Institute of Law Clerks of Ontario.

Rose also provides law clerk support within Private Client Group by helping executors and trustees fulfill their duties.

Her responsibilities include:

- supporting the administration of estates and trusts (including settlement and distribution of assets)
- assisting attorneys under continuing powers of attorney
- assisting court-ordered guardians of property who are administering the property of mentally incapable persons
- preparing estate and trust accounts in court passing format and related applications
- preparing court documents for passing of accounts both contested and uncontested

- analyzing estate accounts for contested passing of accounts
- supporting estate litigators on contentious passing of accounts

Insights & Events

- Author, "BLG invests in future Paraprofessionals with a Paraprofessional National Student Program", BLG Article, October 2023
- Author, "Changes to Estate Administration Tax and Estate Information Return Reporting", BLG Article, January 2020
- Author, Law Clerks' Review

Beyond Our Walls

Professional Involvement

- President, Institute of Law Clerks of Ontario, 2012-2015
- Vice-president, Institute of Law Clerks of Ontario, 2015-present
- Registrar, Institute of Law Clerks of Ontario, 2015-2020
- Chair, conference committee, Institute of Law Clerks of Ontario, 2013-present
- Treasurer, Institute of Law Clerks of Ontario, 2011-2012
- Chair, public relations, Institute of Law Clerks of Ontario, 2008-2012
- Member, advisory committee, STEP Canada's CETA course
- Commissioner of Oaths for Ontario
- Fellow Member, Institute of Law Clerks of Ontario

Awards & Recognitions

- Earned an Ontario Volunteer Service Award in 2012.
- Recognized with the David Boakes Award of Academic Achievement in Estates Law in 2003.

Education

- LPM LaunchPad Certificate in the eFundamental Skills of Legal Project Management, LawVision LLC, 2020
- Certified Expert in Estates Law, Institute of Law Clerks of Ontario, 2015
- Estate Accounting Fellowship (Hons.), Institute of Law Clerks of Ontario, 2012
- Associate Program (Hons.), Institute of Law Clerks of Ontario, 2003
- Real Estate Associate, Toronto Real Estate Board, 1986
- Word Processing Correspondence Specialist, Seneca College, 1983



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