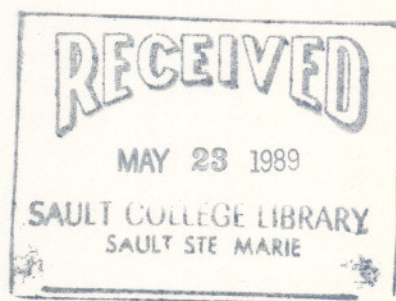


Sault College
of Applied Arts and Technology
sault ste. marie

Course Outline

LEGAL DOCUMENTS & PROCEDURES

BUS 210-5



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revised August 1972

AIMS

The purpose or aim of this course is to familiarize the student with the content, and in general the law, in respect to the legal documents and papers as well as, the procedure in which they occur, that the student may encounter as legal secretary.

PRESENTATION

The best method of presentation is the lecture.

MOTIVATION

The lecture should be supplemented by activities that require student participation. This may be achieved by including two or three minor tests per week, by requiring each student to scrutinize numerous periodicals for articles dealing with topics directly or indirectly related to legal documents and papers; by requiring such student to read, explain, and demonstrate the relevancy of the particular article to the class, and by permitting class discussion on the article; by requiring each student, working in groups of two's particularly in the study of contract law, to solve a series of case problems at the end of each lecture; by requiring the student to examine sample legal contracts and attempt to extract from them, the common and essential legal terminology, and to observe the legal principles in actual written form; by requiring such student to prepare, by composing entirely or by just filling - in the blank on standard forms, individual legal documents and papers, and in order to assist him, the student may be given an alleged set of facts prepared by the instructor; by requiring, that the latter suggestion be accompanied by the typing out of the documents on papers, as soon after the handwritten draft as possible; by requiring each student to prepare, and present to the class one seminar paper per term; and by scheduling guest speakers, particularly, experts in the field of law in which the student has indicated a special interest.

TEXT

There is no specific text required.

REFERENCES

The Legal Secretary's Complete Handbook - Miller - Prentice-Hall

Anger's Digest of Canadian Law - 19th Ed. - Canada Law Book Co.

Canadian Court Forms - 2nd Ed. - Canada Law Book Co.

O'Brien's Encyclopedia of Forms, Vol. 1 - Canada Law Book Co.

Canadian Criminal Procedure - Salhany - Canada Law Book Co.

Revised Statutes of Ontario 1960 - Queen's Printer

Probate Practice - MacDonell and Sheard - Carswell

Martin's Annual Criminal Code 1967 - Mervett - Canada Law Book

<u>TOPIC NO.</u>	<u>PERIODS</u>	<u>TOPIC INFORMATION</u>
1	2	<u>Sources of our Law</u> A discussion of the origin of law; definition; common law; precedent; statute law; roman law etc.
2	2	<u>Division of Law</u> Private law; international law; criminal and civil law; public law; administrative law; moral law and positive law; and many others.
3	10	<u>Contracts</u> A brief history of contracts; a review of the principles of contract law; offer and acceptance; competency of the parties; legality; limitations; discharge; analysis of several contracts; the preparation by the student of a number of contracts.
4	30	<u>Civil Litigation</u> A brief history of the method of instituting a lawsuit in the early English law, and a demonstration of how the earlier methods still affect us today; a detail examination of the legal documents and procedures and any relevant law in respect to the following courts; Supreme Court, District Court, Division Court, Family Court; and a Mechanic's Lien action.
5	25	<u>Conveyancing</u> A brief history of the origin of the English method of owning lands, and of transferring title to the land; the present day procedure and documents in respect to the role of land and the transfer of the title or interest in the land, particularly from the point of view of the Purchaser and the Vendor.

<u>TOPIC NO.</u>	<u>PERIODS</u>	<u>TOPIC INFORMATION</u>
6	25	<u>Wills and Probate</u> A brief study of the early law in respect to Wills and the succession of property; the need for a Will; the essentials of a valid Will; Codicil; the procedure and documents in the probate of a will or in the care of an intestacy the procedure and documents in the administration of the estate by the administrator.
7	8	<u>Criminal Procedure</u> A brief study of the origin of bail; recognizances and the sections in the Criminal Code that are applicable; a brief study of the police procedure and documents.
8	20	<u>General Commercial Forms and Procedures</u> Notarial certificates; Power of Attorney; separation agreements; releases; declarations and affidavits; Partnership formation, regulations, and registration, dissolution; application of incorporation; memorandum of agreement, letters patent; and many others.