

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: LEGAL OFFICE PROCEDURES

Code No.: QPL 300

Program: LEGAL SECRETARIAL

Semester THRF.

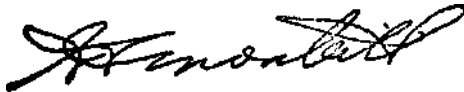
Date SEPTEMBER, 1985

Author ROSE CAICCO

New:

Revision:

APPROVED:



Chairperson

Date

LEGAL OFFICE PROCEDURES

Semesters III & IV

Prerequisites to OPL 300 IS OPL 200

Prerequisite to OPL 300 IS OPL 400

REQUIRED TEXTS:

- Procedures for the Legal Secretary - Revised Edition, Elsie Schwartz
- Workbook and papers for the above
- 10,000 Legal Words, Kurtz et al
- Perpetual Desk Diary or equivalent
- Webster Dictionary or equivalent

SUPPLIES REQUIRED:

- Typing Paper - letter size and legal size
- Conveyancing Paper
- Duo Tangs - 8 1/2 x 14 (one for each of semesters III & IV)
- 12 file folders, file labels & carbon paper

NOTE: STUDENTS WILL NOT BE ALLOWED INTO CLASS WITHOUT ALL REQUIRED TEXTS AND MATERIALS

STUDENTS WILL COMPLETE THE ATTACHED OBJECTIVES IN ACCORDANCE WITH THE REQUIREMENT SPECIFIED AND IN ADDITION, THE FOLLOWING MUST ALSO BE COMPLETED:

- Attendance at the Court House to witness part of trial as arranged by the instructor.
- The instructor will arrange for the attendance of guest speakers at times and dates to be announced,
- Tours and field trips which will be arranged by the instructor from time to time.

N.B. Field trips and guest speakers are arranged to supplement classroom activities. Attendance is mandatory. Absecce, without prior notice or just cause, will result in the loss of IPX of the cumulative semester mark.

LEGAL OFFICE PROCEDURES

SEMESTERS III & IV

-One precedent binder for each semester which will contain at least one perfect copy of all major documents taken up during the course of the year. IT CANNOT BE STRESSED ENOUGH THAT THE STUDENT RETYPE DOCUMENTS AS THEY ARE HANDED BACK BY THE INSTRUCTOR. The binders are collected at the end of each semester and a grade is assigned at that time.

Binder #2 due November 29, 1985

Binder //3 due April 11, 1986

A list of the minimum requirements for each of these binders is attached to the beginning of the objectives together with a suggested marking scheme.

•The student will hand all work in neatly in a file folder, properly labelled.

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GENERAL

OBJECTIVES

- To make the student aware of the Legal Secretary and the various office duties.
- To indoctrinate the student in phases of law such as real estate, corportation, wills, estates and civil litigation.
- To give the student the opportunity to develop a general knowledge of law and of WHY things are done, in addition to HOW they are done.
- To improve the student's grammar, English usage and legal vocabulary.
- To develop the student into a competent legal assistant.

STUDENT EVALUATION

Typing Speed

- Based on three highest five-minute timings
- Student must reach a typing speed of 50 gross words per minute by the end of Semester III and 60 gross words per minute by the end of Semester IV with an accuracy level of 98% on five minute time writings.

LEGAL OFFICE PROCEDURES

SEMESTERS III & IV

STUDENT EVALUATION (continued)

Remedial drills will be assigned as required to ensure the student achieves the speed and accuracy requirements as outlined below;

Assignments:

- 100% completion of all assignments is expected with a passing grade in all assignments.
DAILY ASSIGNMENTS NOT SUBMITTED BY DUE DATE WILL RESULT IN THE LOSS OF 10 MARKS PER ASSIGNMENT FROM THE TOTAL SEMESTER MARK.
- Mailability or usability will be required in all document preparation and correspondence.
- Anything which is unacceptable will be rejected and handed back to the student for reassignment
- Marks will be deducted for any work handed in late unless the instructor is aware of a valid reason beforehand.
- Errors include:
 - a) misspelled words
 - b) punctuation errors
 - c) unacceptable erasures
 - d) incomplete documents
 - e) unsatisfactory preparation of documents
 - f) proofreading errors
- Depending of the severity of the error(s) work will be graded satisfactory or incomplete
- An example of a major error in an assignment which will result in an "I" is the reversal of parties in documents, i.e., plaintiff and defendant, mortgagor and mortgagee, etc.
- Another example of a major error is insertion of an improper legal description or mortgage payment clause.
- Any combination of errors mentioned in (a) to (f) stated earlier in this section, could result in an "I".

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Any work handed back with an "I" grade must be resubmitted one week after the instructor has returned it or it will be considered late and have the penalty as previously stated.

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LEGAL OFFICE PROCEDURES

Semesters III & IV

•The numerical equivalents corresponding to an alphabetical grade are as follows:

85% - 100% = A

70% - 84% = B

60% - 69% = C

0% - 59% = Repeat

FINAL GRADE:

•The final mark in both Semester III and Semester IV will be determined by tests as outlined in the following pages, binders, typing speed, and diaries.

SEMESTER III AND IV

Tests	-	75%
Quizzes (Unannounced)		5%
Binder	-	10%
Diary	-	5%
Typing Speed	-	5%
		100%

SCHEDULE FOR
 LEGAL OFFICE PROCEDURES
 Semester HI

<u>Date (appr.)</u>	<u>Objective</u>	<u>Topic</u>	
Aug. 29 - Oct. 4 (5 Weeks)	50 - 5A	Introduction to civil litigation - Affidavits, Pleadings, Judgements/ Orders	
Oct. 7 - Nov. 15 (5 weeks)	55 - 59	Steps in Civil Litigation	
Nov. 18 - Nov. 29 (2 weeks)	60	Divorce Proceedings	
Dec. 2 - Dec. 20 (2 1/2 weeks))	61 - 63	Dockets, Entries, and Billing Procedures	%

NOTE: "Week" above refers to 6, 50 minute periods per week,

MINIMUM REQUIREMENTS FOR BINDER #2

Affidavits	all of objective 50
Notices & Pleadings	objectives 51 & 52
Judgments/Orders	objective 54
Notices of Action Notices of Intent to Defend, Default Judgment	objective 55 & 56
Statement of Claim	objective 57
Affidavit of Dociments	objective 58
Notices, etc.. Record- complete with blue back	objective 59
Divorce Proceedings	objective 60
Accounts, Ledgers, etc<	objectives 61 - 63 (include only a one page account and all of Hamilton/Browiilee objective)

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OBJECTIVE 50 - INTRODUCTION TO CIVIL LITIGATION

OBJECTIVE:

The student will learn about the various courts and court officials and their respective duties and responsibilities.

The student will prepare various styles of cause which are most common to legal offices and will become familiar with terminology connected therewith.

The student will prepare backs for various legal documents which are most common in legal offices.

APPLICATIONS

1. Read pages 265-286 of text
2. Complete pages 201-206 of workbook.

EVALUATION

All work CO be graded "S" or "I"

ESTIMATED TIME TO COMPLETE:

5 periods of 50 minutes each

TEST NO. 1

Intro to Civil Litigation and Affidavits

OBJECTIVE: The student will complete and pass a test from unpreviewed material

APPLICATION Test is based on objectives 50 and 51

EVALUATION: All work to be graded 'A^ *B', *C' or 'I

ESTIMATED TIME TO TO
COMPLETE: 2 periods of 50 minutes each

TEST NO, 2

Notices and Pleadings

OBJECTIVE:
unreviewed

The student will complete a test from
material

APPLICATION:

Test to be based on Objectives 52 and 53
Judgments and Orders

EVALUATION

All work to be graded 'A', 'B*', 'C' or 'I

ESTIMATED TIME TO
COMPLETE:

2 periods of 50 minutes each

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OBJECTIVE 55 - STEPS IN CIVIL PROCEEDINGS

(Action) Part 1 - Notices of Action

OBJECTIVE:

The student will complete a Notice of Action for use in each of the District and Supreme Courts.

The student will complete a Notice of Action - for money only - for use in the Supreme Court of Ontario.

NOTE: These documents are referred to as Writs of Summons in the text.

APPLICATION:

1. Read pages 311-321 of text
2. Complete page 219 and 220 of workbook

EVALUATION

All work to be graded "S" or "I"

ESTIMATED TIME TO
COMPLETE:

4 periods of 50 minutes each

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OBJECTIVE 56 - STEPS IN CIVIL LITIGATION

(Action) Part 2_2, Responses to

OBJECTIVE

The student will prepare a Notice of Intent to Defend on a printed form and a fully typed Notice of Intent to Defend in accordance with legal typing principles

The student will complete an Affidavit of Merits, A Default Judgment and a Notice of Discontinuance in accordance with legal typing principles

APPLICATION:

Complete pages 221 of workbook

OMIT: Bill of Costs in Item 'B'

ESTIMATED TIME TO
COMPLETE:

6 periods of 50 minutes each

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OBJECTIVE 59 - STEPS IN CIVIL PROCEEDINGS

(Action) - Part 5, Proceeding to Trial

OBJECTIVE

The student will complete a Record for use in a Supreme Court action including an index, Statement of Claim, Statement of Defence and cover in accordance with correct court procedure

The student will complete Notice of Readiness for Trial, a Notice of Listing for Trial, and a Summons to Witness

APPLICATION

1. Pages 241-245 of workbook

EVALUATION:

All work to be graded "S" or "I"

ESTIMATED TIME TO
COMPLETE:

5 periods of 50 minutes each

TEST NO. 3

OBJECTIVES: The student will complete a test from unreviewed material

APPLICATION 1. Based on objectives 54-59

EVALUATION: All work to be graded 'A*', 'B', *C' or 'I'

ESTIMATED TIME TO COMPLETE: 2 periods of 50 minutes each

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OBJECTIVE NO. 60 - DIVORCE PROCEEDINGS

OBJECTIVE: The student will complete a Notice of Motion, a Financial Statement, an Affidavit, a Notice of Readiness for Trial and a Decree Nisi

APPLICATION:

1. Read pages 522-528 of text

Complete page 327 of workbook.. Be sure to update the terminology so that it reflects the new Rules of Civil Procedures
3. Pages 329-332. Omit record index referred to on page 329
4. Notice of Readiness for Trial for Fitzgibbons divorce (not in workbook)
5. Decree Nisi. Use Figure 33.6 as a guide for typing principles, however, instructor will give handout with updated wording under the new Rules of Civil Procedures

EVALUATION; All work to be graded "S" or "I"

ESTIMATED TIME TO[^]
COMPLETE: 8 periods of 50 minutes each

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TEST NO, 4

Divorce Proceedings

OBJECTIVE	The student will complete a test from unpreviewed material
APPLICATION:	Based on objective 60
EVALUATION	All work to be graded *A', 'B\ 'C, or 'I
<u>ESTIMATED TIME TO COMPLETE:</u>	2 periods of 50 minutes each

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OBJECTIVE 61 - DOCKETS AND ESTRIES

OBJECTIVE: The student will learn how to open a file and how to enter entries on a docket sheet. The student will complete receipts both for General and Trust accounts; cheque requisitions; cheques; petty cash vouchers; and telephone charges (long distance),

APPLICATION

1. Read pages 56-78 of text
2. Complete pages 41-45

EVALUATION: All work to be graded "S" or "I"

ESTIMATED TIME TO
COMPLETE: 5 periods of 50 minutes each

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OBJECTIVE 62 - ACCOOOTS

OBJECTIVE: The student will know how to prepare simple accounts, including a chronological account, and be able to properly transfer disbursements and retainers as part of the accounts.

APPLICATION 1. Prepare items 1-4 on page 57 in **QOADRUPtLCATE**

EVALUATION: All worked to be graded "S" or "I"

ESTIMATED T I ^ TO
COMPLETE: 4 periods of 50 minutes each

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OBJECTIVE RE ACCOUNTS AND LEDGERS

This is with respect to the purchase of a piece of property from Ms, S. Brownlee. Prepare a client's account card to show the following entries:

- October 5 - Search 70jt, plan \$1.50
- Tax Certificate \$2.00
- Sheriff's Certificate \$6.00
- 6 - Certificate of Corporate Status \$10,00
- 7 - Long Distance to Toronto \$3.83
- Long Distance to North Bay \$2.57
- 9 - Received \$125.00 retainer from David Frank Hamilton
- 15 - Search 50^, instruments \$1.00
- 21 - Registration of deed \$10.00
- Land Transfer Tax \$90.00
- Sherriff's Certificate \$2.00
- Search 50^

Prepare an account to Mr. Hamilton as follows:

To professional services rendered in acting on your behalf in connection with the above noted transaction, including preparing search of title and giving opinion thereon, preparing necessary documents and registration of same, checking taxes and executions, attending at the Registry Office on closing, and reporting to you.

Our fee - \$375.00

List the disbursements posted on the ledger card, transfer the retainer and show it on the account properly. Send Mr. Hamilton the account for the balance.

ACCOONTS AND LEDGERS

Mr. Grant acts for Ronald Craig Anderson in connection with a motor vehicle accident. Mr. Anderson's file number is 6578.

Open an account card for this file and make the following entries:

- November 9 - Received cheque from Mr. Anderson, \$200.00 retainer.
Mr. Anderson has requested a receipt from you.
- 11 - Prepare the necessary cheque requisition to pay Harvey Investigators Limited the sum of \$50.00 in payment of invoice no. 7679. The cheque is to be drawn on the firm account. Prepare the cheque.
- 12 - Paid James White \$1,05 out of petty cash for taxi fare to Queen's Printer.
- 19 - Long distance telephone call to North Bay - \$9.87.
- 20 - Post account for \$150.00 fees charged by Mr. Grant.
- 21 - Transfer the retainer from the trust account to the firm account

t Prepare an account for the above. The body of the account will read as follows:

Attended by you with instructions to negotiate with insurance company with damages sustained by you in recent accident; negotiations with insurance company, when claim is subsequently settled.

DOCKET - Anderson re: autoaoblle accident

Prepare a docket which will contain the following information:

November 1 - Interview with you discussing liability, and agreed to contact insurance company 1/2 hr. **November 3** - Attending you and advising the insurance agent has opened negotiations and an appointment has been arranged for later this week to discuss the claim 1 hr. **November 6** - Attended by Mr. White of the insurance company discussing claim and spoke to you during the course of interview to verify exact time of accident, **November 9** - Received cheque for \$200,00 from Mr. Anderson as a retainer. **November 11** - Cheque requisition on the firm account to Harvey Investigators Limited for \$50,00 for payment of invoice no. 7679. **November 12** - Arranged with James White to pick up amendments to the Highway Traffic Act from the Queen's Printer. **November 19** - Attended by Mr. White at length during the course of which settlement was reached. Telephoned you to advise I 1/2 hours.

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TEST NO, 5

Dockets, Entries, Accounts and Ledgers

OBJECTIVE	The student will complete a test from unreviewed material
APPLICATION	Based on objectives 61-63
EVALUATION	All work to be graded *A', 'B', 'C, or *I'
<u>ESTIMATED TIME TO COMPLETE:</u>	2 periods of 50 minutes each

