

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: LEGAL OFFICE PROCEDURES

Code No. SPR 222-9

Program; LEGAL SECRETARIAL

Semester: THREE-

Date: SEPTEMBER, 1984

Author: ROSE CAICCO

New;

Revision: X

APPROVED;

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Chairperson

Date

LEGAL OFFICE PROCEDURES

-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 #1 due last Friday in November

Binder #2 due last Friday in March

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

GENERAL

UBJkClIVES:

-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, corporation, 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
-Determination of speed is by traditional IO-stroke (per error) count.
-Student must reach a typing speed of 50 wpm by the end of Semester III and 60 wpm by the end of Semester IV with an accuracy level of 98% on five minute timed writings.

LEGAL OFFICE PROCEDURES

-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	80%
Binder	10%
Diary	5%
Typing Speed	5%

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other

Considerations:

outside assignments

attendance

ability to follow instructions

good work habits

personable office type characteristics

OBJECTIVE 2 - Introduction to Legal Correspondence

OBJECTIVE; The student will learn how to set up properly and neatly, inside addresses, salutations, subject, complimentary closings and special notations.

APPLICATION: 1. Read pages 9 - 41 of text
 2. Complete pages 21 - 30 of workbook

EVALUATION: All work to be graded S or I

ESTIMATED TIME
TO COMPLETE: 7 periods of 50 minutes each

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OBJECTIVE 4 - Dockets and Entries

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).

The student will also post a simple account to a ledger card (McBee system) and submit an account to a client from the ledger card.

APPLICATION;

1. Read pages 56-78 of text
2. Complete pages 41-44
3. Complete Handout

Note: Account to be typed in quadruplicate

EVALUATION:

All work to be graded S or I

ESTIMATED TIME
TO COMPLETE:

7 periods of 50 minutes each

OBJECTIVE 5 - Accounts and Ledgers

OBJECTIVE:

The student will prepare accounts in accordance with instructions in workbook.

The student will post a more complex account which will include several disbursements and a retainer.

The student will type up an account from the said ledger card for mailing to a client and it will be completed in proper form.

APPLICATION:

1. Complete Pages 57-62 of workbook
2. Complete handout

OMIT - B page 57
- 2 - Omit ledger card only

EVALUATION:

All work to be grades S or I

ESTIMATED TIME
TO COMPLETE:

6 periods of 50 minutes each

OBJECTIVE 7 - Introduction to Preparing Legal Papers

OBJECTIVE: The student will learn how to properly set up headings on legal documents and will become further acquainted with the Canadian Law List.

The student will learn how to properly set up the body of a printed legal document.

The student will learn the typing principles of fully typed legal document.

The student will learn the proper endings for various legal documents and also how to prepare backs for same.

- APPLICATIONS:
1. Read pages 79 - 101 of text
 2. Complete pages 81 - 86 of workbook

NOTE: Townships of York, Etobicoke, etc., in Toronto area are now BOROUGHS of York, Etobicoke, etc.

OMIT any references to dates on page 81

EVALUATION: All work to be graded S or I

ESTIMATED TIME
TO COMPLETE: 5 periods of 50 minutes each

OBJECTIVE 9 - Release, Notarial Certificates and
Statutory Declarations

OBJECTIVE: The student will prepare a general release in accordance with legal typing principles.

The student will prepare a Statutory Declaration and a Notarial Certificate of True Copy on printed forms.

The student will prepare a Notarial Certificate of True Copy in accordance with legal typing principles.

APPLICATION: 1. Read pages 102 - 111
2. Complete page 97-A, 99-A and 101-D of workbook

EVALUATION: All work to be graded S or I

ESTIMATED TIME
TO COMPLETE: 5 periods of 50 minutes each

OBJECTIVE 11 - TEST NO. 3

OBJECTIVE: The student will complete and pass a test from unpreviewed material. (General legal documents)

APPLICATIONS: The test is based on objectives 7 to 10

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 13 - Affidavits

OBJECTIVE: The student will complete Affidavits for use in courts for the Province of Ontario together with Exhibits and carbon copies.

APPLICATION: 1. Read pages 287 and 288 of text
2. Complete pages 207 - 209 of workbook

EVALUATION: All work to be graded S or I

ESTIMATED TIME
TO COMPLETE: 5 periods of 50 minutes each

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OBJECTIVE 15 - Notices

OBJECTIVE:	The student will complete some of the Notices which are most likely to be encountered in a legal office and in particular Notice of Change of Solicitors and Notices of Motion.
APPLICATION:	<ol style="list-style-type: none">1. Read pages 289-291, Section on Notices2. Complete pages 211 and 212 of workbook.
EVALUATION:	All work to be graded S or I
<u>ESTIMATED TIME</u> <u>to COMPLETE:</u>	5 periods of 50 minutes each

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OBJECTIVE 17 - Pleadings

OBJECTIVE; The student will complete a Statement of Claim and a Statement of Defence. All documents to be completed in accordance with legal typing principles.

APPLICATION: 1. Read "Pleadings" pages 291-293
2. Complete Pages 213-215 of workbook

EVALUATION: All work to be graded S or I

ESTIMATED TIME TO COMPLETE: 4 periods of 50 minutes each

OBJECTIVE 19 - TEST NO. 6

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

APPLICATION: Test to be based on Objectives 17 and 18 Judgments and Orders
- Pleadings

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

ESTIMATED TIME
TO COMPLETE: 2 periods of 50 minutes each

**OBJECTIVE 21 - Steps in Civil Litigation
(Action) Part 2 - Responses to Writ**

OBJECTIVE: The student will prepare an Appearance on a printed form and a fully typed Appearance 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
T6 COMPLETE: 6 periods of 50 minutes each

OBJECTIVE 23 - Steps in Civil Proceedings
(Action) - Part 4, Notices

OBJECTIVE: The student will complete Notices for
Production and Discovery.

 The student will complete Affidavit as to
the Production of Documents by an
individual and an officer of a company.

APPLICATION: 1. Complete pages 239-240 of workbook

EVALUATION: All work to be graded S or I

ESTIMATED TIME
to WMPLfTC: 4 periods of 50 minutes each