

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

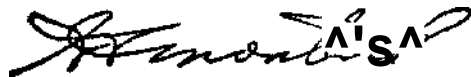
COURSE OUTLINE

Course Outline:      LEGAL OFFICE PROCEDURES  
Code No. :            QPL 300  
Program:              OFFICE ADMINISTRATION - I FIAI  
Semester:            THRF. \_\_\_\_\_  
Date:                  SEPTEMBER 1987  
Author:               RNF rATrn

New:

Revision: X

APPROVED:



Chairperson

Date

LEGAL OFFICE PROCEDURES

OPL 300

Course Name

Course Number

**Prerequisite to OPL 300 is OPL 200**

**Prerequisite to OPL 300 is OPL 400**

**REQUIRED TEXT;** "Legal Office Procedures", 2nd edition, Tina Kamakaris

- 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  
- 12 file folders, file labels and carbon paper  
- Index box or suitable alternative

**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 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 class-room activities. **Attendance is mandatory-** If a student is not in attendance, then the student will have a choice of either  
(a) a loss of 10% of the accumulative semester mark, or  
(b) preparing a paper relating to the field trip or topic under discussion - particulars to be approved by instructor.

LEGAL OFFICE PROCEDURES

SEMESTERS III AND 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 27, 1987

Binder #3 due April 8, 1988

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.

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, corporation, wills, estates and civil litigation.
- To give the student the opportunity to develop a general knowledge of law and 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 end of Semester IV with an accuracy level of 98% on five minute time writings.

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 PERCENT EPR ASSIGNMENT.
- NOTE: Daily work will be graded "mailable" or "unmailable". Throughout the semester, the instructor will randomly select 15 separate pieces of work. Each will be graded "M" or "U" and 10 will count towards the final grade. Since the objective of all office work is mailable, this will be determined by the following error-deduction scheme:
  - 5 each incorrect spelling, proofreading error
  - 1 to -3 for incorrect set-up, depending on seriousness
  - 1 for other minor error
  - 1 to -3 for poor corrections

Any mailable items must receive at least 6 out of 10.

Ex. If a student has 9 out of 10 "mailable" pieces, the mark earned would be 90% which means that 90% of the work submitted was 100% mailable.

**LEGAL OFFICE PROCEDURES**

Semesters III and IV

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

35% - 100% = A

70% - 85% = B

60% - 69% = C

0% - 50% = 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	65%
Daily Assignments	10%
Quizzes (Unannounced)	5%
Binder	10%
Diary	5%
Typing Speed	5%

100%

**NOTE;** If a student is not able to write a test because of illness, or a legitimate emergency that student **must** contact the instructor **prior** to the test and provide an explanation which is acceptable to the instructor (medical certificates or other appropriate proof may be required). In cases where the student has contacted the instructor, and where the reason is not classified as an emergency, i.e. slept in, forgot, etc. the highest achievable grade is a "C"\* In cases where the student has not contacted the instructor, the student will receive a mark of "0" on that test. **THERE WILL BE NO RE-WRITES OF TESTS OR QUIZZES.**

**SCHEDULE FOR LEGAL OFFICE PROCEDURES**

Semester III

<u>Date (appr*)</u>	<u>Simulation</u>	<u>Topic</u>
Sept. 10-25 (2 weeks)	50-51	Introduction to Court Systems and Civil Litigation
Sept. 28 - Oct. 23 (4 weeks)	52-54	Steps in Civil Liti- gation and Intro to Rules of Civil Pro- cedure
Oct. 26 - Dec. 4 (6 weeks)	55-60	Pleadings and Trial Proceedings
Dec. 7-18 {2 weeks)	61	Divorce Proceedings

**MINIMUM REQUIRMENTS FOR BINDER #1**

All of Simulation 52	Civil Litigation re M.V.A,
All of Simulation 53	Statement of Claim, etc-
All of Simulation 54	Affidavit of documents, Affidavit of Service by mail. Notice of Examination for Discovery, etc.
All of Simulation 55	Record, Solicitor's Certificate of Trial Record, Notice of Readings for Trial, Requisition, Notice of Listing for Trial, etc.
All of Simulation 56	Judgment, Bill of Costs, etc.
All of Simulation 57 & 58	Pleadings
All of Simulation 59 & 60	Notice of Application; D.C.O. and S.C.O. Affidavit, Judgment, Record, etc.
All of Simulation 61	Divorce

**SIMULATION 50**

**INTRODUCTION TO COURT SYSTEMS**

**OBJECTIVE**

The student will be introduced to the various court systems/levels as well as the legal directories which list the court officials.

**APPLICATION:**

1. Read Chapter 6 - Page 76-91
2. Complete review questions, page 90 and 91 of text
3. Complete page 63 and 64 of simulation binder

**ESTIMATED TIME  
TO COMPLETE:**

5 Hours to complete



## SIMULATION 51

### INTRODUCTION TO CIVIL LITIGATION

#### OBJECTIVE

The student will be introduced to the Rules of Civil Procedure as well as to the various ways of serving, filing and issuing documents.

#### APPLICATION:

1. Read Chapter 7 of text - pages 92-112
2. Complete review questions - pages 111 and 112 of text
3. Complete quiz on pages 65 and 66 of simulations binder

#### ESTIMATED TIME TO COMPLETE:

4 Hours to complete

**SIMULATION 52**

**CIVIL LITIGATION PROCEDURES**

**OBJECTIVE:** The student will commence work on a civil litigation file, namely, a motor vehicle accident.

**APPLICATION:**

1. Read Chapter 8 of text - pages 113-119
2. Complete all of page 67 and item "D" on page 68

**NOTE:** The fee for a search is now \$5.00

**ESTIMATED TIME**  
**TO COMPLETE:** 6 Hours to complete

SIMULATION 53

STATEMENT OF CLAIM AND NOTICE OF ACTION

OBJECTIVES

The student will be introduced to the originating documents in a civil action. The student will also prepare documents for issuing and serving.

APPLICATION

1. Read pages 120-124 of text
2. Complete items "E" (a to d) on page 68 of simulation text

NOTE: You will need to refer to document 8.1(1) and 8.1(2) in Supplies section

ESTIMATED TIME  
TO COMPLETE:

5 Hours to complete

SIMULATION 54

AFFIDAVIT OF DOCUMENTS AND SERVICE OF DOCUMENTS

OBJECTIVE: The student will continue with the required procedures in the civil litigation case involving a motor vehicle accident.

APPLICATION

1. Complete page 68 "G" (a-c) (refer to item "F" for information)
2. Complete item "H", page 68

ESTIMATED TIME  
TO COMPLETE: 5 Hours to complete

SIMULATION 55

PROCEEDING TO TRIAL

OBJECTIVE                   The student will prepare a variety of documents in preparation for trial - record, notice of readiness for trial, requisition, notice of listing for trial and a summons to witness.

- APPLICATION:
1. Read Chapter 8, pages 124-138 of text
  2. Complete page 69, item "I" (a-e) and item "J" and "K"

ESTIMATED TIME  
TO COMPLETE:           6 Hours to complete

## SIMULATION 56

### THE TRIAL, JUDGMENT, BILL OF COSTS

#### OBJECTIVE

The student will learn the procedures followed to set an action down for trial, procedures at the trial/ how judgments are prepared, and how costs are awarded.

#### APPLICATION:

1. Read Chapter 8/ pages 139-143
2. Complete review questions page 143 and 144 of text
3. Complete items "L" (a-c) and "M", page 69 of simulation text

NOTE: Be sure to make the change as indicated from "Taxation of costs" to "Assessment of costs"

#### ESTIMATED TIME TO COMPLETE:

5 Hours to complete

**SIMULATION 57**

**COUNTERCLAIMS**

**OBJECTIVE**

The student will be introduced to pleadings which make claims against plaintiffs.

**APPLICATION**

1. Read Chapter 18, pages 159-163 of text
2. Complete page 80/ item 10-1 of simulation text

**ESTIMATED TIME  
TO COMPLETE:**

5 Hours to complete

**SIMULATION 58**

**REPLY AND DEFENCE TO COUNTERCLAIM**

**OBJECTIVE**

The student will be introduced to pleadings which involve the addition of a second title of proceedings.

**APPLICATION**

1. Read Chapter 10, pages 163-165 of text
2. Complete page 82, item 10.2 of simulation text
3. Review questions page 172 of text

**ESTIBLATED TIME  
TO COMPLETE:**

4 Hours to complete



## SIMULATION 59

### CIVIL LITIGATION - APPLICATIONS

**OBJECTIVE:** The student will be introduced to lawsuits brought about under applications, i-e. the Change of Name Act.

**APPLICATION**

1. Read Chapter 11, pages 173-185
2. Complete pages 85, 11.1 and 11.2
3. Review questions, pages 187-188 of text

**NOTE:** Be sure to refer to supplies section for draft documents. Also, read notes on pages 85 and 87 of simulation text.

**ESTIMATED TIME  
TO COMPLETES**

7 Hours to complete

SIMULATION 60

CIVIL LITIGATION - MOTIONS

OBJECTIVE: The student will be introduced to motions as will be commonly found in both actions and applications.

APPLICATION: 1. Read Chapter 12, pages 189-200 of text  
2. Complete 12.2  
3- Review questions, pages 200 and 201 of text

ESTIMATED TIME  
TO COMPLETE: 5 Hours to complete

## SIMULATION 61

### DIVORCE

**OBJECTIVE:** The student will be introduced to the documents which may be found in a simple divorce matter.

- APPLICATION**
1. Read Chapter 13 and 14 of text, pages 202-232  
**NOTE:** Chapter 13 was part of OPL200, but will assist you in understanding Chapter 14
  2. Complete page 96/ 14.1 "F-j" of simulation text
  3. Complete review questions 10-21 (1-9 done as part of OPL200)

**ESTIMATED TIME**  
**TO COMPLETE:** 6 Hours to complete