

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

COURSE OUTLINE

Course Outline: LEGAL OFFICE PROCEDURES

Code No.: SPR ?-i?-q

Program; LEGAL SECRETARIAL

Semester: FOUR

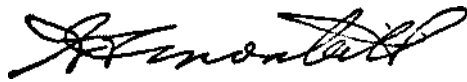
Date: JANUARY, 1985

Author: ROSE CAICCO

New;

Revision: ___'^

APPROVED:



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

UWLCIIVES:

- 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 10-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	<u>5%</u>

Other

Considerations:

outside assignments

attendance

ability to follow instructions

good work habits

personable office type characteristics

SCHEDULE FOR
LEGAL OFFICE PROCEDURES
SEMESTER IV

<u>Date (appr.)</u>	<u>Objective</u>	<u>Topic</u>
Jan. 7 - Jan. 14 (1 week)	25	Divorce Proceedings
Jan. 15 - Jan. 22 (1/2 week)	26	Legal Aid
Jan. 23 - Jan. 28 (1/2 week)	27	Wills
Jan. 29 - Feb. 15 (2 1/2 weeks)	28 - 33	Introduction to Real Estate
Feb. 18 - Feb. 27 (1 week)	34	Repayment clauses
Feb. 25 - Mar. 1	WINTER SEMESTER BREAK	
Mar. 4 - Mar. 15 (2 weeks)	35 - 37	Mortgages and charges
Mar. 18 - Mar. 22 (1 week)	38 - 41	Discharges and Cessations (including assignments and partial discharges)
Mar. 25 - Apr. 19 (4 weeks)	42 - 46	Vendor and Purchaser Trans- actions (including reporting out)
Apr. 22 - Apr. 26 (1 week)	47	Mortgage Transaction
Apr. 29 - May 3 (1 week)	48 - 49	House lease. Chattel mortgage. Financing Statement

CONVOCATION - SATURDAY. MAY 11, 1985

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OBJECTIVE 25 - Divorce Proceedings

OBJECTIVE: The student will complete a Separation Agreement, a Petition for Divorce, a Notice of Petition for Divorce, Statement of Financial Information, Statement of Property, a Notice of Hearing and a Decree Nisi in accordance with legal typing principles.

APPLICATION: 1. Read Pages 522 - 528 of text

2. Complete pg. 323 - Domestic contract
325 - Petition for Divorce
and Notice of Petition
329 - Statement of Financial
Information and State-
ment of Property
331, 332, and 333

OMIT: Record and index mentioned on pages
326 and 329

NOTE: Page 333 - Add "Official Guardian" as
item "Q" to be defined.

EVALUATION: All work to be graded S or I

ESTIMATED TIME
TO COMPLETE: 8 periods of 50 minutes each

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OBJECTIVE 27 - Will Clauses and Wills

OBJECTIVE: The student will understand basically some of the more common will clauses that are used in the preparation of a common will, i.e. opening clause; debts, duties and taxes clause; infants clause; investment clause; and others.

The student will prepare a long will on proper will paper in accordance with proper legal typing principles.

The student will know how a will is executed in proper form.

APPLICATION:

1. Study pages 394-405 of text
2. 267 - Omit Legal Research
268 - 269 - Clauses 1-6
272 - C & D only
273 - 274
275 - Sec. Judgment
276
3. Complete Affidavit of Execution of Will

EVALUATION: All work to be graded S or I

ESTIMATED TIME
to WMPlete: 5 periods of 50 minutes each

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OBJECTIVE 29 - Affidavits - Planning Act
- Affidavit of Residence and of
Value of the Consideration

OBJECTIVE; The student will understand the purpose of each of the Planning Acts, and the Affidavit of Residence and of Value of the Consideration as it will apply to him/her in a legal office.

The student will be able to decide, given a set of facts, if each of the aforementioned affidavits are required in a document for registration in either the Registry Office or Land Titles Office.

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APPLICATION: 1. Read pages 147 - 158 of text
2. Complete handout

EVALUATION: All work to be graded S or I

ESTIMATED TIME
TO ACHIEVE: 4 periods of 50 minutes each

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OBJECTIVE 31 - Deed Without Spousal Consent

OBJECTIVE:

The student will understand the meaning of the S.C. clause and its affect on a deed and the supporting affidavits.

The student will complete two deeds without S.C. together with all the pertinent affidavits, in proper legal form and be ready for registration in the Registry Office.

APPLICATION:

1. Read pages 159 - 174 of text
2. Complete pages 131, 135, 139 E and G only, 140 and 141 of workbook
3. Prepare Affidavits of Value of Consideration, remembering that these are not inserted in deeds. Prepare in triplicate.

EVALUATION:

All work to be graded S or I

ESTIMATED TIME
TO ACHIEVE:

7 periods of 50 minutes each

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OBJECTIVE 33 - Test No. 8

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

APPLICATION: Test is based on Objectives 31 & 32

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

ESTIMATED TIME
TO ACHIEVE: 2 periods of 50 minutes each

OBJECTIVE 35 - Mortgage and Charge Without Spousal Consent

OBJECTIVE: The student will prepare a mortgage and a Charge without spousal consent and will be able also to insert the proper repayment clause in each document together with any supporting affidavits which the student will decide are necessary.

APPLICATION: 1. Complete pages 159 and 162 of workbook

MOTE: A) Change payments to \$375.00 monthly (blended) on page 162. All other terms remain the same. A handout, to be used as a guide will be handed out by the instructor. (East and Woodworth)
B) Printing error in description - use "Unit 15, Level 3".

EVALUATION: All work to be graded S or I

ESTIMATED TIME
TO ACHIEVE:— 5 periods of 50 minutes each

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OBJECTIVE 37 - Test No. 9

OBJECTIVE: The student will complete and pass a test on unreviewed material.

APPLICATION: Test to be based on Objectives 34 - 35

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

ESTIMATED TIME
TO ACHIEVE: 2 periods of 50 minutes each

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OBJECTIVE 39 - Cessation of Charge

OBJECTIVE: The student will understand the meaning of a Cessation of Charge under the Land Titles Act.

The student will be able to complete a Cessation of Charge in accordance with legal typing principles.

APPLICATION: 1. Study pages 132 - 134 of text
2. Complete page 189E and 189F of workbook

NOTE: - There is an error in the workbook.
Get all the required information from the charge in the textbook.
- Use July 3 as date of charge.

EVALUATION: All work to be graded S or I

ESTIMATED TIME
TO ACHIEVE: 2 periods of 50 minutes each

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OBJECTIVE 41 - Statement of Adjustments

OBJECTIVE:

The student will be able to complete a statement of adjustments setting out the purchase price, the deposit, any adjustments for fire insurance, taxes, local improvement charges, mortgages, rental, utilities, or any other adjustments which the instructor may feel are related to a statement of adjustments.

The student will be able to prepare an undertaking for readjustments in transactions when one is necessary.

APPLICATION:

1. Study pages 213 - 217 in text

2. Complete pages 173 - 178 of workbook

N.B.: Change closing date on Hartwood & Harvey Agreement of Purchase and Sale from the "1st of the next month" to the "2nd day of April" (page 149 of workbook).

Also, check per diem rate on mortgage statement. Should read \$11.27 per day, not \$4.18.

EVALUATION:

All work to be graded S or I

ESTIMATED TIME
TO ACHIEVE:

6 periods of 50 minutes each

OBJECTIVE 43 - Test No. 11

OBJECTIVE: The student will complete and pass a test of unreviewed material.

APPLICATION: Test will be based on Objectives 41 and 42 (Vendor Transaction)

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

ESTIMATED TIME
TO Achieve:—

2 periods of 50 minutes each

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OBJECTIVE 45 - Reporting Letters

OBJECTIVE:

The student will prepare a complete reporting letter to the vendor and also to the purchaser and will understand the meaning of a certificate of title. The student will also prepare the necessary account and trust statement, together with any insurance transfers.

APPLICATION:

1. Complete page 179

NOTE: Item D of page 179 refers to Bell's sale to Little, adapt this letter to report out on Howard sale to Scott (refer to page 233 text)

For an example of a purchaser's reporting letter, refer to page 229 - 232 of text and do report on Hartwood p.f. Harvey.

EVALUATION:

All work to be graded S or I

ESTIMATED TIME

To ACHIETT:

6 periods of 50 minutes each

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OBJECTIVE 47 - Acting for the Mortgagee

OBJECTIVE: The student will complete all the documents and correspondence related to an actual application for a mortgage loan from the time it reaches the solicitor's office to the final report on title to the mortgages.

APPLICATION: This objective is not in the textbook and a handout will be distributed by the instructor.

EVALUATION: All work to be graded S or I

ESTIMATED TIME
TO ACHIEVE:_____ 7 periods of 50 minutes each

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OBJECTIVE 49 - Chattel Mortgage

OBJECTIVE; The student will understand the meaning of a Chattel Mortgage and the required supporting affidavits. The student will also understand a Financing Change Statement and will be able to complete this accurately.

APPLICATION: This objective is not in the workbook and a handout will be distributed by the instructor.

Study page 184 of text

EVALUATION: All work to be graded S or I

ESTIMATED TIME
TO ACHIEVE: 3 periods of 50 minutes each

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