

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

COURSE OUTLINE


Course Outline: LEGAL OFFICE PROCEDURES I
Code No*: OPL 200
Program: OFFICE ADMINISTRATION - LEGAL
Semester: II
Date: JANUARY, 1989
Author: Rose Caicco

New:

Revision:

X

APPROVED:


Chairperson

Date

LEGAL OFFICE PROCEDURES 1

OPL 200

Prerequisite to OPL 100 is OPC 100

REQUIRED TEXTS;

- Legal Office ProcedureSf T. Kamakaris
- Simulations for above
- 10,000 Legal Words, Kurtz et al
- Perpetual Desk Diary or equivalent
- Webster Dictionary or equivalent

GENERAL OBJECTIVES

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 court procedures 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.

Absence, without prior notice or just cause, will result in the loss of 10% of the cumulative semester mark.

- To make the student aware of the Legal Secretary and the various office duties.
- To indoctrinate the student in phases of law such as corporation, wills and estates.
- 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.

ASSIGNMENTS

The student will hand in all work neatly, properly assembled, in an appropriately labelled file folder.

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 PER 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 mailability, this will be determined by the following error-deduction scheme:

- 5 each incorrect spelling, proofreading error
- 2 all other errors
- 1/2 or *5 for punctuation (Ex. -1/2 for comma;
- 5 no end of sentence punctuation)
- 2 minor format errors
- 5 major format errors

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

Example

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-

PRECEDENT BINDER

A precedent binder 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 Binder is collected at the end of the semester and a grade is assigned at that time.

Binder due date: **April 15, 1989.**

The penalty for handing the binder in late is 10% per day.

SAMPLE MARKING SCHEME FOR BINDER:

Proofreading and spelling:	-5 each occurrence
Minor format errors:	-2 each occurrence
Major format errors:	-5 each occurrence
Missing documents and/or affidavits:	-5 each occurrence
Missing legal seals:	-2 each occurrence
Poor corrections:	-2 each occurrence
No letterhead:	"2 each occurrence
No envelopes:	-2 each occurrence
-10% penalty for <u>each day</u> late	

Ten percent of the grade for the binder will be assigned to presentation i.e. neatness, completeness, originality, etc.

FINAL GRADE:

The final mark will be determined as outlined in the following pages, plus the following:

Tests	70% *
Daily Work	15%
Binder	10% **
Diary	5%
	100%

- * Test schedule attached
- ** Minimum requirements attached

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 REWRITES OF TESTS OR QUIZZES.**

Students will not be allowed into class without all the required texts.

SCHEDULE FOR LEGAL OFFICE PROCEDURES
SEMESTER 11

APPROXIMATE DATE	SIM. NO	TOPIC
January 9 - January 25 (2 1/2 weeks)		The legal office - general environment; Directories and Law Lists; Legal
January 26 - February 16 (3 weeks)	4 - 6	Legal Accounts; Legal Aid
February 17 - March 15 (2 1/2 weeks)		Legal Correspondence
March 16 *- March 31	9 - 10	Memoranda of law citations
April 3 - April 14	11 - 12	General documents; directions; retainers; authorizations, etc. Statutory declarations; notarial certificates; affidavits
April 17 April 21 (1 week)	13	Family Law - controls
April 24 April 28 (1 week)	14	Wills

N.B, "Week" refers to five 50 minute classes per week

TESTS

No. 1	Based on Simulation	1 - 6
No, 2	Based on Simulation	7 & 8
No, 3	Based on Simulation	9 & 12
No. 4	Based on Simulation	13 & 14

Tests will be announced one week in advance. Theory and vocabulary will be a part of most tests.

Time allowed will be two periods of 50 minutes each.

**** MINIMUM REQUIREMENTS - BINDER NO. 1**

SIMULATION	5	- Accounts
	6	- Legal Aid - All Simulations
	7 & 8	- Correspondence - 1 short - 1 two page
	9 & 10	- Memo of Law - 1 short - 1 long
	11 - 14	- All of these Simulations

BINDER DUE DATE: APRIL 15, 1989

**SIMULATION NO. 2
TELEPHONE ETIQUETTE - FILING SYSTEMS**

OBJECTIVE: The student will be made aware of ways to properly screen calls and be given examples of how to handle difficult clients.

The student will also be introduced to legal filing systems.

APPLICATION

1. Read chapter 2
2. Complete simulation numbers 2,1
2,2

A & B
2.7

* For this part of the simulation, you may use an index box, as suggested, or a small binder (3" x 5" or larger) with a separate page for each file.

**Use your perpetual diary to make note of these items.

**ESTIMATED TIME
TO COMPLETE:**

Three periods of 50 minutes each

**SIMULATION NO. 3
DIRECTORIES AND LAW BOOKS**

OBJECTIVE: The student will be made aware of some of the legal directories i.e. Law Lists (Canadian and American), Almanacs, City Directories, etc. which are most commonly found in legal offices.

APPLICATION Attached

ESTIMATED TIME TO COMPLETE: Two Hours

**SIMULATION NO. 3
DIRECTORIES AND LAW BOOKS**

APPLICATION

1. You are new to the Sault and have been asked to give the name of a Legal firm which practices Law and can offer their services in French and another firm which offers services in Italian* Where would you find this information? Give the name of each Legal firm in full, including its address and telephone number•
2. You took a telephone message but the caller hung up before you could get his name (he probably figured you recognized his voice). Mr. Redford prefers both a name and telephone number so he can be fully prepared to speak to a party prior to returning a call. The number you have is 949-1589- Find the name.
3. Mr, Redford wants to write to the owner of 175 Fort Creek Drive because he has a client who wants to buy that house. Find out who lives there.
4. You need to contact the owner of 712 Pine Street, Apt. 1. Who is it and what is the telephone number given.
5. Mr. Redford wants to contact manager of Proctor & Redfern Limited. Who is he/she? Where is their office. What do they do?
6. List one Legal firm from each province and include the address.
7. List three legal firms in the United States, complete with address.

SIMULATION NO. 4
INTRODUCTION TO LETTER STYLES IN LEGAL OFFICES

- OBJECTIVE:** The student will be introduced to styles used in legal offices with respect to addresses and in particular, the use of Q.C./ Esq., Barrister and Solicitor, Messrs., etc., as well as complimentary closings.
- APPLICATION:** Handout (attached)
- ESTIMATED TIME TO COMPLETE:** Four periods of 50 minutes each

ENVELOPES, INSIDE ADDRESSES, SALDTATIONS AND SUBJECT LINES

1. You are writing a letter to the legal firm of Lakes, Rivers, and Ponds, Their mailing address is Suite 1002, 111 Richmond Street West, Toronto, Ontario, M5J 4Y2, This will be about your file, Berwick and Parker ats. Petron. Prepare up to the subject line.
2. You are sending a "Without Prejudice" letter to the legal firm of Armstrong and Bryan who are at 16 Mount Royal Blvd., Toronto, Ontario, M6K 112. This item will be for the attention of Mrs. R. B. Simpson and is in connection with the Rodgers purchase from Gray file. Prepare an envelope and the heading on a letter up to the subject line.
3. Write the address as it would appear on an envelope to Mrs. R.B. Alderson at 174 Prince Town Crescent, Sault Ste. Marie, Ontario, P6C 2J1. Mark the letter "Personal".
4. You have written a letter to the legal firm noted in No. 1 above and the following second page. Complete it as to form for signature by Mr. Redford on behalf of the firm. There was one enclosure mentioned in page one.

and trust that everything has been handled to your satisfaction. Should there be any problems or questions, please do not hesitate to contact us.

5. The following is the second page of a letter written to Albert C. Walker who is a Queen's Counsel. It is being sent by registered mail to 487 Albert Street East, Sault Ste. Marie, Ontario, P6A 7K9. Complete it for signature by Mr. Redford.

after I have had an opportunity to discuss the matter with our client. I would appreciate your telephoning the writer upon receipt of this letter in order to make final arrangements for closing.

6. You are writing to an all female legal firm of Marks and Greco who are at 138 Pinder Street, Toronto, Ontario, M8R 1K9, and is in connection with the Boston divorce. Prepare the heading up to and including the subject line.

**SIMULATION NO. 5
LEGAL ACCOUNTS**

OBJECTIVE;	The student will learn to prepare time sheets/ docketts, general and account ledgers, and client accounts.
APPLICATION	Refer to Chapter 2 Complete Simulation Numbers 2,9 2.10 (A, B, C) 2.14 Be sure to look up and understand use of legal terminology such as ats, v/vs., disbursements, etc.
ESTIMATED TIME TO COMPLETE:	5 Hours

**SIMULATION NO.
LEGAL AID**

OBJECTIVE

The student will be given a brief overview of the Legal Aid program and will complete some of the documentation required to report out on a Legal Aid file.

APPLICATION

Refer to Chapter 2 and complete review questions in preparation for class lecture.

This simulation is not in the student materials and a handout will be distributed by the instructor.

**ESTIMATED TIME
TO COMPLETE:**

Five

Hours

SIMULATION NO. 7
LEGAL BUSINESS COMMUNICATION

OBJECTIVE: The student will type legal business correspondence using the most common styles of letters and using special notations as are prevalent in legal offices.

APPLICATIONS NOTE: Students requiring punctuation and capitalization review are referred to pages 40 - 50 of the text. However, it is not the instructor's intent to teach these. Any problems should be directed to your English instructor.

1. Read manual pages 50 - 60 (Chapter 3)
2. Complete 3.12 A, B, C, & D

ESTIMATED TIME
TO COMPLETE: Five Hours

SIMULATION NO. 8

OBJECTIVE: The student will prepare a variety of correspondence so as to familiarize him/herself with legal terminology i.e. - divorce, corporate, conveyancing, etc.

APPLICATION:

1. Refer to Chapter 3
2. Complete 3.13
3.14 A
3.15 A & B
3.16 A & B
3. Review questions. No. 11 - 18

ESTIMATED TIME

TO COMPLETE: Five Hours

SIMULATION NO

OBJECTIVE The student will be able to prepare legal memoranda in accordance with legal typing principles. This will involve use of citations, square and round brackets, etc

APPLICATION 1. Read Chapter 4 of the text.
2. Complete simulations 4.1 and 4.2

**ESTIMATED TIME
TO COMPLETE:** Four hours

SIMULATION NO. 10

OBJECTIVE

The student will be able to prepare a more complex memorandum of law using proper legal typing principles.

APPLICATION

1. Refer to chapter 4 for rules*
2. Complete 4.3 and 4,5
3. Complete review questions.

**ESTIMATED TIME
TO COMPLETE:**

Four hours

SIMULATION NO. 11 - BASIC FIELDS OF LAW

- OBJECTIVE:** The student will be introduced to the various fields of law and some of the general documents commonly found in those fields, i.e. directions, acknowledgments, authorizations, retainers, etc.
- APPLICATION;** Read Chapter 5
2. Complete Simulation No. 5.1, 5.2, 5.3 and 5.4
- ESTIMATED TIME TO COMPLETE:** Four hours

SIMULATION NO. 12

OBJECTIVE

The student will complete statutory declarations (by a single and joint deponents), a notarial certificate, an affidavit of service, and a power of attorney

APPLICATION

1. Refer to Chapter 5
2. Complete Simulation 5.5 and 5.7
3. Complete following 2 pages
4. Complete review questions

**ESTIBLATED TIME
TO COMPLETE:**

Four hours

In the matter of Section 116 of the Income Tax Act, R.S.C 1970 and amendments thereto, and in the matter of sale of part of lots 150 and 151, Plan 2850, City of Toronto, 76 Blair Drive East.

We, Joseph Lawrence, Merchant, and Elaine Lawrence, his wife, both of the city of Toronto etc.

1. We are parties as vendors to an agreement of purchase and sale dated October 1, 19- (current year) between ourselves and Peter H. Rowland as purchaser respecting the purchase and sale of property municipally known as 76 Blair Drive East.
2. Our interest in an title to the property is personal and is not held by us on behalf of, or in any capacity on account of any other person, firm or corporation.
3. We are now and will be at the time fixed for closing of this transaction ordinarily residents in Canada.
4. We acknowledge that under the terms of the Income Tax Act we are residents of Canada.

POWER OF ATTORNEY

Lynda Ritchie is going to have serious surgery so she would like a general power of attorney in favour of her husband Paul. They both live in Sault Ste. Marie, Please prepare this for signing today. You will be the subscribing witness.

Thanks,

R. Radford

SIMULATION NO. 13
FAMILY LAW

OBJECTIVE: The student will prepare a separation agreement and a marriage contract in accordance with legal typing principles

- APPLICATIONS**
1. Read Chapter 13 and complete review questions in preparation for class.
 2. Complete Simulation 13.1 and 13.2.
 3. Complete affidavits of legal age and subscribing witness for each document
 4. Complete review questions.

ESTIMATED TIME TO COMPLETE: Six hours

SIMULATION NO. 14
WILLS

OBJECTIVE: The student will prepare a will and affidavit of execution of will in accordance with legal typing principles.

APPLICATION: 1, Read Chapter 36.
2. Complete Simulation 36.2.
Complete Affidavit of Execution of Will
Complete review questions.
Omit reference to paragraph (b) on precedent unless you wish to put on W.P. equipment.

ESTIMATED TIME TO COMPLETE: Five hours