

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE- MARIE, ONTARIO

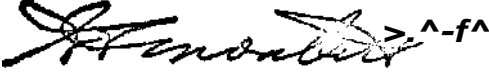
COURSE OUTLINE


Course Outline: LEGAL OFFICE PROCEDURES I  
Code No-: OPL 200 (**Prereq. OPCIOO**)  
Program: OFFICE ADMINISTRATION - LEGAL  
Semester: II  
Date: JANUARY, . 1990  
Author: Rose Caicco

New

Revision

APPROVED

  
Chairperson

  
Date 1-10-90

Prerequisite to OPL 200 is OPC 100

COURSE HOURS; - 75 Hours

REQUIRED TEXTS; - Legal Office Procedures, T. Kamakaris  
- Simulations for above  
- 10,000 Legal Words, Kurtz et al  
- Perpetual Desk Diary or equivalent  
- Webster Dictionary or equivalent  
- Mozley & Whitley Law Dictionary

**SUPPLIES REQUIIUSD:**

- Typing paper - letter size and legal size
- 12 file folders, file labels

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

**I. PHILOSOPHY/GOALS;**

- 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 tne student into a competent legal assistant.

**II. STUDENT PERFORI4ANCE 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 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 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 (excluding tests), or
  - b) preparing a paper relating to the field trip or topic under discussion - particulars to be approved by the instructor,

**PRECEDENT BINDER:**

One precedent binder or 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.

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

## SAMPLE MARKING SCHEME

|                                     |                   |
|-------------------------------------|-------------------|
| 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                        |                   |

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

OPL200 Precedent Binder #1 - Due April 13, 1990

A list of the minimum requirements for this binder is attached to the beginning of the objectives.

ASSIGNMENTS - 100% completion of all assignments is expected. All work is due in the assigned class period as indicated on each simulation.

Note: Daily work will be graded "mailable" or "unmailable". Throughout the semester, the instructor will randomly select approximately 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 sample marking scheme shown on the previous page.

Any mailable items must receive a grade of 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.

THE STUDENT WILL HAND ALL WORK IN NEATLY TYPED, PROPERLY ASSEMBLED, AND IN AN APPROPRIATELY LABELLED FILE FOLDER.

Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and delivery of messages the Office Administration faculty need to relay to the student.

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

|    |   |    |  |
|----|---|----|--|
| A+ | = | 90 | 100% (consistently outstanding)              |
| A  | = | 80 | 89% (outstanding achievement)                |
| B  | = | 70 | 79% (consistently above average)             |
| C  | = | 60 | 69% (satisfactory or acceptable achievement) |
| R  | = | 0  | 59% (course must be repeated)                |

#### 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**

Test papers will be returned to the student after grading in order to permit verification of the results and to review the test. However, the student will be required to return all test papers to the instructor who will keep them on file until the end of the current semester. Failure to do so, either when the test is being conducted or after the results have been handed back, will result in a loss of 10% of the possible test mark, example 10% if test is out of 100.

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

TESTS

- No. 1 Based on Simulation 1 - 7
- No. 2 Based on Simulation 8 & 9
- No- 3 Based on Simulation 10 - 13
- No. 4 Based on Simulation 14 & 15

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 13, 1990**

**SCHEDULE FOR LEGAL OFFICE PROCEDURES  
SEMESTER 11**

| APPROXIMATE DATE                        | SIM. NO            | TOPIC   |
|---|--------------------|---|
| January 8 - January 26<br>(2 1/2 weeks) |                    | The legal office - general environment; Directories and Law Lists   |
| January 29 - February 16<br>(3 weeks)   | 4 - 7              | Legal Accounts; Legal Aid   |
| February 19 - March 16<br>(2 1/2 weeks) |                    | Legal Correspondence  |
| March 5 - March 9                       | <b>STUDY BREAK</b> |   |
| March 19 - March 30<br>(2 weeks)        | 10 - 11            | Memoranda of law citations  |
| April 2 - April 13<br>(1 1/2 weeks)     | 12 - 13            | General documents; directions; retainers; authorizations, etc.<br><br>Statutory declarations; notarial certificates; affidavits |
| April 16 - April 20<br>(1 week)         | 14                 | Family Law - contracts  |
| April 22 - April 27<br>(1 week)         | 15                 | Wills   |

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

**SIMULATION NO. 1  
THE CONTEMPORARY LAW OFFICE**

**OBJECTIVE:** The student will study the work environment of the law office, including skill requirements and information processing.

**APPLICATION**

1. Read chapter 1
2. Complete simulation numbers 1.1  
1.2  
1.5
3. Complete review questions, page 14  
of text

**ESTIMATED TIME  
TO COMPLETE:** Three periods of 50 minutes each



**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

Complete simulation numbers 2.1  
2.2  
2.3  
2.4  
2.7

Do reminders only last five items -  
Nedoni to Butler

Use your perpetual diary to make note of these items.

**ESTIMATED TIME  
TO COMPLETE:**

Two 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), Almanacsr City Directories, etc. which are most commonly found in legal offices.

**APPLICATION**

See following page

**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.



ENVELOPES, INSIDE ADDRESSES, SALUTATIONS 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 1L2. 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/  
dockets, 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

- 15 -

**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**

1. Refer to Chapter 2

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

Compose an acknowledging letter (to the Area Director) for each Certificate of Legal Aid in this simulation.

Complete review questions

**ESTIMATED TIME  
TO COMPLETE:**

Five Hours

**SIMULATION NO. 7**  
**DUTY COUNSEL**

**OBJECTIVE:** The student will complete a Duty Counsel account for both civil and criminal justice.

**APPLICATION** See following page

**ESTIMATED TIME TO COMPLETE:** Two hours





**SIMULATION NO. 8**  
**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:** Four Hours

**SIMULATION NO,**

**OBJECTIVE:**

The student will prepare a variety of correspondence so as to be familiar 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. 10

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. 11**

**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. 12 - 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, 13**

**OBJECTIVE**

The student will complete statutory declarations (by a single and joint deponents), a notarial certificate or 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

**ESTIMATED TIME  
TO COMPLETE:**

Three 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 the 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. Redford

**SIMULATION NO. 14**  
**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.

Note; A separate affidavit is required for each party (four in total)

Complete review questions

**ESTIMATED TIME  
TO COMPLETE:**

Six hours

**SIMULATION NO. 15**  
**WILLS**

**OBJECTIVE**

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

**APPLICATION**

- 1- Read Chapter 36.
2. Complete Simulation 36.2.
3. Complete Affidavit of Execution of Will
4. Complete review questions.
5. Omit reference to all of paragraph (b) on precedent unless you wish to put on W-P. equipment. You are only preparing one will for Ms. Barrett in this simulation.

**ESTIMATED TIME  
TO COMPLETE:**

Five hours