



Gain an introduction to the work responsibilities, practice and structure of a legal office including rules and guidelines, terminology, legal personnel, court system and documentation covering different legal specialisms.

Legal Secretarial- An Introduction

- Lesson 1:** the legal office, rules and guidelines, new terminology
- Lesson 2:** lawyers, the solicitor, sole practitioners and partnerships, office location, qualifying as a solicitor, The Law Society, the barrister, qualifying as a barrister, the legal executive, support staff
- Lesson 3:** procedures, accuracy, speed, confidentiality, limitations
- Lesson 4:** introduction to where the law comes from, classifications of English law, case law, Acts of Parliament, rules of interpretation, statutes, delegated legislation, European law, European member states
- Lesson 5:** legal publications and journals
- Lesson 6:** criminal and civil law, the English court structure, the Magistrates Court, the County Court, the Crown Court, the High Court of Justice, the Court of Appeal, the House of Lords – Judicial Committee, the European Court of Justice, the Judicial Committee of the Privy Council, alternative dispute resolution
- Lesson 7:** incoming and outgoing post, the DX system, letters, proof reading, copies, faxes, email, couriers
- Lesson 8:** introduction to documentation, documents in draft, endorsement sheets, engrossments, certifying a copy
- Lesson 9:** standard documents, document references, forms, specialist software, filing
- Lesson 10:** opening files, new clients, solicitor's accounts, petty cash, time sheets, bills, glossary

Guideline Study Time: 7 hours



To give an introduction to the work, responsibilities, practice and structure of the Company Law Department in a legal office.

Company Law

- Lesson 1:** Introduction to Company Law, Instruction Form
- Lesson 2:** Companies House, Form 10
- Lesson 3:** Form 12, Memorandum of Association, Articles of Association
- Lesson 4:** Incorporation, Company Seal, Company Meetings
- Lesson 5:** Forms 287 and 288a, Annual Return, Stock Transfer Form

Guideline Study Time: 7 hours



Provides an introduction to the work, documentation and responsibilities of the Conveyancing Department in a legal office

Lesson 1 – Including: The meaning of the term ‘conveyancing’, the difference between freehold and leasehold, registered and unregistered land, stages in a conveyancing transaction, preparing an instruction form for conveyancing and client care letter

Lesson 2 – Including: Seller’s Information Property Form, additional enquiries, official copies and form OCI, local and other searches, preparing a draft contract, pre-exchange mortgage procedures, formulas used for **exchange of contracts**

Lesson 3 – Including: Preparing a draft transfer, requisitions on title, the purpose of an official search with priority, form OSI, pre-completion mortgage requirements, carrying out a bankruptcy search, discharge of mortgage and form DSI, electronic notification of discharge, preparing a completion statement.

Lesson 4 – Including: post-completion procedures, stamp duty land tax, registering the new owner, form API, e-conveyancing.

Guideline Study Time: 7 hours

Conveyancing



Gives an introduction to the work, responsibilities, practice and structure of the Civil Litigation Department in a legal office.

Lesson 1: Introduction to Civil Law, Instruction Form for Debt Collection, Letter Before Action.

Lesson 2: The Claim Form, Particulars of Claim.

Lesson 3: Filing and Serving the Claim Form, Certificate of Service and Notice of Non-Service, The Admission, Defence and/or Counterclaim, Defence Form, List of Documents.

Lesson 4: Proceedings in the High Court, Instruction Form for Personal Injury, Response to Request for Further Information.

Guideline Study Time: 7 hours

Civil Litigation



Gives an introduction to the work, responsibilities, practice and structure of a Criminal Law Department in a legal office.

Lesson 1: Initial Stages in a Criminal Law case, Different Categories of Offence, Attendance notes

Lesson 2: Statements of Accused, Preparing an Information

Lesson 3: Witness Statements, Instructions to Counsel

Lesson 4: Dealing with Offenders, Legal Aid Claim Forms, Preparing an Invoice

Guideline Study Time: 7 hours

Criminal Law



Gives an introduction to the work, responsibilities, practice and structure of the Family Law Department in a legal office

- Lesson 1:** Introduction to Family Law, Basic Divorce Procedure, Instruction Form
- Lesson 2:** The Petition, Example of a Petition, Certificate with regard to Reconciliation
- Lesson 3:** Statement of Arrangements for Children
- Lesson 4:** Filing the Petition Lesson 4: The Acknowledgement of Service, Serving the Petition, The Answer, Affidavits
- Lesson 5:** Decree Nisi, Decree Absolute

Guideline Study Time: 7 hours

Family Law



Gives an introduction to the work, responsibilities, practice and structure of the Wills and Probate Department in a legal office

- Lesson 1:** Procedures to be followed when preparing a Will
- Lesson 2:** Codicils, enduring Power of Attorney and Deed of Revocation
- Lesson 3:** Procedures to be followed when obtaining Grant of Probate
- Lesson 4:** Documents associated with the distribution of an Estate

Guideline Study Time: 7 hours

Wills and Probate