



THE UNIVERSITY OF THE WEST INDIES
OPEN CAMPUS BELIZE

Legal Secretary

Course Description

Students study such topics as: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; commonly used word and data processing programs; legal research; memoranda preparation, and citation format.

Course Participants - Who Should Attend

- Persons working in the legal secretarial field
- Persons interested in improving their legal secretarial skills

Course Objectives

The aim of this course is for students to be ready for employment within a legal or quasi legal environment. This is achieved by providing students with knowledge in the areas of law, related procedures and an understanding of the terminology and definitions used in those areas.

Certification

Participants who fulfill at least 75% of the attendance requirement of the whole course and pass the end-of course assessment (if applicable) will be awarded *Certificate of Completion*.

Participants who met the minimum attendance but do not pass the assessment will be awarded a *Certificate of Participation*.

Course Prerequisites

There are no formal prerequisites

Course Duration

24 hours

Method of Delivery

Any combination of lectures, discussions, research presentation, role plays, problem solving exercises, case studies as well and video presentations. The emphasis is on learning by doing. Special features include: Interactive "workshop" format, group learning - you also get to know what other participants are doing, individual and group activities.

Course Cancellation Policy

The UWI Open Campus Belize makes every effort to maintain the advertised schedule of classes; however, low or insufficient enrollment may require a schedule adjustment or course cancellation. All registrants will be duly notified of any changes in the published information.

Course Outline

1. Legal Office procedures
 - a. Present the complete litigation process and
 - b. Includes preparation and execution of discovery, motions, and on through the completion of trial.
 - c. Time Management
2. Legal Terminology
 - a. Developing a vocabulary for the law office including language commonly found in the legal system.
3. Managing a legal office
 - a. Introduction to the most widely accepted set of law office computer applications for document creation, communication and legal business information analysis.
 - b. Administration of the legal office
 - c. Support and Supervision in the legal office
4. Office skills in a legal setting
 - a. Calendaring and managing multiple attorneys' schedules.
 - b. Managing the office account and Client account
 - c. Billing and accounting
5. Customer Service
 - a. Includes an understanding of the skills, attitudes, and thinking patterns needed to win customer satisfaction and loyalty.
6. Written communications
 - a. written communications including letters, pleadings, discovery, notices and motions; filing procedures,
 - b. importance of proof-reading