

# Effective Legal Office Administration

## Course Overview

This course teaches students about certification for paralegals, the law office, billing, preparing legal documents, litigation, contracts, torts, criminal law and procedure, family law, business law, real estate, estate planning and guardianship, and bankruptcy.

<b><u>Course Introduction</u></b>	2m
Course Introduction	
<b><u>Lesson 01 - Certification for Paralegals</u></b>	11m
Certification for Paralegals	
NALA Certification	
NAFP Certification	
NALS Certification	
Paralegal or Legal Assistant?	
Exam Format	
Demo - Paralegal Practice Test	
Examination for Certification	
Preparation for Certification	
Lesson 01 Review	
<b><u>Lesson 02 - The Law Office</u></b>	52m
The Law Office	
Ethical Considerations	
Maintaining Integrity	
Unauthorized Practice of Law	
Confidentiality	
Maintaining Integrity (slide 13)	
The Basics	
The Basics: The Legal Team	
The Basics: Types of Law Practices	
The Basics: Sole Practitioner	
Client Relations	
Dealing With Mail	
File Management	
Use Of Technology	
Demo - Using Excel in a Legal Office	
Use of Technology (Cont.)	
Skills that Every Legal Secretary Should Have:	
Demo - Office Management Resources	
Skills that Every Legal Secretary Should Have: (Cont.)	
Lesson 02 Review	

**Lesson 03 – Billing** 43m

Billing  
How Attorney's Charge  
Factors that Impact an Attorney's Fee  
Understanding Billing  
Demo - Sample Invoice  
Time and Cost Entries  
Demo - Law Office Management Program  
Time and Cost Entries (Cont.)  
Trust Accounts  
Docket Administration  
Lesson 03 Review

**Lesson 04 - Preparing Legal Documents** 32m

Preparing Legal Documents  
Basic Preparation  
Begin The Case  
Answer  
Basic Preparation (Cont.)  
Caption  
The Title  
The Body  
Signature and COS  
Complaint  
Summons  
Answer (Cont.)  
Legal Citations  
Legal Research  
The Law Library  
Demo - Online Legal Research  
Lesson 04 Review

**Lesson 05 – Litigation** 27m

Litigation  
What is Litigation  
Opening the File  
Delivery of Documents  
Additional Pleadings  
Motions Prior to Trial  
What is Discovery?  
Demo - Deposition Summary  
Motions Prior To Trial (Cont.)  
Demo - Motion  
Motions During Trial  
Lesson 05 Review

**Lesson 06 – Contracts** 27m

Contracts  
The Basics  
Demo - Sample Fee Agreement

The Essential Elements  
Demo - Sample Child Care Contract  
Remedies for Breach of Contract  
General Damages  
Consequential Damages  
Reliance Damages  
Specific Performance  
Lesson 06 Review

**Lesson 07 – Torts**

42m

Torts  
The Goal of Tort Law  
The Basics  
Injunctive Relief  
There are 3 Main Types of Torts  
Intentional Torts  
Intentional Infliction of Emotional Distress  
Negligence  
Strict Liability  
Demo - Discovery Request  
Lesson 07 Review

**Lesson 08 - Criminal Law and Procedure**

41m

Criminal Law and Procedure  
Jurisdiction  
The Basics  
Misdemeanors  
Felonies  
The Basics  
Elements of a Crime  
Levels of Mens Rea  
Definitions of Some Common Crimes  
Manslaughter  
Defining Some Common Crimes  
Demo - Robbery Statute  
The Basics (Cont.)  
Some of the Defenses a Defendant may Use  
Defenses Continued  
Criminal Procedure  
4th Amendment  
The Procedures  
4th Amendment (Cont.)  
The Procedures  
5th Amendment  
5th Amendment Procedures  
Miranda Warnings  
5th Amendment Procedures (Cont.)  
6th Amendment Procedures  
Demo - Docket Sheet  
Lesson 08 Review

**Lesson 09 - Family Law**

34m

Family Law  
Marriage  
Before the Marriage  
Demo - Premarital Agreement  
Before the Marriage (Cont.)  
Marriage (Cont.)  
Annulment  
Divorce  
No Fault Divorce  
Demo - Complaint for Divorce  
Child Custody  
Support Agreements  
The Attorney's Role in a Divorce  
Uniform Laws  
Lesson 09 Review

**Lesson 10 - Business Law**

57m

Business Law  
Types of Organizations  
Sole Proprietorship  
The Sole Proprietor  
Partnerships  
Partnership  
Partnerships (Cont.)  
Limited Liability Partnership  
Partnerships (Continued)  
Corporations  
Demo - Articles of Incorporation  
Demo - Corporate By-Laws  
Corporations (Cont.)  
Limited Liability Companies  
Demo - Incorporation Questionnaire  
Lesson 10 Review

**Lesson 11 - Real Estate**

42m

Real Estate  
The Basics  
Basic Ownership Rights  
4 Methods of Acquiring Property  
Real Estate Practice  
The Basics on Estates  
Types of Concurrent Ownership  
Documenting Transactions  
Recording Transactions  
Deeds  
Warranty Deed Sample  
Mortgages  
Sample Mortgage

Purchase Transactions  
Purchase Agreement  
Documenting Transactions  
Litigation  
Demo - Sample Lease  
Demo - Sample Eviction Letter  
Demo - Sample Purchase Offer  
Lesson 11 Review

**Lesson 12 - Estate Planning and Guardianship**

41m

Estate Planning and Guardianship  
The Basics  
Estate Plan Documents  
Intestate Succession  
Right to Inherit  
Characteristics of a Will  
Characteristics of a Will - Signature  
Types of Wills  
Nuncupative Will  
Types of Wills ( Cont'd)  
Demo - Last Will and Testament  
Types of Trusts and Funding  
Elements of a Trust  
Types of Trusts and Funding (Cont.)  
Elder Law  
Uniform Probate Code  
Administration  
Guardianships or Conservatorships  
Demo - General Power of Attorney  
Lesson 12 Review

**Lesson 13 – Bankruptcy**

21m

Bankruptcy  
The Basics  
Filing a Chapter 7 Case  
The Chapter 7 Case  
Means Testing  
The Automatic Stay & 341 Meeting  
During the Chapter 7  
Demo - Bankruptcy Resources  
Chapter 11 Cases  
Chapter 13 Cases  
Types of Debt  
Dischargeable and Non-Dischargeable Debt  
Lesson 13 Review  
Course Closure

**Total Duration: 7h 51m**