



Legal Secretary – Civil Litigation

- Designed for:** Individuals wishing to pursue a career as a Legal Secretary.
- Pre-requisites:** Comprehensive end-user knowledge of Microsoft Word, competent keyboarding (at least 40 wpm), good letter layout and office practice skills
- Objectives:** To give an introduction to the work, responsibilities, practice and structure of the Civil Litigation Department in a legal office

Course Content:

- 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

Features:

- Structured modular approach to make learning easy
- Practical exercises to consolidate knowledge gained

Benefits:

- Develop an awareness of the workings and structure of a Civil Litigation Department
- The flexibility and value of a self-study module designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the module
- The opportunity to gain the widely recognised Pitman Training certification

Details:

Duration: 10 hrs

What Next?

Further Legal Secretarial Modules
Audio Transcription
Shorthand

The use of multimedia based training allows students to work at their own pace. Course duration may therefore vary.