



Legal Secretary – Family Law

- 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 Family Law Department in a legal office

Course Content:

- 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

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 Family Law 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: 7 hrs

Availability: All Centres in
England and Wales

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.