



Legal Secretary – Introductory Module

- 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 legal office.

Course Content:

- 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

Features:

- Structured modular approach to make learning easy
- Practical exercises to test what you have learnt

Benefits:

- Develop an excellent knowledge of the workings and structure of the legal office
- A wide choice of training locations and times, and the flexibility and value of self-study training methods that allow for different learning speeds and styles
- A personalised workbook to use as a reference guide post-training
- The opportunity to gain the widely recognised Pitman Training certification

Details:

Duration: 7 hrs

What Next?

Further Legal Secretarial Modules
Shorthand
PowerPoint 2003 or 2007

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