



<p><b>M:</b> Course Objectives / Learning Outcomes</p> <p>The learner has reliably demonstrated the ability to:</p> <ol style="list-style-type: none"> <li>1. Prepare documentation for a civil action in the Supreme Court of BC from the discovery phase of the case through to the completion of the file and enforcement of the judgment.</li> <li>2. Prepare the documentation necessary for a Chambers application.</li> <li>3. Understand basic legal concepts which underpin the court system in BC and affect the daily work of a civil litigation law office.</li> <li>4. Understand the environment of a law office and respond to some of the possible challenges in such an office including dealing with people in a law office, possible ethical challenges, and maintaining an appropriate professional appearance and demeanor.</li> <li>5. Prepare correspondence, including a variety of different types of letters and memoranda, in mailable form.</li> <li>6. Describe and understand each stage in a civil litigation proceeding from the discovery phase of the trial to the end of the file, including enforcement of the judgment and any Chambers hearings that may be required.</li> <li>7. Utilize transcription skills and theory in preparing litigation documents.</li> </ol>
<p><b>N:</b> Course Content:</p> <ol style="list-style-type: none"> <li><b>1. Roles and Duties to be Performed by a Legal Administrative Assistant</b> <ol style="list-style-type: none"> <li>1.1 Duties set out in the Law Society's <u>Professional Conduct Handbook</u></li> <li>1.2 Other requirements and restrictions</li> </ol> </li> <li><b>2. Civil Court Documents</b> <ol style="list-style-type: none"> <li>2.1 Parts of documents</li> <li>2.2 Correct formatting, spelling, and legal terminology</li> <li>2.3 Keying from draft or transcription</li> </ol> </li> <li><b>3. Civil Litigation Procedures</b> <ol style="list-style-type: none"> <li>3.1 Handle Civil Litigation Actions           <ol style="list-style-type: none"> <li>3.1.1 set actions down for trial</li> <li>3.1.2 exchange documents and arrange discovery</li> <li>3.1.3 arrange pre-trial proceedings</li> <li>3.1.4 prepare and enter orders</li> <li>3.1.5 complete assessment and billing</li> <li>3.1.6 arrange for enforcement and collection</li> <li>3.1.7 handle settlements, dismissals, and discontinuances</li> <li>3.1.8 handle interlocutory applications</li> <li>3.1.9 amend documents</li> </ol> </li> <li>3.2 Civil Litigation Matters           <ol style="list-style-type: none"> <li>3.2.1 prepare and handle petitions and praecipes</li> <li>3.2.2 prepare and handle appearances</li> <li>3.2.3 prepare for hearings</li> <li>3.2.4 prepare and enter orders</li> </ol> </li> </ol> </li> </ol>
<p><b>O:</b> Methods of Instruction</p> <p>Communication between instructor and students will be conducted online using WebCT e-mail, discussion, chat utilities, guided practices, assignments, and case studies. Students will work both independently and collaboratively to learn and apply procedures and tasks carried on in a legal office. Both learning activities and evaluations will be structured to stress problem solving, accuracy, and working within time constraints.</p>

**P:** Textbooks and Materials to be Purchased by Students

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. WAV pedal & computer headphones are required for digital transcription activities.

**Q:** Means of Assessment

Assignments	30%
Timed Production Evaluations	30%
Comprehensive Theory Evaluation	30%
Participation	<u>10%</u>
	<u>100%</u>

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR