

Instructor's Manual

**LEGAL
OFFICE
PROCEDURES**

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INTRODUCTION

Purpose of the Text

This text has been developed as a total teaching program for a course in legal office procedures. These materials were prepared with two objectives in mind:

1. To simplify a complicated subject into a logical, meaningful course that will prepare students for successful careers in the law office.
2. To provide the instructor with a total instructional program to make this an interesting and easy course to teach.

Students enrolled in legal office procedures courses are often discouraged by the difficult terminology, procedures, and background required for a course of this nature. In teaching the class for a number of years, the author has observed the student's frustration from learning so many new things at one time. These materials have been developed in a simple and logical manner and allow the time necessary for the best learning experience.

The textbook begins with an explanation of the law office and moves very slowly and logically into the preparation of the legal papers required to be prepared by law office staff. The projects provide hands-on experience to reinforce student learning by having them prepare the legal papers and forms used in actual court cases.

Teaching a course in legal office procedures requires a tremendous amount of preparation, organization, and time on the part of the instructor. It is the author's intention to spare you the hours required by providing meaningful learning experiences and materials in this program. Hopefully, these materials will save you the endless hours it takes to develop these materials and provide you with more time for classroom teaching. It is recommended for use at the following levels:

Community College
Technical-Vocational
Private Business School
Adult Education
University
High School

The length of the course, and the number of hours allocated, will determine the depth of the material covered.

Tests

There are 14 tests in the text, covering the following areas:

<u>Chapter</u>	<u>Title</u>
2	Office Duties
3	Computers and Office Systems
4	Preparing Legal Correspondence
5	History of the Law
6	The Court Structure
7	Preparing Legal Documents
8	The Lawsuit - Preparations for Trial
9	The Lawsuit - Litigation and Discovery Procedures
10	Family Law
11	Wills, Trusts, and Probate
12	Business Organizations
13	Real Estate
14	Criminal Law
15	Legal Research

These tests serve as an evaluative measure of the student's progress and may indicate areas requiring additional emphasis. A final examination containing 100 questions with and answers and covering Chapters 1 through 16 is included in this manual. The test without the answers can be duplicated and used as a final exam for the course, the test with the answers is a helpful guide for the instructor.

Student Assignments and Samples of Completed Projects

Students assignments and samples of the student's completed projects are included at the end of this manual. They will assist in checking and grading the student's assignments and completed projects.