

Date of Previous Revision: September 2004
Date of Current Revision: March 2005

C: OADM 1432

D: Litigation Procedures I

E: 1.5

| Subject & Course No. | Descriptive Title | Semester Credits |
|----------------------|---|------------------|
| F: | Calendar Description: This is a BCCampus online provincial course. This online course introduces the student to the role and responsibilities of the Legal Administrative Assistant employed in the field of civil litigation in British Columbia. Students will gain knowledge of the first part of handling a civil litigation file, from opening a new client file to | |

M: Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. Prepare documentation for a civil action in the Supreme Court of BC from commencement until the close of pleadings.
2. Prepare the documentation necessary to obtain default judgment.
3. Understand basic legal concepts, which underpin the court system in BC and affect the daily work of a civil litigation law office.
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.
5. Prepare correspondence, including a variety of different types of letters and memoranda, in mailable form.
6. Describe and understand each stage in a civil litigation proceeding from commencement until the close of pleadings and possible application for default judgment.
7. Utilize transcription skills and theory in preparing litigation documents.

N: Course Content:**1. The Canadian Legal System**

- 1.1 Sources and parts of law
- 1.2 Major differences between criminal and civil law
- 1.3 Limitation periods in civil law

2. Roles and Duties to be Performed by a Legal Administrative Assistant

- 2.1 Duties set out in the Law Society's Professional Conduct Handbook
- 2.2 Other requirements and restrictions

3. Civil Court Documents

- 3.1 Parts of documents
- 3.2 Rules for keying styles of proceedings in actions and matters
- 3.3 Correct formatting, spelling, and legal terminology
- 3.4 Keying from draft or transcription

4. Civil Litigation Procedures

- 4.1 Handle Civil Litigation Actions
 - 4.1.1 open files
 - 4.1.2 prepare and serve writ of summons
 - 4.1.3 prepare and deliver appearance
 - 4.1.4 prepare and deliver pleadings
 - 4.1.5 prepare and apply for judgments in default.

O: Methods of Instruction

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: Textbooks and Materials to be Purchased by Students