

<p>M: Course Objectives / Learning Outcomes</p> <p>The learner has reliably demonstrated the ability to:</p> <ol style="list-style-type: none"> 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. 2. Prepare the documentation necessary for a Chambers application. 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 demeanour. 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 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. 7. Utilize transcription skills and theory in preparing litigation documents.
<p>N: Course Content:</p> <ol style="list-style-type: none"> 1. Roles and Duties to be Performed by a Legal Administrative Assistant <ol style="list-style-type: none"> 1.1. Duties set out in the Law Society's <u>Professional Conduct Handbook</u> 1.2. Other requirements and restrictions 2. Civil Court Documents <ol style="list-style-type: none"> 2.1. Parts of documents 2.2. Correct formatting, spelling, and legal terminology 2.3. Keying from draft or transcription 3. Civil Litigation Procedures <ol style="list-style-type: none"> 3.1 Handle Civil Litigation Actions <ol style="list-style-type: none"> 3.1.1 set actions down for trial 3.1.2 exchange documents and arrange discovery 3.1.3 arrange pre-trial proceedings 3.1.4 prepare and enter orders 3.1.5 complete assessment and billing 3.1.6 arrange for enforcement and collection 3.1.7 handle settlements, dismissals, and discontinuances 3.1.8 handle interlocutory applications 3.1.9 amend documents 3.2 Civil Litigation Matters <ol style="list-style-type: none"> 3.2.1 prepare and handle petitions and praecipes 3.2.2 prepare and handle appearances 3.2.3 prepare for hearings 3.2.4 prepare and enter orders
<p>O: 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>P: Textbooks and Materials to be Purchased by Students</p> <p>Evin Ross. Guide to Civil Litigation, Current Ed.</p> <p>Colvin, Carole and Sheila Paige. Litigation Precedents, Latest Ed., Douglas College</p> <p>. WAV pedal & computer headphones are required for digital transcription activities.</p>										
<p>Q: Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Production–document production</td> <td style="text-align: right;">50%</td> </tr> <tr> <td style="padding-left: 20px;">Mid-term exam</td> <td style="text-align: right;">20%</td> </tr> <tr> <td style="padding-left: 20px;">Final exam</td> <td style="text-align: right;">20%</td> </tr> <tr> <td style="padding-left: 20px;">Participation</td> <td style="text-align: right;"><u>10%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	Production–document production	50%	Mid-term exam	20%	Final exam	20%	Participation	<u>10%</u>		<u>100%</u>
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<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is open for PLAR.</p>										

Course Designer(s) Titus Yip

Education Council / Curriculum Committee Representative

Dean / Director Rosilyn Coulson

Registrar Trish Angus

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