



**EFFECTIVE: JANUARY 2005**  
**CURRICULUM GUIDELINES**

**A. Division:** **Instructional** Effective Date: **January 2005**

**B. Department / Program Area:** **Commerce & Business Admin/ Office Administration** Revision  New Course

If Revision, Section(s) Revised:  
 Date of Previous Revision:  
 Date of Current Revision:

**C: OADM 1434** **D: Family Litigation Procedures** **E: 2**

Subject & Course No.	Descriptive Title	Semester Credits
<b>F:</b>	Calendar Description: <b>This is a BCCampus online provincial course.</b> Family Litigation Procedures introduces the student to the functions and duties of a legal administrative assistant working in a family law practice in B.C. Subjects covered include legal terminology, the applicable provincial and federal statutes, the court system, and the theory and practical application of preparation of legal correspondence, undefended and defended divorces, and separation and marriage agreements.	
<b>G:</b>	Allocation of Contact Hours to Type of Instruction / Learning Settings	<b>H:</b> Course Prerequisites:  <b>(OADM 1430 or equivalent) and (OADM 1431 or equivalent).</b>
	Primary Methods of Instructional Delivery and/or Learning Settings:  <b>Online lecture</b> <b>Online lab</b>	<b>I:</b> Course Corequisites:  <b>OADM 1433</b>
	Number of Contact Hours: (per week / semester for each descriptor)  <b>Lecture: 3 hours per week/45 hours per semester</b> <b>Lab: 1 hour per week/15 hours per semester</b>	<b>J:</b> Course for which this Course is a Prerequisite  None
	Number of Weeks per Semester:  <b>15 weeks X 4 hours/week = 60 hours/semester</b>	<b>K:</b> Maximum Class Size:  24
<b>L:</b>	PLEASE INDICATE:	
<input type="checkbox"/>	Non-Credit	
<input checked="" type="checkbox"/>	College Credit Non-Transfer	
<input type="checkbox"/>	College Credit Transfer:	
SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ( <a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a> )		

<p><b>M:</b> Course Objectives / Learning Outcomes The learner has reliably demonstrated the ability to:</p> <ol style="list-style-type: none"> <li>1. Read and understand the relevant statutory materials, in particular Rule 60 and 60 D of the Rules of Court, the Divorce Act, and the Family Relations Act.</li> <li>2. Identify the distinct applications of the Divorce Act and the Family Relations Act.</li> <li>3. Recognize the primary relief available under the Divorce Act and the Family Relations Act.</li> <li>4. Identify the rules on financial disclosure.</li> <li>5. Calculate basic child support under the Federal Child Support Guidelines.</li> <li>6. Accurately prepare the court documents required in an uncontested divorce proceeding.</li> <li>7. Accurately describe the process and documents required for contested divorces.</li> <li>8. Transcribe accurately family law correspondence and documents, including marriage and separation agreements, using appropriate and relevant legal terminology.</li> <li>9. Observe ethical standards with respect to client confidentiality in the completion of all work.</li> </ol>								
<p><b>N:</b> Course Content:</p> <ol style="list-style-type: none"> <li>1. Overview: why the family law client is unique. Opening the family law file: sample lawyer's initial interview notes.</li> <li>2. The Divorce Act: grounds for divorce, bars to divorce, forms of divorce (undefended, joint, defended), jurisdiction.</li> <li>3. The Family Relations Act: relief available, importance of provisions concerning division of family property, jurisdiction.</li> <li>4. Application of the Rules of Court: Rules 60 and 60D.</li> <li>5. Financial disclosure: Form 89 and 91.</li> <li>6. Child support: preparation of the Child Support Fact Sheet and application of the Child Support Guidelines. Simple calculations of child support amounts.</li> <li>7. Preparation of the writ and statement of claim in support of an undefended divorce.</li> <li>8. Further documents required for an undefended divorce: affidavit of service, affidavit of petitioner, Registrar's Certificate of Pleadings.</li> <li>9. The divorce order: preparation, approval by counsel.</li> <li>10. Defended divorces: process and documents involved.</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><b>P:</b> Textbooks and Materials to be Purchased by Students</p> <p>Bouck, Turiff, Dillon. British Columbia Annual Practice (Current Edition).</p> <p>Paige, Sheila &amp; Colvin, Carole. 2003. Family Legal Procedures Precedent Manual. Douglas College.</p> <p>. WAV pedal &amp; computer headphones are required for digital transcription activities.</p>								
<p><b>Q:</b> Means of Assessment</p> <table style="margin-left: 100px;"> <tr> <td>Assignments</td> <td>40%</td> </tr> <tr> <td>Quizzes (3 x 10%)</td> <td>30%</td> </tr> <tr> <td>Final exam</td> <td>30%</td> </tr> <tr> <td></td> <td><u>100%</u></td> </tr> </table>	Assignments	40%	Quizzes (3 x 10%)	30%	Final exam	30%		<u>100%</u>
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**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR

This course is open for PLAR.

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Course Designer(s) TITUS YIP

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Education Council / Curriculum Committee Representative

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Dean / Director ROSILYN COULSON

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Registrar TRISH ANGUS

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