

# NORTHEASTERN TECHNICAL COLLEGE

## COURSE OUTLINE

	Effective Date	Next Review Date
<b>COURSE: PREFIX NO.</b>	<b>DATE:</b>	
AOT 213	August 2011	August 2012
	<b>CREDITS</b>	<b>CONTACTS</b>
		<b>CLASS - LAB - TOTAL</b>
<b>TITLE: Legal Document Production</b>	3.0	3    2    3

**Prerequisites:** AOT 110 and AOT 267 with a grade of "C" or better.

**Description:** This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document productions.



**Purpose:** The student will get training in keyboarding legal correspondence and legal documents in a wide variety of areas, including litigation, general business, real estate, criminal defense, estate planning, and dissolution of marriage actions.

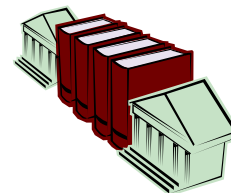
**Textbook(s) or Alternative:**

*Legal Office Projects, 2e*, by Diane M. Gilmore, PLS.  
Published by Thomson/South-Western Publishing, Copyright 2007.

**Materials (specifying those to be purchased by student):**

Textbook

USB 2.0 Flash Drive 128MB for saving assignments/files



**Collateral Reading:**

None

**Class Management Activities (Attendance, tardies, testing, etc.):**

See Class/Course Policies

**Resources (A-V, persons, tools/equipment):**

Law Dictionary for Non-lawyers  
NALA Manual for Paralegals and Legal Assistants  
Secretarial Reference Manuals

**All of the above items are provided in the lab and must stay in the lab at all times.**

**Course Topical Outline (List topics and sub-topics of course) and Calendar of approximate length of time devoted to topic.**

Project 1 - General Office Procedures

Task 1-1: Research Internet and prepare memo to attorney  
Task 1-2: Prepare travel requests  
Legal Focus: Conflict of Interest  
Task 1-3: Prepare check request and seminar letter  
Task 1-4: Create table of breakfast meeting responses  
Task 1-5: Research Internet and prepare memo to attorney  
Task 1-6: Prepare seminar expense reports  
Task 1-7: Prepare conflict of interest policy, memo, and form  
Critical Thinking Activity

Project 2 - Legal Office Accounting

Task 2-1: Calculate and prepare invoice  
Task 2-2: Prepare letter to client  
Task 2-3: Prepare settlement statement  
Task 2-4: Prepare memo to attorney  
Task 2-5: Prepare Petty Cash Transaction Record  
Legal Focus: Legal Office Accounting  
Task 2-6: Calculate and request petty cash reimbursement  
Critical Thinking Activity

Project 3 - Legal Document Preparation

Task 3-1: Prepare a Non-Compete Agreement  
Task 3-2: Edit and finalize an affidavit  
Task 3-3: Prepare Power of Attorney  
Task 3-4: Prepare letter to client  
Task 3-5: Prepare an online client information form

### Course Topical Outline continued

#### Project 3 continued

Internet Activity  
Legal Focus: Law Firm Web Sites  
Critical Thinking Activity

#### Project 4 - Opening File Procedures

Task 4-1: Prepare New File Information Sheet  
Task 4-2: Prepare conflict of interest paperwork  
Task 4-3: Prepare Agreement for Representation  
Task 4-4: Prepare medical authorization  
Task 4-5: Prepare letter to client  
Task 4-6: Prepare adverse party letter  
Task 4-7: Prepare police department letter  
Task 4-8: Prepare check request  
Legal Focus: Patient Confidentiality and HIPAA  
Critical Thinking Activity

#### Project 5 - Estate Planing

Task 5-1: Prepare Last Wills and Testaments  
Task 5-2: Prepare Living Wills  
Task 5-3: Prepare Financial Durable Power of Attorney  
Task 5-4: Prepare Durable Power of Attorney for Health  
Care  
Task 5-5: Prepare billing invoice  
Task 5-6: Prepare letter to clients  
Legal Focus: End-of-Life Issues  
Internet Activity  
Critical Thinking Activity

#### Project 6 - Preparation of Complaint and Summons

Task 6-1: Prepare Complaint  
Task 6-2: Prepare Summons  
Legal Focus: The Ethics of E-mail  
Task 6-3: Prepare check requests  
Task 6-4: Edit expert witness engagement letter  
Task 6-5: Prepare memo to attorney  
Critical Thinking Activity

#### Project 7 - Preparation of Real Estate Documents

Task 7-1: Prepare client engagement letter  
Task 7-2: Prepare Quiet Title Complaint  
Task 7-3: Prepare Warranty Deed  
Task 7-4: Prepare Bill of Sale  
Task 7-5: Prepare No-Lien Affidavit

### **Course Topical Outline continued**

#### Project 7 continued

- Task 7-6: Prepare pre-closing checklist
- Legal Focus: Protecting a Title
- Critical Thinking Activity

#### Project 8 - Preparation of Discovery Documents

- Task 8-1: Prepare Interrogatories
- Task 8-2: Prepare Request for Admissions
- Task 8-3: Prepare Notice of Taking Deposition
- Task 8-4: Prepare Subpoena for Deposition Duces Tecum
- Task 8-5: Prepare check request
- Task 8-6: Prepare letter to plaintiff's physician
- Legal Focus: Automated Docketing Systems
- Critical Thinking Activity

#### Project 9 - Preparation of Criminal Defense Documents

- Task 9-1: Prepare New Client Information Sheet
- Task 9-2: Prepare conflict of interest paperwork
- Task 9-3: Prepare Notice of Appearance
- Task 9-4: Prepare Written Plea of Not Guilty
- Legal Focus: Victim Compensation
- Task 9-5: Prepare Demand for Discovery
- Task 9-6: Prepare Motion to Suppress
- Task 9-7: Prepare client criminal
- Critical Thinking Activity

#### Project 10 - Preparation of Trial Documents

- Task 10-1: Prepare Joint Pretrial Stipulation
- Task 10-2: Prepare Pretrial Exhibit List
- Task 10-3: Prepare Jury Instructions
- Task 10-4: Prepare Verdict Form
- Task 10-5: Prepare trial subpoenas
- Legal Focus: Legal Office assistant's role in pretrial preparation
- Task 10-6: Prepare merge letter to witnesses
- Critical Thinking Activity

#### Project 11 - Preparation of Corporate Documents

- Task 11-1: Prepare Articles of Incorporation
- Task 11-2: Prepare letter to secretary of state
- Legal Focus: Piercing the Corporate Veil
- Task 11-3: Prepare organizational meeting minutes
- Task 11-4: Prepare corporation bylaws
- Task 11-5: Prepare stock certificates

### Course Topical Outline continued

#### Project 11 continued

- Task 11-6: Prepare billing invoice
- Task 11-7: Prepare letter to client
- Internet Activity
- Critical Thinking Activity

#### Project 12 - Appellate Procedures

- Task 12-1: Prepare Notice of Appeal
- Task 12-2: Prepare Designation to Reporter and Reporter's Acknowledgement
- Task 12-3: Prepare Directions to Clerk
- Task 12-4: Create appellate brief
- Task 12-5: Prepare table of contents
- Task 12-6: Prepare table of authorities
- Internet Activity
- Legal Focus: Avoiding Appellate Pitfalls
- Critical Thinking Activity

#### Case Study I - Commencement of the Action

- Task CS-1: Prepare letter to client
- Task CS-2: Prepare Petition for Dissolution of Marriage
- Task CS-3: Prepare UCCJEA Affidavit
- Task CS-4: Prepare Summons
- Task CS-5: Prepare check requests
- Legal Focus: The UCCJEA
- Task CS-6: Prepare interim billing statement
- Critical Thinking Activity

#### Case Study II - Discovery Procedures

- Task CS-7: Prepare Interrogatories
- Task CS-8: Prepare Request for Production
- Task CS-9: Prepare Motion to Terminate Temporary Custody Agreement
- Legal Focus: Discovery in a Divorce Proceeding
- Task CS-10: Prepare Notice of Hearing
- Task CS-11: Prepare interim billing statement
- Critical Thinking Activity

#### Case III - Other Divorce Issues

- Task CS-12: Prepare Motion to Appoint Guardian Ad Litem
- Task CS-13: Prepare Notice of Hearing
- Task CS-14: Prepare Order Appointing Guardian Ad Litem
- Task CS-15: Prepare Petitioner's Financial Affidavit
- Task CS-16: Compose letter to client

**Course Topical Outline continued**

Case Study III continued

Task CS-17: Prepare Notice of Filing Financial Affidavit  
Legal Focus: Mediation  
Critical Thinking Activity

Case IV - Concluding Documents

Task CS-18: Prepare Notice of Final Hearing  
Task CS-19: Prepare Marital Settlement Agreement  
Legal Focus: Post-Judgment Issues  
Task CS-20: Prepare Quit Claim deed  
Task CS-21: Prepare Final Judgment of Dissolution of  
Marriage  
Task CS-22: Prepare letter to client  
Task CS-23: Prepare final billing statement  
Critical Thinking Activity

**On the back or as attachments, please include other helpful information, such as syllabus, handouts, evaluation instruments (tests, demonstration, check sheets), bibliography for Instructional Division files.**

See attachments/handouts

**Student Learning Outcomes:**

Upon successful completion of this course, the student will be able to:

1. Create and be familiar with legal document formats.
2. Spell legal terms; explain their usage and vocabulary.
3. Keyboard general legal correspondence and legal documents used in a wide variety of areas, including litigation, general business, real estate, criminal defense, estate planning, and dissolution of marriage actions using word processing software on a microcomputer.
4. Demonstrate the ability to supply the appropriate terms required for the particular legal document.
5. Demonstrate the ability to supply the proper punctuation required in legal documents.

**Student Learning Outcomes continued:**

6. Effectively use the dictionary and reference books to assist in producing mailable documents.
7. Use critical thinking skills.
8. Do research on the Internet to find information pertaining to certain legal matters.

Students should strive to produce mailable documents.

**Mailable documents:**

- ❖ Have no spelling errors
- ❖ Have no punctuation errors
- ❖ Have no grammatical errors
- ❖ Contain accurate and complete information
- ❖ Follow the originator's directions
- ❖ Have no incorrect word usage
- ❖ Have no typographical errors
- ❖ Have no word division errors
- ❖ Are correctly formatted and include all essential parts of the document (Example: date, inside address, enclosure notations, reference initials, etc.)

**Instructional Methods to Complete Student Learning Outcomes:**

Students will read all the welcome information and Job Description at the beginning of the textbook before starting to work on the projects. Students should read the information at the beginning of each project and/or case study before starting to key or transcribe any documents. Students should read and follow all the instructions in each project and/or case study. Students will be required to do Internet research as required in each project/case study and critical thinking exercises. Internet and critical thinking activities will be averaged with the Project grades. Project documents will count as 40% of the final grade for the semester. Case study documents will count as 30% of the final grade for the semester.

**Instructional Methods to Complete Student Learning Outcomes  
continued:**

Students will be required to do practice timed writings throughout the semester. Students will be required to turn in five 5-minute timed writings with no more than 5-errors for grading by the end of the semester. Students will be required to do a timed writing for grading every three weeks of the semester. These five timed writings will count as 30% of the final grade for the semester.

**Technology Requirements**

Students will be allowed to do assignments at home or at one of the NETC community campus sites. All assignments must be completed using Microsoft Word 2007 software. **All assignments must be turned in by the end of the week it's assigned. No assignment will be accepted after the due date.**

**Grading:**

Grading for project documents and case study documents will be as follows:

Two points deducted for all errors

**Timed Writings will be graded as follows:**

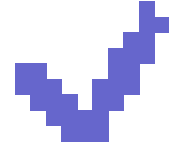
Students need to key at least 60 words per minute on five 5-minute timed writings with no more than 5 errors. Instructor will provide the students with the timed writings to work on. You have to have five different timed writings to get credit for them. Students will do a timed writing every three weeks during Fall and Spring semesters, and every two weeks during Summer semester. The timed writing grades will be determined by the following scale:

72 wpm or higher	=	100
68 - 71 wpm	=	90
64 - 67 wpm	=	80
60 - 63 wpm	=	70
55 - 59 wpm	=	60

**Final grade for the semester will be figured as follows:**

Project Documents	50%	93 - 100 = A
Case Study Documents	30%	85 - 92 = B
Timed Writings	20%	77 - 84 = C
		70 - 76 = D
		Below 70 = F

Students should make an extra effort to plan, proofread, and correct copy before submitting it to the instructor. Once you check it, check it one more time.



**Absences:**

Students are expected to be in class on time and ready to start working. Students are to remain working until the end of the class period. No student should leave class early without the permission of the instructor.

Day students will be required to meet class for one hour and fifteen minutes two days a week for fifteen weeks. Students will be allowed to miss a maximum of **six class meetings** during the semester. Night students will be required to meet class for two hours and forty-five minutes one night a week for fifteen weeks. Students will be allowed to miss a maximum of **three class meetings** during the semester. Once a student goes over the allowed absences, he/she will be dropped from class rolls for excessive absences with the grade of "F".

There are no excused absences except those verified by other instructors for field trips or school related activities. A student with a doctor's excuse will be able to make up missed work, but the absence will still count toward the maximum number of absences allowed.

**Tardies:**

A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence for day students. Time missed for night students will be accumulated until an even hour has been missed. Students should strive to get to class on time each day.

## AOT 213 Course Assignments

### Week 1

Outline & Handouts  
Project 1

### Week 2

Project 2

### Week 3

Project 3  
Timed Writing

### Week 4

Project 4

### Week 5

Project 5

### Week 6

Project 6  
Timed Writing

### Week 7

Project 7

### Week 8

Project 8

### Week 9

Project 9  
Timed Writing

### Week 10

Project 10

### Week 11

Project 11

### Week 12

Project 12  
Timed Writing

### Week 13

Case Study I

### Week 14

Case Study II

### Week 15

Case Study III  
Case Study IV  
Timed Writing