

Module Title:	Legal Office Fundamentals
Language of Instruction:	English
Credits:	5
NFQ Level:	6
Module Delivered In	1 programme(s)
Module Aim:	The aim of this module is to develop a knowledge of how to manage and run an efficient legal office thereby facilitating optimum delivery of legal services to clients.
Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Demonstrate a knowledge and understanding of the basics of practice and procedure involved in managing an efficient legal office and the rationale behind those procedures.
LO2	Have practical knowledge of precedents and procedure required to assist in the delivery of legal services across the main areas of a legal practice.
LO3	Demonstrate a knowledge of the procedures involved in utilizing the Services of 3rd party institutions/bodies for eg. Property Registration Authority, Personal Injuries Assessment Board, Revenue Commissioners, Banks etc.
Pre-requisite learning	
Module Recommendations <i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>	
No recommendations listed	
Incompatible Modules <i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>	
No incompatible modules listed	
Co-requisite Modules	
No Co-requisite modules listed	
Requirements <i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.</i>	
No requirements listed	

Module Content & Assessment

Indicative Content

Maintaining Records: (15%)

Daily Records, Service of documents, Document exchange-recorded delivery re deeds, Library/precedent bank File Records: • Time sheets • Expenditure record • Note of undertakings • Significance of up to date filing of all incoming correspondence Keeping a file duplicate of outgoing correspondence correctly dated (iii) Archiving: • Procedures for closing files • Storage of closed files • Disposal of files • Shredding/daily/ annual (iv) Deeds • Maintaining a deeds register • Release of deeds-scheduling and receipt Storage (iv) Wills • Maintaining a wills register • Release of wills-scheduling and receipt • Storage

Statutory Obligations Under Solicitors Act(& Other Statutory Obligations) (15%)

s.68 Costs letters Solicitors Accounts • Money Laundering Legislation • Employment legislation • Data Protection Legislation

Practical Succession (20%)

Execution of a will Witnessing a will • Steps in administration of estates • Ascertaining Assets • Applying for Inland Revenue Affidavit • Applying for Bond • Applying to High Court for Grant • Distribution on Inheritance, including capital taxes. eProbate

Practical Conveyancing/eConveyancing: (20%)

Steps in a conveyancing/econveyancing transaction • Booking Deposits • Pre contract enquiries • Subject to Contract/Contract Denied • Execution of a contract and exchange • Objections & Requisitions on Title Completion • Stamping and E-stamping • Registration-Land registry & Registry of Deeds-Forms • Property Registration Authority– E-conveyancing

Practical Litigation (30%)

Statute of Limitations • 'Without Prejudice' • Legal privilege • Briefing Counsel, Courts, Injuries Board Virtual Court Hearings eService

Assessment Breakdown

%

Continuous Assessment

100.00%

Continuous Assessment

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Other	2 exams comprising problem scenarios in a typical office	2,3	65.00	n/a
Other	1 practical exercise comprising completion of standard forms (including digital forms) used in a legal office from for example : revenue, land registry, loan pack, on foot of hypothetical instructions	1,2	35.00	n/a

No Project

No Practical

No End of Module Formal Examination

SETU Carlow Campus reserves the right to alter the nature and timings of assessment

Module Workload

Workload: Full Time		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	12 Weeks per Stage	3.00
Estimated Learner Hours	12 Weeks per Stage	6.00
Total Hours		108.00

Workload: Part Time		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	Every Week	0.75
Total Hours		0.75

Module Delivered In

Programme Code	Programme	Semester	Delivery
CW_BBLEG_C_1	Higher Certificate in Arts in Legal Studies	2	Mandatory