

Module Title:	Legal Office Skills
Language of Instruction:	English
Credits:	5
NFQ Level:	6
Module Delivered In	No Programmes
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	Identify and explain all steps that need to be taken to put effective office procedures in place.
LO3	Understand and explain how to put those procedures into practice and to maintain high standards.
LO4	Demonstrate the skills necessary to deliver a quality service to clients.
LO5	Have practical knowledge of precedents and procedure required to assist in the delivery of legal services.
LO6	Apply their knowledge to solve practical and ethical dilemmas in a legal office environment.
LO7	Demonstrate an ability to maintain and interpret a client ledger card.
LO8	Demonstrate a knowledge of the procedures involved in utilizing the Services of 3rd party institutions/bodies for eg. The Land Registry, 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: (25%)

(i) Daily Records • Keeping an office diary(manual and digital) • Ensuring daily incoming telephone calls records (email notification) • Monitoring incoming emails • Keeping an outward post record • Registered/ recorded post records(significance re service) • Document exchange-recorded delivery re deeds • Library/precedent bank (ii) File Records: • Establishing and Maintaining a client Register • Establishing and Maintaining a file Register • Procedure for opening a new file • Keeping fax and email records on file • Telephone memos • 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

Client Confidentiality & Ethics (15%)

Data protection-the clean office Chinese walls Conflict of Interest –esp. in family law • Disclosure of conflict of interest • Ethics-dealing with a different firms client

Undertakings (5%)

• Giving them and accepting them and recording them.

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

• s.68 Costs letters Solicitors Accounts-the client ledger • • Money Laundering Legislation • Employment legislation • Data Protection Legislation

Practical Succession (10%)

• Execution of a will • Witnessing a will • Staples, paperclips, damage • 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.

Practical Conveyancing: (10%)

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

Banks & Building Societies (10%)

• Drawing Down title Deeds • The loan Pack • Spousal consent-independent advice • Solicitors Undertaking • Cheque requisition • Cheque Drawdown Scheduling and return of deeds • Personal guarantees • Deeds of Confirmation

Practical Litigation (5%)

• Statute of Limitations • 'Without Prejudice' • Legal privilege • Briefing Counsel

Insurance (5%)

• Mistakes • Dishonesty

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	1,2,3,4,5,6	50.00	n/a
Other	2 exams comprising completion of standard forms from revenue, land registry, loan pack or ledger card on foot of hypothetical instructions	4,5,7,8	50.00	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	30 Weeks per Stage	1.50
Estimated Learner Hours	30 Weeks per Stage	1.83
Total Hours		100.00

