

COURSE OUTLINE			
TERM: Fall 2018		COURSE NO: LAW 425	
INSTRUCTOR:		COURSE TITLE: Law Office Procedures	
OFFICE:	LOCAL:	SECTION NO(S):	CREDITS: 1.5
E-MAIL:	@capilanou.ca		
OFFICE HOURS:			
COURSE WEBSITE:			

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE PREREQUISITES

LAW 101, LAW 110, and LAW 210

COURSE FORMAT:

One and a half hours of class time, plus an additional 30 minutes delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. In addition to work done in the classroom, it is expected that students will do the required reading and assignments at home and will use on-line resources and materials provided in class.

CALENDAR DESCRIPTION:

Students will develop an understanding of the fundamentals of the day-to-day workings of a law office. Particular emphasis will be placed on:

- practice management systems used in small and large law firms;
- the impact of technology on the legal profession;
- computerized applications of law office systems;
- the solicitor/client relationship;
- the BC Law Society Rules;
- professional ethics and the role of the paralegal; and
- law office accounting procedures, including the Law Society Rules on trust accounting.

COURSE NOTE:

LAW 425 is an approved Experiential course for Cap Core requirements.

REQUIRED TEXTS AND/OR RESOURCES:

- LAW 425 – *Practice Material – Professionalism: Practice Management – Professional Legal Training Course*. Vancouver: Law Society of British Columbia, 2017 and most recent version of the Law Society's *Trust Accounting Handbook* (reprinted with permission)
- Voucher Card (for class handouts)

COURSE STUDENT LEARNING OUTCOMES:**On successful completion of this course, students will be able to do the following:**

1. Identify and explain various law office systems, including billing and rules associated with the management of trust accounts and the computerized applications of law office systems
2. Identify and discuss storage and retrieval systems for client files and law firm precedents
3. Recognize and discuss professional ethics and the role of paralegals
4. Identify legal words and phrases and understand their meanings and appropriate usage
5. Manage client files
6. Describe and identify restrictions on paralegals and members of the legal profession as described in the *Law Society Rules* and the *Professional Conduct Handbook*
7. Identify and contrast management structures applicable to small, medium, and large size law firms
8. Maintain diary systems
9. Identify statutory limitation dates in accordance with the loss prevention recommendations made by the Law Society
10. Utilize and maintain time records for billing purposes
11. Prepare accounts for fees and disbursements from client ledgers
12. Work in groups to make decisions about ethics and billing procedures in a civil litigation proceeding.
13. Discuss current events from newspapers and the internet concerning ethics, billing, and accounting practices in law firms on a local, national and international level

Students who complete this Experiential course will also be able to do the following:

1. Critically reflect on their progress and development in the context of the course and assess the utility of the acquired knowledge, skills, and values in the learner's personal, academic, or professional trajectory.
2. Apply the skills and knowledge of a given discipline or professional context, including working collaboratively in both leadership and team roles.

COURSE CONTENT

WEEKLY COURSE CONTENT	
WEEK	CONTENT
1	<p>Practice Management</p> <ul style="list-style-type: none"> - Introduction - Loss Prevention - Lawyer's Responsibilities and Support Systems - <i>Code of Professional Conduct</i> - Lawyer Training <p>Opening a Law Practice</p> <ul style="list-style-type: none"> - Overview - Pre-Opening Checklist / Opening Checklist - Cost-Sharing - Virtual Firm - Partnership/Limited Liability Partnership

WEEKLY COURSE CONTENT	
WEEK	CONTENT
	<ul style="list-style-type: none"> - Termination of Practice - Termination of Employment - Lawyer Referral Service
2	Law Office Systems and Procedures <ul style="list-style-type: none"> - Introduction - General Office Procedures - Conflicts System - Use of Checklists - Creating a Precedent System - Document Drafting and Production - Breakdown of Office Systems
3	Client File Management and Timekeeping
4	Continue Client File Management and Timekeeping <ul style="list-style-type: none"> (1) Time Management [4.09] (2) Improving Productivity [4.10] (3) Recording Time & Billing [4.05] (4) Work-in-Progress [4.06]
5	Continue Client File Management and Timekeeping
6	Continue Client File Management and Timekeeping <ul style="list-style-type: none"> - File Organization - Keeping Track of Dates/Bring Forward (BF) Systems
7	MID-TERM EXAM
8	Client Relations <ul style="list-style-type: none"> - Begin Fees and Disbursements, including: <ul style="list-style-type: none"> o Communicating Fees at the Beginning of the Retainer o Ongoing Communication about Fees o Setting the Fee o Client Protection Devices o Lawyer Protection Devices o Solicitor and Own Client Reviews o Solicitor and Client Collections o The Registrar's Perspective of Solicitor and Own Client Reviews
9	Continue Client Relations <ul style="list-style-type: none"> - Continue Fees and Disbursements, including: <ul style="list-style-type: none"> o Section 3.6 of the <i>Code of Professional Conduct for British Columbia</i> o Disbursements

WEEKLY COURSE CONTENT	
WEEK	CONTENT
	<ul style="list-style-type: none"> ○ The GST and PST and Client Billing ○ Solicitors' Liens ○ Final Reporting Letters <p>Continue Client File Management and Timekeeping</p> <ul style="list-style-type: none"> - File Closing - Whose File Is It Anyway? <p>Continue Client Relations</p> <ul style="list-style-type: none"> - Introduction - Ten Commandments of Good Practice
10	<p>Continue Client Relations</p> <ul style="list-style-type: none"> - Screening the Client - Maintaining Communications - Retainers and Retainer Letters, including but not limited to: <ul style="list-style-type: none"> ○ Contingent Fee Agreements ○ Non-Engagement Letters (including precedents) - Client Survey
11 – 12	<p>Trust Accounting</p> <ul style="list-style-type: none"> - Trust Accounting Rules - Opening a Trust Account - Selecting a Savings Institution - Number of Bank Accounts - Ordering Cheques - Interest on Trust Accounts - Separate Trust Accounts - Proceeds of Crime Legislation - Security of Trust Funds – Designated Savings Institutions - Trust Administration Fee - Deposit Insurance on Trust Accounts (Trust Protection Coverage) - Trust Report - The Compliance Audit Program <p>THE LAW SOCIETY'S TRUST ACCOUNTING HANDBOOK</p> <ul style="list-style-type: none"> - Introduction - Setting up Trust Accounts - Operating a Trust Account - Setting up and Operating a General Account - Trust Administration Fee - Recordkeeping

WEEKLY COURSE CONTENT	
WEEK	CONTENT
	<ul style="list-style-type: none"> - The Reconciliation Process <ul style="list-style-type: none"> o Trust Accounting Samples o Checklists and Forms o Sample letters
13	<p>The Accounting Records</p> <ul style="list-style-type: none"> - Accounting System - Books of Original Entry - The Chart of Accounts - The General Ledger - Double Entry Bookkeeping - Reconciliation - Trust Accounts Records - GST - PST - Trust Administration Fee (TAF) <p>Computer Uses for Law Firms</p> <ul style="list-style-type: none"> - Introduction to Computers, Software and Resources - Common Computer Applications
14 – 15	FINAL EXAM

EVALUATION PROFILE:

Midterm Exam	25%
Final Exam	30%
Quizzes (5)	15%
Billing Assignment	15%
Statement of Account/ Trust Statement Assignment	<u>15%</u>
TOTAL:	100%

GRADING PROFILE:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades:

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments:

Assignments are due at the beginning of the class on the due date listed. If students anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.:

Missed exams or quizzes will receive a grade of "0" unless PRIOR arrangements (wherever possible) are made with the instructor. Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed activities may not be able to be accommodated. Student should consult with their instructor.

Attendance:

Students are expected to attend all classes and associated activities. Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials

English Usage:

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices:

Students may use electronic devices during class for note-taking only. Please note that the use of electronic tools such as calculators and cell phones, or other resources such as written materials, is not allowed during tests, quizzes, and exams, unless expressly authorized by the instructor.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

Express additional clarification/expansion of departmental or course level policies may be provided at the discretion of the instructor.

UNIVERSITY OPERATIONAL DETAILS**Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <http://www.capilanou.ca/services/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information: <http://www.capilanou.ca/about/governance/policies/Policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including [B.401 Sexual Violence and Misconduct Policy](#) and [B.401.1 Sexual Violence and Misconduct Procedure](#).

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.