



WOL-124 Law Office Management: Systems, Procedures & Ethics

Description:

Focusing on technological advances that are changing the practice of law, WOL-124 Law Office Management, covers client relations and communication skills; legal fees, timekeeping and billing; client trust funds and law office accounting; calendaring, docket control, and case management; legal marketing; and file and law library management. This course includes Clio's Boutique Plan cloud-based software, which allows students to learn a variety of skills. Other highlights include new ethics-related case reviews, up-to-date forms, charts, and checklists that illustrate important concepts relating to paralegals in the law office, and hands-on exercises.

Textbook: Practical Law Office Management 4th Ed. – Donnes - ISBN: 9781305577961

Course objectives:

Throughout the course, you will meet the following goals:

- Discuss the different types of law practices and the titles and duties of each member of the legal team.
- Distinguish between office administration and practice management.
- Explain the attorney–client privilege and to whom it applies.
- Differentiate between timekeeping and billing.
- Explain how a poor docket control system leads to ethical and malpractice claims.
- Discuss why file management is important.

Contents:

Ch 1: The Legal Team, Law Practices, and Law Firm Governance

Ch 2: Legal Administration and Technology

Ch 3: Ethics and Malpractice

Ch 4: Client Relations & Communication Skills

Ch 5: Legal Fees, Timekeeping, and Billing

Ch 6: Client Trust Funds and Law Office Accounting

Ch 7: Calendaring, Docket Control, and Case Management

Ch 8: Legal Marketing

Ch 9: File and Law Library Management

Grading Scale

A = 95-100%

B = 88-94.9%

C = 80-87.9%

D = 70-79.9%

F = Below 70%

Grade Weighting

Chapter Quizzes..... 70%

Final Exam 30%

100%