LEX 270 Law Office Management and Technology

COURSE DESCRIPTION:
Prerequisites: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test Corequisites: None

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.
Course Hours per Week: Class-1; Lab-2. Semester Hours Credit-2.

LEARNING OUTCOMES:
Upon completing requirements for this course, the student will be able to:
1. (Office Forms) Create and maintain form documents for use by attorneys and co-workers to enhance efficiency and maintain consistency within law office management.
2. (Billing) Identify fee types and requirements for fee agreements, as well as understand techniques necessary for proper billing, to enhance office efficiency.
3. (Time-Keeping and Calendar Systems) Maintain a proper calendaring and tickler system by utilizing proper resources to ensure that deadlines are met.
4. (Filing Systems) Organize files for use in specific client matters by utilizing proper file management techniques for efficient delivery of legal services.
5. (Ethics) Analyze and evaluate the ethical standards of the legal profession by complying with all guidelines to protect the public's interest.
6. (Case Management) Identify and understand prioritization of tasks needed to ensure proper case management and the efficient delivery of legal services
7. (Office/Personnel) Understand effective and efficient law office management techniques and personnel practices
8. (Library Administration) Identify applicable sources of information, as well as primary and secondary authority to locate law relevant to various paralegal assignments
9. (Computer Systems and Technology) Identify, understand, and apply the proper steps necessary for utilizing the internet, computer-based search engines, various applicable websites, and other technology-based platforms used within a law office practice

OUTLINE OF INSTRUCTION:
I. Office Forms
  A. Office Procedures Manual
  B. Attorney-Client Relationships

II. Filing Systems
  A. File Management: Retention and Destruction

III. Billing

IV. Fees

V. Time Keeping

VI. Calendar Systems
  A. Litigation Traps
  B. Calendar and Docket Control

VII. Library Administration

VIII. Case Management

IX. Office/Personnel Procedures

X. Ethics
     A. Risk Management for Legal Support Staff
     B. Conflicts of Interest

XI. Computer Systems and Technology
     A. Email, Internet, and the Wireless Age

REQUIRED TEXTBOOK AND MATERIAL:
The textbook and other instructional material will be determined by the instructor.