

## CUMBERLAND COUNTY COLLEGE

Course: PL 208: Legal Office Management

Credits: 3

Prerequisites: PL 101: Introduction to the Legal System

Description: The course provides the student with a study of the management techniques necessary to operate a law office emphasizing human resource issues, billing, timekeeping, and file management with discussion of the ethical considerations applicable to the paralegal and the law office.

Learning Outcomes:

At the completion of this course, students will be able to:

- Identify the needs and problems that exist in a law office, regardless of size, or the corporate legal department that interfere with efficient utilization of time, personnel and equipment.
- Implement concepts, systems and ideas to solve problems that interfere with efficient utilization of time, personnel and equipment.
- Implement procedures and systems to avoid ethical problems with clients and clients' funds.
- Identify and understand law office organization and how it relates to the paralegal.
- Implement procedures, set up filing systems within the law office or corporate legal department for file management, client control, diary and calendaring systems, and fee and billing procedures.
- Recognize the methods of billing clients and disbursement of funds.
- Prepare forms and implement those forms into the law practice or Corporate legal department.
- Use technology available to the law practitioner and appreciate how the new technology can help the law firm, corporate legal department and paralegal.
- Recognize skills for managing difficult people and how to motivate the team approach to Law
- Office Management
- Identify the need for an office manual and prepare the manual for the office
- Determine the need for a policy, develop it and implement it.

Topical Outline:

- The Legal Marketplace
- The Legal Team
- Personnel Relations

- The Attorney-Client Relationship
- Paralegal Ethics and Client Relations
- Legal Fees
- Timekeeping
- Billing and Financial Management
- Managing the Client Funds Trust Account
- Technology in the Law office
- Law Office Systems
- Docket Control Systems
- File and Records Management
- Law library Organization and Management

Text: Nollkamper, Pamela Everett (2014). *Fundamentals of Law Office Management* (5<sup>th</sup> Eds.). Delmar Cengage Learning: NY

Student Assessment: Assessment may be accomplished through projects, portfolios, exams, presentations and/or papers.

Academic Integrity: Plagiarism is cheating. Plagiarism is presenting in written work, in public speaking, and in oral reports the ideas or exact words of someone else without proper documentation. Whether the act of plagiarism is deliberate or accidental [ignorance of the proper rules for handling material is no excuse], plagiarism is, indeed, a “criminal” offense. As such, a plagiarized paper or report automatically receives a grade of **ZERO** and the student may receive a grade of **F** for the semester at the discretion of the instructor.

#### Tutoring & Project Assist

If you are having difficulty with work in this class tutoring is available through the Center for Academic & Student Success. If you think that you might have a learning disability, contact Project Assist at 856.691.8600 x 1282 for information on assistance that can be provided to eligible students.

#### **Before Withdrawing From This Course**

If a student experiences adverse circumstances while enrolled in this course and considers withdrawing, s/he should see an advisor (division or advisement center) **BEFORE** withdrawing from the class. A withdrawal may cause harmful repercussions to completion rate standards and overall GPA which can limit or eliminate future financial aid in addition to causing academic suspension.