

Legal Secretary – Civil Litigation

This, the best of legal secretarial courses, qualifies you to prepare the documentation in a civil litigation department. Unlike other legal secretary training, ours gives you the basis for full-time or temp work and an insight into fee earners' work - which means greater job satisfaction and possible promotion.

If you live in Scotland, there is also a Scottish version of this course, so you can be confident that wherever you work, you've chosen the very best training.

This four-part legal secretary course begins with an introduction to civil litigation and moves on to the claim form and particulars of claim. Your pursuit of legal secretary knowledge continues with filing and serving the claim form and the admission, defence and counterclaim before concluding with High Court proceedings and instruction forms for personal injury.

Like all our legal secretarial courses, this one allows you to learn at your own pace, with one-on-one support from an course advisor. You'll also get the most respected name in secretarial training on your CV - Pitman Training and a personalised workbook to keep for reference.

Next step: our courses in audio transcription, shorthand or other specialist legal secretarial courses to enhance your unique skill-set yet further. The full Legal Secretarial Diploma is the most prestigious one we offer, which can lead to a very rewarding career.

Designed for

Individuals wishing to pursue a career as a Legal Secretary.

Prerequisites

Comprehensive end-user knowledge of Microsoft Word, competent keyboarding (at least 40 wpm), good letter layout and office practice skills.

Objectives

To give an introduction to the work, responsibilities, practice and structure of the Civil Litigation Department in a legal office.

Course Content

Lesson 1: Introduction to Civil Law, Instruction Form for Debt Collection, Letter Before Action.

Lesson 2: The Claim Form, Particulars of Claim.

Lesson 3: Filing and Serving the Claim Form, Certificate of Service and Notice of Non-Service, The Admission, Defence and/or Counterclaim, Defence Form, List of Documents.

Lesson 4: Proceedings in the High Court, Instruction Form for Personal Injury, Response to Request for Further Information.

Benefits

- **Develop an awareness of the workings and structure of a Civil Litigation Department**
- **The flexibility and value of a self-study module designed to enable you to work at your own pace**
- **A workbook to use as a reference guide on completion of the module**
- **The opportunity to gain the widely recognised Pitman Training certification**

Course duration: 7 Hours



The CPD Standards Office
CPD PROVIDER: 21121
2014 - 2016
www.cpdstandards.com



Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

City of London: 020 7256 6668 **Oxford Circus: 020 7580 1651**

web: www.pitmanlondon.co.uk email: courses@pitmanlondon.co.uk



- ▶ Microsoft Skills ▶ MOS & ECDL ▶ Sage ▶ IT Professional ▶ Keyboard Skills ▶ Management Skills
- ▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts