

# Legal Secretary – Family Law

**Considering a career as a Legal Secretary? There are many legal secretary courses to choose from - but none except ours can give you the power of the Pitman Training name on your CV.**

Our legal secretary training is well-respected by employers, and for legal secretary knowledge, you really can't do better. 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.

After an introduction to family law and basic divorce procedure, you'll look at preparing a divorce petition. The Legal Secretary course continues with preparing a statement of arrangements for children before moving on to serving the petition and producing an affidavit.

All your training is fully flexible, so it takes place at a pace to suit you. And you'll leave not only having completed the best of legal secretarial courses, but also with a workbook to keep as a handy reference guide.

## Designed for

Those who wish to consider a career as a Legal Secretary

## Prerequisites

Word processing experience to an intermediate level; ideally students should have completed a Microsoft Office Word course

## Objectives

To provide an introduction to the work, documentation and responsibilities of a Legal Secretary working in a Family Law department.

## Course Content

**Lesson One:** Introduction to Family Law, basic divorce procedure, instruction form.

**Lesson Two:** The petition, example of a petition, certificate with regard to reconciliation.

**Lesson Three:** Filing the petition, the acknowledgement of service, serving the petition.

**Lesson Four:** Decree Nisi, Decree Absolute.

## Benefits

- **Develop an excellent knowledge of the workings and structure of a Family Law Department.**
- **The flexibility and value of a self-study course designed to enable you to work at your own pace.**
- **A workbook to use as a reference guide on completion of the course.**
- **The opportunity to gain the widely recognised Pitman Training Certificate.**

**Course duration: 7 hours**



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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...

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