

LEGAL SECRETARY – FAMILY LAW

Designed for:

Individuals wishing to pursue a career as a Legal Secretary.

Pre-requisites:

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 Family Law Department in a legal office

Course Content:

- ◆ Lesson 1: Introduction to Family Law, Basic Divorce Procedure, Instruction Form
- ◆ Lesson 2: The Petition, Example of a Petition, Certificate with regard to Reconciliation
- ◆ Lesson 3: Statement of Arrangements for Children
- ◆ Lesson 4: Filing the Petition Lesson 4: The Acknowledgement of Service, Serving the Petition, The Answer, Affidavits
- ◆ Lesson 5: Decree Nisi, Decree Absolute

Features:

- ◆ Structured modular approach to make learning easy
- ◆ Practical exercises to consolidate knowledge gained

Benefits:

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

Duration: 7hrs

What Next?

Further Legal Secretarial Modules
Audio Transcription
Teeline Shorthand

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