



OFFICE OF PROFESSIONAL AND  
CONTINUING EDUCATION

Office of Professional & Continuing Education  
301 OD Smith Hall | Auburn, AL 36849  
<http://www.auburn.edu/mycaa>  
Contact: Shavon Williams | 334-844-5100  
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## Education & Training Plan

Student Name: \_\_\_\_\_

Start & End Dates: \_\_\_/\_\_\_/\_\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_\_\_

### Legal Transcription Specialist Certificate Program

#### Mentor Supported

#### MyCAA Information

Course Code: AU-LTS  
Program Duration: 9 Months  
Course Contact Hours: 540  
Student Tuition: \$3,950

This training program combines a two course training track:

- **Legal Secretary**
- **Legal Transcription**

Legal transcription has come into the public view recently being recognized for its efficient and professional influence on legal records and is steadily becoming a popular trend in the legal field. Legal Transcriptionists use verbatim methods to store, recover, and record legal information, and pre-trial and trial proceedings. They use prerecorded information, and written material to compile reports. Legal transcriptionists transcribe material that has been dictated or recorded in courtrooms, closed hearings, law offices, or through personal interviews. They accurately document all testimony, pleadings, interrogations, meeting minutes, and hearings. Legal secretaries perform clerical duties at law firms and other legal offices. Unlike regular secretaries, legal secretaries require extensive knowledge of legal proceedings and documentation. They may do factual or legal research at all levels of a case and will often organize meetings, appointments and dates for attorneys. Law firms will continue to be the largest employers of paralegals, but many large corporations are increasing their in-house legal departments to cut costs.

### **The Job Outlook**

Employment of legal assistants is expected to grow by 18 percent from 2010 to 2020, about as fast as the average for all occupations. As employers try to reduce costs and increase the efficiency of legal services, they are expected to hire more paralegals and legal assistants. Following the cutbacks experienced during the recent recession, some law firms are rebuilding their support staff by hiring paralegals. Paralegals can be a less costly alternative to lawyers and perform a wider variety of duties, including tasks once done by lawyers. This will cause an increase in demand for paralegals and legal assistants.

### **Certifications:**

Upon successful completion of our Legal Secretary / Legal Assistant course, students will be prepared for an entry-level position as a Legal Secretary or Legal Assistant in a Law office setting and will be prepared, in part, to sit for the NALS national certification exam to become an **Accredited Legal Secretary (ALS)**. This exam also requires that you have one year of general office experience.

### **Certification:**

Upon successful completion of our Legal Transcription course, students will be prepared for an entry-level position as a Legal Transcriptionist and will be prepared, in part, for the AAERT national certification exam to become a **Certified Electronic Transcriber (CET)**.

## **Legal Assistant / Legal Secretary**

270 Hours

### **Overview**

Looking for a challenge? Do you like research and staying organized? Do you enjoy the excitement of a busy office? If so, then you should consider becoming a legal assistant or legal secretary. Legal assistants/secretaries perform clerical duties at law firms and other legal offices. Unlike regular assistants/secretaries, legal assistants require extensive knowledge of legal proceedings and documentation. They may do factual or legal research at all levels of a case and will often organize meetings, appointments and dates for attorneys. Our Legal Assistant/Legal Secretary course will introduce the basic duties of the job and the knowledge necessary to be successful in the field.

After completing this course you should be able to:

- Define the job description of a legal assistant/secretary
- Identify correct billing, accounting and written communication methods
- Recognize types of contracts and torts and how to prepare legal documents
- List the basics of business partnerships, family law and litigation
- Recall the principles of estate planning and guardianship

**Prerequisite & Recommendation:** Student needs to have general secretarial training or experience. We highly recommend that the student also take a course in Understanding the Law to have a very solid background in the legal system.

## **Outline**

### **Legal Secretary / Legal Assistant Module The Law Office**

- The Lawyer's Assistant
- The Career of a Lawyer's Assistant
- NALS Certification
- Ethical Considerations
- Maintaining Integrity
- Getting to Know the Law Firm
- Client Relations
- Job Requirements
- Dealing with Incoming and Outgoing Mail
- File Management

### **Legal Secretary / Legal Assistant Module 2 Computers, Billing and Basic Accounting Procedures**

- Computers in the Law Office
- Operating Systems
- Document Management
- Understanding Billing
- Debits and Credits
- Time Entries
- Cost Entries
- Handling the Firm's Checking Account
- Payroll
- Computing Interest

### **Legal Secretary / Legal Assistant Module 3 Written Communication**

- The Basics of English Grammar
- Review of Sentence Structure
- Punctuation
- Capitalization
- Abbreviations
- Number Usage
- Word Division
- Writing Letters, Memos, and Messages
- Parts of a Business Letter
- Forms of Address

### **Legal Secretary / Legal Assistant Module 4 Legal Documents, Law Library and The Courts**

- Preparing Legal Documents
- Legal Citations
- Legal Research
- Hierarchy of Legal Authority
- Legal Texts
- History of the Law
- The American Judicial System
- Dual System of Courts
- Terminology of the Court
- Court Officers

**Legal Secretary / Legal Assistant Module 5  
Administrative Agencies and Litigation**

- Federal and State Agencies
- Opening the Litigation File
- Before the Suit is Filed
- Pleadings
- Request for Jury Trial
- Mediations
- Stipulations
- Trial Notebooks
- Settlement
- Appeals
- Billing

**Legal Secretary / Legal Assistant Module 6  
Contracts, Torts and Criminal Law Procedures**

- The Statute of Frauds
- Types of Contracts
- Discharge of Contracts
- Kinds of Torts
- Initial Client Interview
- Sources of Criminal Law
- Classes of Crime
- Misdemeanor Cases
- Felony Cases
- Post-trial Proceedings

**Legal Secretary / Legal Assistant Module 7  
Family Law and Business Organizations**

- Influence of Uniform Acts
- Marriage
- Divorce
- Procedures of Termination of Marriage
- Uncontested Proceedings
- Corporations
- Corporate Structure and Operation
- Incorporation Process
- Partnerships
- Limited Liability Company

**Legal Secretary / Legal Assistant Module 8  
Real Estate and Estate Planning**

- History of Real Estate Law
- Evidence of Title to Real Estate
- Instruments of Conveyance
- The Real Estate Transaction
- Preparation of Deeds
- Terminology in Estate Planning
- Characteristics of a Will
- Types of Wills
- Preparation of Wills

## **Legal Secretary / Legal Assistant Module 9 Guardianships and Bankruptcy**

- The Uniform Probate Code
- Functions of Estate Administration
- Identification of Assets
- Personal Representative
- Probate Procedures
- The Bankruptcy Code
- Bankruptcy Courts and Jurisdiction
- Filing a Bankruptcy
- The Debtor's Estate
- Discharge of Debts

### **Materials:**

All materials are included in this course.

### **Certifications:**

Upon successful completion of our Legal Assistant/ Legal Secretary course, students will be prepared for an entry-level position as a Legal Assistant or Legal Secretary in a Law office setting and will be prepared, in part, to sit for the NALS national certification exam to become an **Accredited Legal Professional (ALP)**. This exam also requires that you have one year of general office experience.

### **System Requirements:**

#### **Internet Connection**

- Broadband or High-Speed - DSL, Cable, and Wireless Connections

\*Dial-Up internet connections will result in a diminished online experience. Classroom pages may load slowly and viewing large audio and video files may not be possible.

#### **Hardware Requirements**

- Processor - 2GHz Processor or Higher
- Memory - 1 GB RAM Minimum Recommended

\*While our courses are accessible through multiple mobile learning platforms, some courses may include a CD or DVD with the Textbook, so you may need access to a computer with CD-ROM or DVD Drive.

#### **PC Software Requirements**

- Operating Systems - Windows Vista, Windows 7, Windows 8 or 8.1
- Microsoft Office 2007, 2010 or 2013 or a Word Processing application to save and open Microsoft Office formats (.doc, .docx, .xls, .xlsx, .ppt, .pptx)
- Internet Browsers - Google Chrome is highly recommended
  - Cookies MUST be enabled
  - Pop-ups MUST be allowed (Pop-up Blocker disabled)
- Kindle Reader App is needed for many of our courses (No special equipment needed. This can be downloaded for FREE onto your computer.)
- PowerPoint Viewer (if you do not have PowerPoint)
- Adobe PDF Reader

- QuickTime, Windows Media Player &/or Real Player

### **MAC Software Requirements**

- Operating Systems - Mac OS x 10 or higher with Windows
- Mac office programs or a Word Processing application to save and open Microsoft Office formats (.doc, .docx, .xls, .xlsx, .ppt, .pptx)
- Internet Browsers- Google Chrome is highly recommended
  - Cookies MUST be enabled
  - Pop-ups MUST be allowed (Pop-up Blocker disabled)
- Kindle Reader App is needed for many of our courses (No special equipment needed. This can be downloaded for FREE onto your computer.)
- PowerPoint Viewer (if you do not have PowerPoint)
- Adobe PDF Reader
- Apple QuickTime Media Player
- If your course has a CD-ROM or DVD included, you **may** need to have Microsoft Windows Operating Systems over Bootcamp (Bootcamp is a free download from Apple's website) or Windows setup with Parallels.

**\*\*Outlines are subject to change, as courses and materials are updated.\*\***

## **Legal Transcription**

270 Hours

### **Overview**

Legal transcription has come into the public view recently being recognized for its efficient and professional influence on legal records and is steadily becoming a popular trend in the legal field. Legal Transcriptionists use verbatim methods to store, recover, and record legal information, and pre-trial and trial proceedings. They use prerecorded information, and written material to compile reports. Legal transcriptionists transcribe material that has been dictated or recorded in courtrooms, closed hearings, law offices, or through personal interviews. They accurately document all testimony, pleadings, interrogations, meeting minutes, and hearings.

This Legal Transcription course teaches the most current practices for transcribing and revising any legal document with correct formatting, punctuation, and spelling.

- Formatting and terminology skills using illustrations of legal documents.
- Real-world projects dictated on accompanying CD using both national and international accents and dialects.
- Discussion of legal office procedures related to legal transcription activities.

After completing this course, you should be able to:

- Type quickly and correctly
- Identify the transcription format for civil litigation
- Identify the transcription format for probates
- Identify the transcription format for family law
- Identify the transcription format for legal instruments
- Identify the transcription format for bankruptcy and the appellate procedure

**Prerequisite:** Understanding the Law course or Legal Secretary training.

## **Outline**

### **Legal Transcription Module 1**

#### **Typing Practice & Improvement**

- Pre-Test Your Typing Ability
- Finger Positioning Exercises
- Typing Practice Games
- Typing Progress Tracking
- Improve Your Typing Skills
- Increase Your Typing Speed

### **Legal Transcription Module 2**

#### **Civil Litigation Transcription**

- Initiating a Lawsuit
- Summons, Caption & Complaint
- Answering a Lawsuit
- Calculating Time
- Keeping a Tickler System
- Motion to Dismiss
- Answer, Counterclaim, & Cross-Complaint
- Discovery / Judgment
- Interrogatories
- Request for Admissions
- Preparing Correspondence

### **Legal Transcription Module 3**

#### **Probate Practice Transcription**

- Last Will & Testament
- Self-Proving Affidavit
- Living Will
- Durable Power of Attorney
- Probate Procedure
- Representative's Oath
- Notification of Heirs
- Notice to Creditors
- Tax Reports
- Guardianships
- Conservatorships
- Name Changes

### **Legal Transcription Module 4**

#### **Family Law Transcription**

- Termination of Marriage
- Grounds for Divorce
- Types of Divorces
- Complaint or Petition
- Final Decree
- Marital Dissolution Agreement
- Adoptions and Paternity
- Petition for Adoption
- Adoption Decrees
- Types of Adoption

- Motion & Order for a Blood Test
- Order of Paternity & Support

### **Legal Transcription Module 5**

#### **Legal Instruments Transcription**

- Contract & Leases
- Partnership Agreements
- Corporations and Limited Liability Companies
- Reservation of a Corporate Name
- Articles of Incorporation
- Bylaws & Minutes of First Meetings
- Stock Certificates
- Application for Employer Identification Number
- Real Estate
- Warranty Deed
- Deed of Trust
- Real Estate Closing
- Quitclaim Deed

### **Legal Transcription Module 6**

#### **Bankruptcy & Appellate Procedure Transcription**

- Bankruptcy
- Voluntary Petition
- Chapter 7
- Summary of Schedules
- Typing Citations
- Citing Primary & Secondary Materials
- Citing & Formatting Quotations
- Preparing an Appellate Brief
- Rules of Appellate Procedure
- Part of a Brief

#### **Required Materials:**

- *Basic Manual for the Lawyer's Assistant* by NALS
- *Mavis Beacon Teaches Typing 18* Software
- *Legal Transcription* (with CD-ROMs) by Linda R. Lyle and G. Howard Doty
- Digital Transcription Equipment: Headset, Foot Pedal and Software

#### **System Requirements:**

##### **Internet Access**

- Broadband or high-speed internet access is required. Broadband includes DSL, cable, and wireless connections.
- Dial-Up internet connections will result in a diminished online experience. Moodle pages may load slowly and viewing large audio and video files may not be possible.

##### **Hardware**

- Windows hardware configurations and processors are acceptable
- Mac computers **MUST** have Microsoft Window Operating Systems over Bootcamp (Bootcamp is a free download from Apple's website)
- 1 GB RAM minimum recommended



- Operating Systems
  - Windows XP, Vista or 7 and Mac OS X 10 or higher with Windows
- Web Browsers
  - Google Chrome is highly recommended
  - Internet Explorer is not recommended as it may not display certain menus and links
- Cookies **MUST** be enabled
- Pop-ups **MUST** be allowed (Pop-up Blocker disabled)
- Kindle Reader App is needed for many of our courses (No special equipment needed. This can be downloaded onto your computer.)
- Adobe PDF Reader
- Media Plug-ins (These may be required depending on your course media.)
- Adobe Flash Player (Required for many of our career courses and ALL of our IT courses.)
- Adobe Acrobat Reader, Apple Quicktime, Windows Media Player, &/or Real Player
- PowerPoint Viewer (Use this if you don't have PowerPoint)