

Virginia Western Community College

LGL 130

Law Office Administration and Management

Prerequisites

None

Course Description

Introduces management principles and systems applicable to law firms, including record keeping, disbursements, escrow accounts, billing, and purchasing. May include accounting methods and software packages applicable to law firms. Lecture 3 hours per week.

Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0

Required Materials

Textbook:

Practical Law Office Management, 4th Edition, Cynthia Traina Donnes, Published by Cengage

Other Required Materials:

Students will need a computer capable of accessing Canvas through the VWCC system. Students are required to use Canvas for this course.

Course Outcomes

At the completion of this course, the student should be able to:

- Identify the different types of law practices and describe the advantages and disadvantages of each.
- Explain the differences between practice management and administrative management and identify the types of law office systems.
- Understand the different skills and duties of a paralegal.
- Understand the importance of professionalism and what competencies a paralegal is expected to master.
- Understand the rules surrounding the attorney-client relationship.
- Discuss various rules of ethics and how they apply to attorneys and paralegals.
- Describe the various types of legal fees that can be charged by law firms, and recognize the major types of retainer agreements that an attorney may use.
- Understand timekeeping systems and explain the difference between billable and nonbillable time.
- Understand the importance of and ethical considerations concerning client trust accounts.
- Understand the basic types of computer software programs used by law firms.
- Define the responsibilities of the human resource manager in a law firm, including hiring and following federal employment laws.
- Understand calendaring systems and how to calculate deadlines.

- Identify the different filing systems used by law firms and different ways to organize both files and law library resources.

Topical Description

Chapter	Material Covered
	Introduction to class; Introduction to course
1	The Legal Team, Law Practices and Law Firm Governance
2	Legal Administration and Technology
3	Ethics and Malpractice
4	Client Relations and Communication Skills
5	Legal Fees, Timekeeping and Billing
6	Client Trust Funds and Law Office Accounting
7	Calendaring, Docket Control and Case Management
8	Legal Marketing
9	File and Law Library Management

Notes to Instructors

None