

Area of Interest: Public Safety and Legal Studies

## Law Clerk (Intensive)

Ontario College Diploma

Program Code: 0220Z05FWO

42 Weeks

Ottawa Campus

### Our Program

#### Fast-track your legal career.

In the Law Clerk (Intensive) Ontario College Diploma program, you study a broad range of legal topics and processes to prepare you for a career as a legal assistant or law clerk.

This program is offered in a compressed format over 42 weeks so you can start your career as soon as possible. The program prepares you for administrative work in an office environment where you work independently under the general direction of a lawyer, or as part of a legal services team. Learn from dedicated faculty who ensure that your skills surpass industry standards.

As a student, you develop and practise the skills that are essential for a successful career, including:

- paying attention to details and independently following instructions
- organizing client files and managing deadlines
- interviewing clients
- performing general office procedures
- working with legal software to compile information and prepare documents
- compiling evidence and documentation
- maintaining corporate documents and filings
- entering data in legal forms and drafting routine correspondence
- preparing briefs
- learning about family, estates, civil litigation, corporate, administrative, and real estate law practices
- engaging in civil litigation and research

Benefit from the ability to participate in an off-site field placement or in an in-class workplace simulation. These experiences give you real-world experience and an opportunity to practise your skills.

Graduates have the skills and flexibility to apply their knowledge in a variety of entry-level law clerk positions within:

- law offices
- corporations
- government legal departments and agencies
- financial institutions

- court and registry offices

## **SUCCESS FACTORS**

This program is well-suited for students who:

- Possess excellent interpersonal and human relations skills.
- Are organized, detail-oriented and flexible.
- Work well under pressure.
- Have a strong literacy and communications background.
- Have a high standard of ethics.

## **Employment**

Graduates have the skills and flexibility to apply their knowledge in a variety of entry-level law clerk positions within law offices, corporations, government legal departments and agencies, financial institutions, court and registry offices.

The descriptions of legal skills, responsibilities, and settings indicate the abilities and environment in which the graduate may generally work, and are not intended to imply that the law clerk is practising law.

## **Learning Outcomes**

The graduate has reliably demonstrated the ability to:

- Support the needs of clients and legal professionals through the use of accurate terminology and professional communication strategies, both orally and in writing.
- Complete all work within routine and unexpected time lines and limitation periods within the legal environment.
- Use current and relevant electronic and print resources, within the legal environment, to conduct legal research, to assist with file and evidentiary management, to facilitate communication and generate legal documentation, complying with current regulations and procedures.
- Research and summarize the presenting legal issues, applying knowledge of substantive law, to support the legal team.
- Apply rules of procedure to support best legal practices.
- Conduct oneself professionally in adherence to the guidelines of the Law Society of Upper Canada.
- Carry out clerical and administrative duties for the operation of a variety of legal environments.
- Outline strategies for ongoing professional development to ensure continuing competence as a Law Clerk.
- Act equitably and justly with diverse populations.
- Provide support for legal professionals in courts and administrative tribunals within the legal system.
- Identify and apply discipline-specific practices that contribute to the local and global community through social responsibility, economic commitment and environmental stewardship.

## **Program of Study**

Level: 01	Courses	Hours
ACC2292I	Legal Accounting	42.0
LAW1706I	Torts and Contracts	42.0
LAW2208I	Legal Fundamentals for Law Clerks	42.0
LAW2222I	Civil Procedures I	56.0
LAW2230I	Residential Tenancies and Commercial Leasing	42.0
LAW2245I	Legal Research I	28.0
LAW2265I	Legal Computer Applications I	42.0
Level: 02	Courses	Hours
LAW0032I	Real Estate Procedures	56.0
LAW2206I	Family Law	42.0
LAW2232I	Civil Procedures II	56.0
LAW2254I	Estate Administration and Procedures	56.0
LAW2260I	Legal Research II	42.0
LAW2270I	Legal Computer Applications II	42.0
Level: 03	Courses	Hours
LAW0033I	Corporate Law	56.0
LAW0042I	Legal Computer Applications III and Evidentiary Management	28.0
LAW2207I	Administrative and Federal Court Practice	56.0
LAW2234I	Civil Procedures III	56.0
Elective: choose 1 Courses		Hours
FLD0013I	Law Clerk Field Placement	56.0
LAW0043I	Law Clerk Work Practicum	56.0

### Fees for the 2023/2024 Academic Year

Tuition and related ancillary fees for this program can be viewed by using the Tuition and Fees Estimator tool at <http://www.algonquincollege.com/fee-estimator>

Further information on fees can be found by visiting the Registrar's Office website at <http://www.algonquincollege.com/ro>

Fees are subject to change.

Additional program related expenses include:

Books and supplies cost approximately \$2,000 for the program duration and can be purchased at the campus store. Printing costs of approximately \$50.00 per term.

### Admission Requirements for the 2024/2025 Academic Year

**Program Eligibility**

- Ontario College Diploma, Ontario College Advanced Diploma Degree or equivalent.
- Applicants with substantial completion of a degree/diploma will be assessed on an individual basis and may be required to take additional courses.
- Applicants with international transcripts must provide proof of the subject specific requirements noted above and may be required to provide proof of language proficiency. Domestic applicants with international transcripts must be evaluated through the International Credential Assessment Service of Canada (ICAS) or World Education Services (WES). IELTS-International English Language Testing Service (Academic) Overall band of 6.5 with a minimum of 6.0 in each band; OR TOEFL-Internet-based (iBT)-overall 88, with a minimum of 22 in each component: Reading: 22; Listening: 22; Speaking: 22; Writing: 22; OR Duolingo English Test (DET) Overall 120, minimum of 120 in Literacy and no score below 105.

**Admission Requirements for 2023/2024 Academic Year****Program Eligibility**

- Ontario College Diploma, Ontario College Advanced Diploma Degree or equivalent.
- Applicants with substantial completion of a degree/diploma will be assessed on an individual basis and may be required to take additional courses.
- Applicants with international transcripts must provide proof of the subject-specific requirements noted above and may be required to provide proof of language proficiency. Domestic applicants with international transcripts must be evaluated through the International Credential Assessment Service of Canada (ICAS) or World Education Services (WES).
- IELTS-International English Language Testing Service (Academic) Overall band of 6.5 with a minimum of 6.0 in each band; OR TOEFL-Internet-based (iBT)-overall 88, with a minimum of 22 in each component: Reading: 22; Listening: 22; Speaking: 22; Writing: 22.

**Application Information****LAW CLERK**  
**Program Code 0220Z05FWO**

Applications to full-time day programs must be submitted with official transcripts showing completion of the academic admission requirements through:

ontariocolleges.ca  
60 Corporate Court  
Guelph, ON  
N1G 5J3  
1-888-892-2228

Applications are available online at <http://www.ontariocolleges.ca/> .

Applications for Fall Term and Winter Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants applying from out-of-country can obtain the International Student Application Form at <https://algonquincollege.force.com/myACint> or by contacting the Registrar's Office.

For further information on the admissions process, contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Ave  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723  
TTY: 613-727-7766

Fax: 613-727-7632

Contact: <https://www.algonquincollege.com/ro>

## Additional Information

Students seeking exemptions or Advanced Standing for courses in the program should consult with the coordinator of the program prior to taking the course to determine whether the course content of the proposed substitute matches the course outcomes of the course in the program of study. While courses may have similar titles, it is not to be assumed that credit is to be granted. Course outlines, as well as course descriptions need to be assessed to determine transferability of credit. A minimum grade requirement is applicable.

The Law Clerk (Intensive) program prepares you for assisting lawyers with legal administrative work. If you enjoy advocating for others and are entrepreneurial, you may wish to consider Algonquin College's Paralegal Ontario College Graduate Certificate program.

Note: Courses may be scheduled at any time between 8 a.m. and 10 p.m.

Note: A Criminal Records Check may be required for placement and employment purposes.

## Contact Information

### Program Coordinator(s)

- Victoria Barney, <mailto:barneyv@algonquincollege.com> , 613-727-4723, ext. 5110

## Course Descriptions

### ACC2292I Legal Accounting

Students become familiar with the recording of basic accounting transactions in a manual accounting system. Students also learn to set up a reporting system for a law firm, as well as record transactions using legal accounting software. Some basic skills using spreadsheet software are also covered.

Prerequisite(s): none

Corerequisite(s):none

### FLD0013I Law Clerk Field Placement

Students may have the opportunity to participate in an external field placement, if established criteria are met. Students apply the skills and knowledge acquired in the program to date, while working in a legal office environment. Workplace orientation, client interactions and professional development are also discussed. Upon completion of the placement, students and host-employer provide feedback on the experience.

Prerequisite(s): ACC2292I and LAW0032I and LAW1706I and LAW2206I and LAW2208I and LAW2222I and LAW2230I and LAW2232I and LAW2254I and LAW2260I and LAW2270I

Corerequisite(s):none

### LAW0032I Real Estate Procedures

Students learn the theory behind real estate applications and apply real-estate knowledge by preparing a complete client file involving the purchase and sale of a property using specialized legal software and word processing software. Use of electronic title search and registration systems are introduced, as well as the principles of title insurance.

Prerequisite(s): none

Corerequisite(s):none

### LAW0033I Corporate Law

Corporations are a form of business organization recognized and regulated by law. Using applicable legal software, students learn the substantive framework to prepare documents to

create corporations, maintain proper corporate records and the procedures to terminate the corporate existence. The legal implications of alternative forms of business organization are explored.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW0042I Legal Computer Applications III and Evidentiary Management**

Students continue towards the development of advanced word processing skills and prepare a variety of documents relevant to the discovery process and other litigation proceedings. By exploring current resources within the legal environment, students learn to apply the best legal practices for evidentiary management.

Prerequisite(s): LAW2265I and LAW2270I  
Corerequisite(s):none

### **LAW0043I Law Clerk Work Practicum**

Students in the final semester of the program, drawing on knowledge attained in previous course work, participate in weekly practice and office-related tasks, while demonstrating adherence to the core Law Clerk themes of attention to detail, time management and professionalism. Workplace orientation, client interactions and professional development are also discussed. Prerequisite: Successful completion of Level one and level two courses

Prerequisite(s): none  
Corerequisite(s):none

### **LAW1706I Torts and Contracts**

The study of the principles of tort and contract law provides a foundation for better understanding of a variety of specialized areas of law. Students learn the elements of tort and the concept of negligence. Principles of contract law and the essentials of drafting simple contracts are included.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW2206I Family Law**

Law clerks assist lawyers in the preparation of appropriate documentation for the creation, as well as the breakdown of domestic relations through domestic contracts, separation and divorce. Using relevant software, and knowledge of substantive law and procedures, students learn to prepare court documents and contracts for family law matters.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW2207I Administrative and Federal Court Practice**

The implementation of a multitude of government policy initiatives and procedures has been delegated to a wide variety of administrative bodies, including boards and tribunals. While identifying the different functions and characteristics of various administrative bodies, students will examine the principles of administrative law, and the interrelationship between these principles and constitutional law. Procedural issues related to bringing matters before boards and tribunals, and subsequent related court challenges, will be examined at both the federal and Ontario levels. Students will also explore the relevant rules of procedures applicable to general federal courts practice.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW2208I Legal Fundamentals for Law Clerks**

Students explore Canada's legal system including the legislative process, the jurisdiction of different levels of government, the sources and divisions of law, the federal and Ontario court systems, and the civil and criminal litigation systems. Students examine the importance of the Canadian Constitution and the Canadian Charter of Rights and Freedoms. Through a review of basic concepts and terminology, students gain an understanding of legal relationships, with emphasis on real, personal, and intellectual property concepts.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW2222I Civil Procedures I**

Litigation in the civil courts requires an understanding of the jurisdiction and procedural requirements of the numerous courts at the provincial level. Students gain knowledge of relevant documents and procedural rules by attending court and producing documentation through a variety of simulated exercises.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW2230I Residential Tenancies and Commercial Leasing**

Students are introduced to the legislation and contracts which govern the landlord and tenant relationship in both residential and commercial tenancies, as well as the forms and procedures used. The role of the provincial administrative tribunal in residential tenancies and the court system in commercial tenancies is also reviewed.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW2232I Civil Procedures II**

Applying the relevant rules of civil procedure, students learn to draft a variety of court documents from the initiation of an action to final disposition or appeal. Principles of file organization, time docketing, categories of costs and calculation of interest are included.

Prerequisite(s): LAW2222I  
Corerequisite(s):none

### **LAW2234I Civil Procedures III**

Successful representation of clients in civil cases requires an understanding of how judgments are obtained and enforced. Students learn about collections and the relationship between debtors and creditors, while drafting court documents and preparing forms for the enforcement of court judgments. Through case studies, students are exposed to particular areas of law which may include Small Claims Court procedures, bankruptcy and insolvency, personal injury, insurance and construction law.

Prerequisite(s): LAW2222L and LAW2232L  
Corerequisite(s):none

### **LAW2245I Legal Research I**

Effective preparation for court appearances, as well as providing advice to clients requires research of relevant law. Students learn to use traditional and electronic resources to locate primary sources of law. The court system, sources of law, case citation rules and basic retrieval methods are introduced.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW2254I Estate Administration and Procedures**

Administration of an individual's affairs by another can occur at a time of mental incapacity or at death. Students learn the applicable legislation and procedures relating to power of attorney, preparation of wills and the administration of an estate. Procedures in circumstances where there is no will or attorney appointed are also considered.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW2260I Legal Research II**

Effective preparation for court appearances, as well as providing advice to clients requires research of relevant law. Students learn to use traditional and electronic resources to conduct research. Analysis of primary sources of law, use of secondary sources of law, briefing of cases and preparation of research memoranda are introduced.

Prerequisite(s): LAW2245I  
Corerequisite(s):none

### **LAW2265I Legal Computer Applications I**

Students learn the essentials of the computer operating system, presentation software, spreadsheet application software, personal information management software and word processing software. Students prepare a variety of documents relevant to the work of legal professionals. Emphasis is placed on instructions, formatting, accuracy, proofreading, time management and production. Students work to achieve a minimum keyboarding speed of 40 words per minute.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW2270I Legal Computer Applications II**

Students continue to develop their skills using word processing software. Using advanced word processing software functions, students prepare a variety of documents relevant to the work of legal professionals. Emphasis is placed on instructions, formatting, accuracy, proofreading, time management and production. Students work to achieve a minimum keyboarding speed of 50 words per minute.

Prerequisite(s): LAW2265I  
Corerequisite(s):none