LGST 104
Law Office Practices/Legal Ethics
3 Credits

Community College of Baltimore County
Common Course Outline

Description

LGST 104 – Law Office Practices/Legal Ethics: examines the history and role of the paralegal in the American legal system. Students analyze law office organization and management, including time and billing practices, law office technology, and file and case management systems. Students examine effective client relationships, advertising, and client solicitation. Students explore ethical issues that arise in the practice of law and apply relevant ethical rules to fictional scenarios.

Pre-requisites: ACLT 053 or (ESOL 052 and ESOL 054) and MATH 082

Overall Course Objectives

Upon completion of this course, students will be able to:

1. identify the history of the paralegal in the delivery of legal services;
2. compare traditional and alternative law office organization structures;
3. analyze communication factors that promote effective client relationships;
4. describes financial management practices in a law office;
5. distinguish between trust and escrow monies;
6. describe the various billing practices and timekeeping methods used by attorneys and paralegals;
7. identify law office case management systems and practices, including calendaring systems and systems for determining conflicts;
8. contrast file, docket, and records management in the law office;
9. identify issues and trends affecting the future role of paralegals;
10. operate Maryland's e-filing system for judicial filings in state courts;
11. operate legal case management technology commonly employed in a typical law office;
12. analyze situations constituting the unauthorized practice of law;
13. identify boundaries of diligent or zealous representation of clients;
14. evaluate ethical problems involving confidentiality in the law office;
15. discuss rules related to advertising and solicitation by attorneys;
16. contrast behaviors that constitute ethical and unethical conduct in the law office; and
17. discuss the legal technology landscape and the typical technology solutions available for the practice of law such as practice management, calendaring, billing, e-discovery, and databases.

Major Topics

I.   History of the Legal Profession

II. Law Office Organization and Management
III. Client Communication
IV. Financial Accounts
 V. Billing and Timekeeping
VI. Advertising and Solicitation
VII. Case, File, and Docket Management
VIII. E-filing
 IX. Technology in the Law Office
 X. Ethics

Course Requirements

Grading will be determined by the individual faculty member, but shall include the following, at minimum:

- one oral presentation of collaborative learning project, such as a group debate or discussion
- one exam
- two written assignments to allow for both objective and analytical review of primary legal sources
- one assessment of legal technology skills, such as utilization of CLIO University
- weekly assessments, such as quizzes, homework, and/or student participation, to evaluate student progress

Written assignments and research projects: Students are required to use appropriate academic resources in their research and cite sources according to the style selected by their professor.

Date Revised: 9/6/2022

The Common Course Outline (CCO) determines the essential nature of each course.
For more information, see your professor's syllabus.