

Office Admin Legal Administrative Assistant Quality Standards

ADM-151

1. Demonstrate The Ability To Key Legal Documents

- 1.1 Spell and define selected legal terms
- 1.2 Apply the rules of spacing, margins, centering, and pagination to the keying of documents
- 1.3 Key a responsibility line
- 1.4 Key fill-ins on law blanks
- 1.5 Draw a "Z" ruling
- 1.6 Apply the rules of capitalization and number style to the keying of documents
- 1.7 Make revisions from proofreader's marks
- 1.8 Key information on a copy to conform to the original
- 1.9 Set up and key captions, signature lines, acknowledgments, verifications, and affidavits
- 1.10 Fold a legal back
- 1.11 Key an endorsement on a legal back

2. Key Legal Documents Basic To Litigation

- 2.1 Spell and define selected legal terms pertaining to litigation
- 2.2 Key on legal cap documents basic to litigation:
 - a. complaint
 - b. answer
 - c. demand for jury trial
 - d. request to admit
 - e. stipulation for trial by court
 - f. judgment
- 2.3 Fill in law blanks used in litigation practice:
 - a. civil cover sheet
 - b. summons in civil action
 - c. civil subpoena
 - d. affidavit of service by mail
 - e. bill of costs

3. Key Legal Documents Basic To Family Law

- 3.1 Spell and define selected legal terms pertaining to family law
- 3.2 Key on legal cap documents basic to family law:
 - a. agreement of separation
 - b. verified complaint
 - c. power of attorney
- 3.3 Fill in law blanks used in family law practice:
 - a. memorandum of agreement of separation
 - b. summons
 - c. note of issue
 - d. statement of readiness
 - e. affirmation of regularity

- f. findings and judgment
- g. conclusions of law

4. Key Legal Documents Basic To Negligence

- 4.1 Spell and define legal terms pertaining to negligence
- 4.2 Key on legal cap documents basic to negligence:
 - a. retainer
 - b. verified complaint
 - c. demand for jury trial
 - d. interrogatories
- 4.3 Fill in law blanks used in negligence practice:
 - a. authorization to examine hospital and medical records
 - b. accident fact sheet
 - c. civil cover sheet
 - d. summons
 - e. affidavit of service by mail
 - f. release
 - g. stipulation discontinuing action

5. Key Legal Documents Basic To Business Organization Law

- 5.1 Spell and define legal terms pertaining to business organization law
- 5.2 Key a certificate of discontinuance of partnership on legal cap
- 5.3 Fill in law blanks used in business organization law:
 - a. certificate of firm name
 - b. partnership agreement
 - c. articles of incorporation

6. Key Legal Documents Basic To Wills And Estate Practice

- 6.1 Spell and define legal terms pertaining to will and estates
- 6.2 Key a will and a codicil on legal cap
- 6.3 Fill in law blanks used in wills and estates practice:
 - a. probate petition
 - b. citation
 - c. waiver of citation and consent to probate
 - d. notice of probate
 - e. affidavit of attesting witness
 - f. will affidavit proving a correct copy of the will filed for probate
 - g. release

7. Key Legal Documents Basic To Real Estate Practice

- 7.1 Spell and define legal terms pertaining to real estate
- 7.2 Key lease clauses and a property description on plain paper
- 7.3 Fill in law blanks used in real estate practice:
 - a. office lease
 - b. real estate contract
 - c. warranty deed
 - d. mortgage
 - e. mortgage note
 - f. closing statement
 - g. bargain and sale deed

8. Key Legal Documents Basic To Bankruptcy

- 8.1 Spell and define legal terms pertaining to bankruptcy

- 8.2 Fill in law blanks used in bankruptcy practice:
- a. voluntary petition
 - b. Schedule A
 - c. Schedule B
 - d. Summary of debts and property
 - e. Statement of financial affairs
 - f. Statement pursuant to Rule 219(b)
 - g. Proof of claim
- 8.3 Key a list of creditors on a matrix to be reproduced for mailing labels

Psychology or Sociology elective, Humanities or Science elective.