

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA IN AND FOR PINELLAS COUNTY**

LOM STUDENTS,

Plaintiffs,

v.

Case No. 21-PLA-1763

THE SEMESTER, INC.,

Defendant.

SYLLABUS MANAGEMENT/SCHEDULING ORDER

COURSE NAME: Law Office Practice and Technology
COURSE INFORMATION: Spring 2024, 3 Credit Hours
COURSE LOCATION: Live Online
COURSE DATE/TIME: Tuesdays, 7PM – 9:40PM
PROFESSOR: Kaila Glaros, CP, ACP

THIS COURSE having been reviewed by the Professor, with regard to the Professor's obligations thereunder, and the Professor being fully advised in the premises, it is hereby,

ORDERED as follows:

I. MEET AND CONFER REGARDING AGREED DEADLINES FOR COURSE

Within 7 days of the first appearance/meeting of Students within the Course, Students are ordered to meet and confer, to discuss and outline the time deadlines for this scheduling order. The corresponding deadlines can be found within this Syllabus, Course Content, and this Course's Calendar. The form of the order may not be generally changed without leave of the Professor. The form can be found at **Exhibit "A"** attached hereto. Once all Students are able to reach an agreement on deadlines, Students shall submit an Agreed Scheduling Order to the Professor for entry. The Professor will generally not approve modifications, even if agreed to among the Student parties, which would put the case beyond the School's time standards, absent good cause shown. Unless and until such time as all Students have complied with this provision, and an Agreed Scheduling Order has been entered, the deadlines set forth hereafter shall govern this Course.

Students are advised that the deadlines set forth herein will not be extended absent good cause shown and an order specifically extending the deadlines.

II. CATALOG DESCRIPTION

1. Prerequisites: Prior to enrolling in this Course, the Student is required to complete the following as prerequisites: ENC 1101 (with a minimum grade of a C) or ENC 1101H (with a minimum grade of a C) or IDS 1101H (with a minimum grade of a C).
2. Course Description: This Course analyzes the fundamental objectives of the management of a law office, the essential technology used in a law office, management

concepts, and essential communication skills. Additional study will be focused upon the organization of private, corporate and government legal departments. Major attention will be upon administrative systems and procedures; timekeeping and accounting practices; compensation and profit distribution. This Course is 47 contact hours.

III. ATTENDANCE POLICY

Attendance is expected and is essential for the successful completion of this Course. After three (3) absences, you may be given a Withdrawal (W) or Failure (F) grade at the Professor's discretion. Two late arrivals or early departures will count as an absence. It is *always* the Student's responsibility to determine what material was covered in your absence. Illness or emergencies must be reported directly to the Professor and written evidence may be required.

The last day to withdraw with a grade of "W" is **INSERT**. A Student who withdraws or is withdrawn after this date will be assigned a grade of "WF."

Attention Veterans: The VA has special attendance regulations that may exceed the policy in this syllabus. Please see the Professor if you have questions.

IV. REQUIRED TEXT

The required textbook for this Course is: **INSERT**. Students are not required to purchase any additional features associated with the textbook. Either a digital or physical version of the textbook is approved.

V. MAJOR LEARNING OBJECTIVES

1. The student will summarize the fundamental principles of managing a law office by:
 - a. explaining the concept of professional resources.
 - b. comparing and contrasting business management of a law firm with the management of legal matters.
 - c. describing the advantages and disadvantages of sole practice, group practice and office sharing.
 - d. explaining the lawyer's criteria for setting legal fees, recognizing the types of attorney's fee agreements, discussing the ethical considerations in setting fees within the Code of Professional Responsibility, and by recognizing the forms of bills for legal services.
 - e. preparing a chart of accounts for a law office.
 - f. discussing the proper treatment for disbursement of advanced costs made by the law firm.
 - g. recognizing the fundamental considerations which should be included in an agreement for partnership and professional corporations.

2. The student will outline the procedures for developing and using law office systems by:
 - a. explaining procedures for maintaining client's files and the concept of a master numeric system.
 - b. explaining the differences between alphabetic and numeric filing.
 - c. discussing the advantages and disadvantages of centralized and decentralized files.
 - d. describing the differences between active, suspended, and closed files.

- e. explaining the importance of and procedures for maintaining a docket monitor system.
 - f. explaining the accounting procedures necessary to insure that the firm's trust account is in compliance with Florida Bar standards.
 - g. preparing a profit and loss financial statement.
3. The student will use the lawful and effective procedures and techniques for supervising and working with other law office personnel by:
- a. developing a law office staff manual.
 - b. explaining the steps involved in the delegation process.
 - c. discussing the various elements involved in motivating the administrative staff.
 - d. describing the qualities that the employer would look for in choosing an applicant for the position of Legal Secretary, Legal Assistant, Litigation Support, or other support personnel.
4. The student will apply knowledge of legal technology (hardware and software applications) by:
- a. engaging in time keeping exercises that simulate the proper recording of billable time.
 - b. reviewing and critiquing the product of a software application that provides a complete billing and time keeping system for attorneys, including the production of various types of client billings.
 - c. reviewing the reports generated by a software application that produces complete office management summaries for attorneys, including a financial analysis of billings by attorney, aging of accounts receivable and an analysis of work in process.
 - d. preparing work product and documents using current word processing software.
 - e. surveying the local legal market as to its use of various law office applications (in word processing, email, schedule/calendar, case management, document assembly, e-filing, time and billing/general ledger accounting).
 - f. preparing a financial statement and final project notes in Excel format.
 - g. successful performance on course examination.
5. The student will develop the verbal and non-verbal communications skills essential to an effective legal team by:
- a. conducting a mock interview.
 - b. taking part in a panel discussion.
 - c. presenting an informative speech supported by PowerPoint or other presentation technology.
 - d. creating a law office practice and procedures manual to include professional ethics, compliance considerations, fee arrangements, and office policies.

VI. COURSEWORK

1. Reading: Students are expected to read the assigned chapter prior to attending each class. Please see Section IV regarding the required text for this Course.
2. Weekly Projects: Each Student will complete the referenced Weekly Projects found in **Exhibit "B"** attached hereto. Weekly Projects are due within seven (7) days of the date

assigned by the Professor. It is expected that the Student will complete the Weekly Projects as assigned, not prior to assignment. Each Weekly Project will be discussed during the class in which it was assigned.

3. Time Logs: Each Student will keep track of all coursework related time using the template Weekly Time Log found under the first week in Course Content in MyCourses. Weekly Time Logs are due every Sunday by 11:59PM following the second class of the Course. No Time Logs are due during week-long holidays enacted by the College. Coursework may include this Class as well as other classes the Student is taking. Additional information regarding timekeeping will be provided during the first presentation of Class.

4. Office Manual: Each Student will submit an Office Manual in PDF format consisting of all Weekly Projects. The Office Manual is worth two hundred (200) points. Students can find further information on the Office Manual in the final week in Course Content in MyCourses.

5. Final Presentation: Each Student will submit and present a Final Presentation in PowerPoint format. The Final Presentation is worth seventy (70) points. The Final Presentation will be presented live during the final class of the semester. Grading of the Final Presentation will be based on the presentation, not the submission of the PowerPoint. Students can find further information on the Final Presentation in the final week in Course Content in MyCourses.

6. Grading: Grade are based upon an accumulation of points. The points are distributed as follows:

<u>Assignment</u>	<u>Total Points</u>
Exam I and II	150
Timekeeping Logs	180
Office Manual	200
Presentations	70
<u>Attendance</u>	<u>100</u>
Total	700

Grades will be based upon the following scale:

A = 700-630

B = 629-560

C = 559-490

D = 489-420

F = 419-0

VII. COURSE CALENDAR

The Course will proceed utilizing the below calendar. Any modifications to the calendar will be provided via advance written notice from the Professor.

WEEK	DATE	TOPIC
1		Welcome; Class Overview
2		The Legal Team, Law Practices, and Law Firm Governance (Chapter 1)
3		Resume Workshop *HAVE RESUME AVAILABLE DURING CLASS*
4		Legal Administration and Technology (Chapter 2)
5		Ethics and Malpractice (Chapter 3)
6		Client Relations and Communication Skills (Chapter 4)
7		Legal Fees, Timekeeping, and Billing (Chapter 5)
8		EXAM #1 (OPENS 03/05/24 AT 12:00AM; CLOSSES 03/10/24 AT 11:59PM)
9		NO CLASS – SPRING BREAK
10		Client Trust Funds and Law Office Accounting (Chapter 6)
11		Calendaring, Docket Control, and Case Management (Chapter 7)
12		Legal Marketing (Chapter 8) File and Law Library Management (Chapter 9)
13		E-Filing and Adobe Tutorial Seminar
14		EXAM #2 (OPENS 04/16/24 AT 12:00AM; CLOSSES 04/21/24 AT 11:59PM)
15		LAW OFFICE MANUALS DUE Paralegal Panel
16		FINAL PRESENTATIONS

VIII. PROFESSOR CONFERENCES

Students are encouraged to contact the Professor to schedule an appointment for a conference. The preferred method of contact for the Professor is via email. Please send a follow-up email if you have not heard from the Professor within forty-eight (48) hours.

IX. SPECIAL ACCOMMODATIONS

This Course is designed to be welcoming to, accessible to, and usable by everyone, including Students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Please be sure to let the Professor know immediately if you encounter a required element or resource in the Course that is not accessible to you. Also, let the Professor know of recommendations that can make to the Course so that it is more welcoming to, accessible to, or usable by students who take this Course in the future.

X. ACADEMIC DISHONESTY

Academic dishonesty, plagiarism or cheating of any kind will not be tolerated. Academic dishonesty is a violation of the College's Academic Honesty Policy and will be treated accordingly.

EXHIBIT A

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_____ /

COURSE SCHEDULING ORDER

THE PROFESSOR having reviewed the attached Course Scheduling Plan, incorporated herein, and finding it to be satisfactory, it is therefore

ORDERED AND ADJUDGED that the Course Scheduling Plan is hereby approved and adopted, and the Student shall abide by the terms set forth herein.

Deadlines for Timekeeping Logs	
Deadline for Resume Submission	
Deadline for Course Scheduling Order Submission	
Deadline for Paralegal Panel Question Submission	
Deadline for Law Office Manual Submission	
Deadline for Final Presentation Submission	
Date of Live Presentation of Final Presentation	

DONE AND ORDERED in Pinellas County, Florida on this ____ day of _____,
2024.

Professor Kaila Glaros

EXHIBIT B

Weekly Projects

(To Be Included Within Law Office Manual)

1. Interview Form
2. Law Office Manager Job Description
3. Paralegal Job Description
4. Social Media Policy
5. New Client Intake Form
6. Representation Agreement
7. Contingency Fee Agreement (*including Statement of Client Rights*)
8. Chart of Accounts
9. Profit and Loss Statement
10. Calendaring Procedure
11. Pleadings Index and Deadline Chart
12. Case Management Software Comparison
13. Opening File Procedure
14. Closing File Procedure
15. Record Retention Policy
16. Document Naming Procedure
17. Budget (*from In Class Project*)
18. Timekeeping Logs (*Optional Inclusion in Law Office Manual*)