

LEGL 241 Law Office Management

LEGL 241 LAW OFFICE MANAGEMENT

This course provides an overview of law firm management administration. Topics include case management, filing systems, calendaring, indexing and summarizing pleadings and discovery, timekeeping, billing, fees, intra- and inter- office communication, client interviewing, conflict checks, and office policies. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

