

## CIVIL LITIGATION COURSE

### OBJECTIVE AND OVERVIEW

- To provide students with in-depth practical and legal knowledge of Civil Litigation and to enhance upon existing legal skills.

### BENEFITS

- A combination of tutor-led classroom based training with the added benefit of flexi-learning;
- Provides essential skills and in-depth legal knowledge of a specialized area of law, together with quality background training in legal industry structure; &
- Enhances existing skills and knowledge within Civil Law.

### CONTENT

- An introduction to Civil Law
  - The Civil Courts
  - The Overriding Objective and Human Rights
  - The Courts approach under the Civil Procedure Rules
- Pre-action considerations
  - Funding Litigation & Client Care
  - Initial interview and instructions
  - Pre-action protocols
  - Basic limitation rules under the Limitation Act 1980
- Issuing and Serving Proceedings
  - The Claim Form
  - Service and Filing
  - Other Forms
  - Tracks under the Woolf Reforms
  - Rules and Compliance
  - Sanctions

## Civil Litigation Course cont'd

- Civil Procedure
  - Civil Court Procedure
  - Witnesses and Expert Witnesses
  - Hearsay Evidence
  - Part 36 Offers
  - Damages or Compensation?
- Legal Word Processing & Essentials of Application & procedure (Practical sessions)

### FORMAT AND OUTCOME

This Course provides students with a thorough grasp of practice and procedure, and the rules and principles as applied by the courts.

Taking a pragmatic rather than an academic approach to the topic, the course provides a comprehensive overview on all the major areas of civil litigation

The course will consist of selected topics chosen from the following: general principles and practice of civil litigation, including: the organisation, jurisdiction and functions of the civil courts and of the legal profession.

A Certificate is issued on successful completion

### DATES AND DURATION

Course schedules and start dates are published online at [www.souterstraining.com](http://www.souterstraining.com).

Souters legal courses are available on either distance learning, or on a blended learning basis.

Therefore, students are not required to attend the College on a day-to-day basis, but are able to study within the comfort of their homes. Thus, having the flexibility to juggle a busy lifestyle together with their studies.

Furthermore, the advantages of our blended learning mode of study enables students to benefit from the invaluable guidance of a tutor. This means that students are not only able to have a tutor to guide them, but are also entitled to meet with their tutor on a one-to-one basis where necessary.

## Civil Litigation Course cont'd

Our legal modules can be undertaken as a single unit or combined with other courses i.e. in order to be upgraded to a Legal Secretary Diploma qualification.

### WHAT DO I NEED TO JOIN, WHO IS THIS COURSE FOR?

Students are required to have a good level of the English language, as well as good IT skills (especially in MS Office Word). However, these can be trained elsewhere in our curriculum if needed.

Furthermore, our Law modules are suitable for a wide range of students:

- Students whom have successfully completed (or have booked onto) our Legal Secretary Course and intending to upgrade to our Diploma programme;
- Students interested in gaining in-depth knowledge in a specific area of law;
- Paralegals; or
- Secretarial students whom are hoping to expand on their career opportunities.

For course cost please see booking page for this course at [www.souterstraining.com](http://www.souterstraining.com)