
PROGRAM INFORMATION

Academic Year	2024 – 2025
Credential	Ontario College Diploma
Program Delivery	Full - Time
Duration	2 Years
Length	4 Semesters
Program Codes	B258 (Distance CH) B258W (Distance CH – Winter)

Delivery Method for B258-CH and B258W-CH

All instructors are offsite, and all lectures are provided by distance through video and/or web-based platforms.

DESCRIPTION

A flexible program to kick-start your law clerk career.

Offered exclusively online, Northern's two-year Law Clerk program has built-in flexibility as you gear up for a career as a legal assistant in a law office, or government or industry legal department. Focusing on real estate, wills, estates, and family law and litigation, you'll learn how to conduct advanced legal research, navigate conflicts of interest, and interview clients to assess the truthfulness of a claim. You'll get up to speed on legal terminology, master law office management, and even get a crash course in civil and criminal litigation.

What's more, you'll also improve your written and verbal communication skills. And ultimately put it all to the test in a fieldwork placement in the working world. This program has both a fall and a winter semester intake. The faculty members are lawyers and law office professionals. The Law Clerk program provides flexibility for returning or mature learners by offering fall and winter intakes. Classes have a regular schedule, and students can log into the live classroom from any personal location or Northern College campus. Through this online web format, students can see the professor and have the option of sharing their image. The app sharing tool allows for PowerPoint slide presentations, images, documents, and includes a virtual whiteboard. This virtual classroom also provides for chats, polling, verbal and written communication among students and professor. For additional flexibility and access, programs are recorded for student use and review.

You will acquire an understanding of the general principles of law while building the specific skills to be an effect and efficient contributor to a law office. You will use your communications and computer skills in every course as you interpret detailed instructions, both verbal and written, and prepare a variety of legal documents and letters. In addition, you gain a rounded coverage of legal fields, including Legal ethics, Canadian law, family law, legal interviewing, corporate procedures, provincial offences, criminal law, employment law, legal research, debtor-creditor law, legal software landlord tenant law and legal accounting.

Courses in this program are supported asynchronously through the college's learning management system, Blackboard Learn. Course materials are uploaded online. Students can join discussion boards, share documents, and connect with the professor and other students.

Program Pathways

Articulation agreements with Laurentian University and UOIT permit graduates to get transfer credits towards an undergrad degree -- another academic path for students to write the LSATs for Law School.

What is a law clerk and why consider a career as a law clerk?

- Law clerks are administrative assistants with specialized training to relieve lawyers of routine legal and administrative duties and help them with more complex legal work when needed.
- Interesting, varied, and responsible tasks
- Working in a variety of private and government organizations.
- Provide professional support to complete the forms and processes necessary for the smooth operational processing of their legal administrative procedures and services.
- Typically, Law Clerks are key contributors to the effectiveness of their organizations, liaising professionally with clients, lawyers, managers, other organizations and other staff.

Potential employment opportunities may include:

- Law offices, court houses, legal aid, and municipal offices.
- Collection and bankruptcy offices
- MP and MPP offices
- Service Ontario/Service Canada
- Process servers and legal researchers.
- Various legal departments in ministries such as: Attorney General, Northern Development and Mines, Labour, Official Guardian and Public Trustee, Legal departments in banking, insurance, corporate, real estate development, construction, and mining, etc.

Why the Northern College Law Clerk program?

- Flexibility of when you start with fall and winter intakes. Winter is often of particular interest and value for returning or mature learners.
- You can study at one of our college campuses and take part in the on-campus student life experience. Contact North | Contact Nord community centres which allow you to connect from home or any broadband-enabled location.
- Study with options, whether attending a real-time scheduled class or a video class recording.
- Full-time, part-time and a la carte (individual course) options. A la carte is of particular interest to those working within the field that wish professional development in particular areas of law.
- Delivery of this program has been organized around supporting a quality educational experience for distance students.

CAREER OPPORTUNITIES

- Law Clerk
- Employed by law firms, record search companies and in legal departments in the private and public sectors.

VOCATIONAL LEARNING OUTCOMES

1. Support the needs of clients and legal professionals through the use of accurate terminology and professional communication strategies, both orally and in writing.
2. Complete all work within routine and unexpected timelines and limitation periods within the legal environment.
3. Use current and relevant electronic and print resources, within the legal environment, to conduct legal research, to assist with file and evidentiary management, to facilitate communication and generate legal documentation, complying with current regulations and procedures.
4. Research and summarize the presenting legal issues, applying knowledge of substantive law, to support the legal team.
5. Apply rules of procedure to support best legal practices.
6. Conduct oneself professionally in adherence to the guidelines of the Law Society of Upper Canada.
7. Carry out clerical and administrative duties for the operation of a variety of legal environments.
8. Outline strategies for ongoing professional development to ensure continuing competence as a Law Clerk.
9. Act equitably and justly with diverse populations.
10. Provide support for legal professionals in courts and administrative tribunals within the legal system.

PROGRAM COURSES

The following reflects the planned course sequence for full-time offerings of the program. Programs at Northern College are delivered using a variety of instruction modes. Courses may be offered in the classroom or lab, entirely online, or in a hybrid mode which combines classroom sessions with virtual learning activities.

Semester 1		Hours
LC1013	Law Office Management	42
LC1033	Legal Computing	42
LC1063	Introduction to Real Estate Law	42
LC3093	Estate Law	42
PL1053	Legal Communications	42
PL4023	Criminal Law	42
Semester 2		
GN1443	Indigenous Culture and Awareness	42
LC2033	Legal Software	42
LC2043	Family Law	42
LC2083	Legal Interviewing	42
PL2053	Canadian Law	42
PL2063	Legal Ethics	42
Semester 3		
AC1104	Legal Accounting	56
General Education Elective		42
LC3001	Fieldwork Placement	120
LC3083	Litigation Law	42
LC3103	Corporate Law Procedures	42

PL1063	Torts & Contracts	42
PL3003	Provincial Offences	42

Semester 4

General Education Elective	42
LC2063 Real Estate Law II	42
LC3033 Debtor-Creditor Procedures	42
LC7033 Landlord Tenant Law	42
PL2023 Employment Law	42
PL4003 Legal Research	42

PROGRAM PROGRESSION

The following reflects the planned progression for full-time offerings of the program.

Fall Intake

Sem 1: Fall 2024
Sem 2: Winter 2025
Sem 3: Fall 2025
Sem 2: Winter 2026

Winter Intake

Sem 1: Winter 2025
Sem 2: Fall 2025
Sem 3: Winter 2026
Sem 4: Fall 2026

WORK INTEGRATED LEARNING OPPORTUNITIES

A 120-hour placement in or nearest to your home community gives you real-world exposure and a real edge in finding work.

Preparation for Placement

The start of this course will help students create a cover letter and a resume and prepare them for the interview process for their placement in a legal field. Students will examine the various components of an interview, starting with some of the mechanics of the process as well as notetaking, observation, and listening techniques. Emphasis will be placed on the importance of the expectations of a law firm, most notably confidentiality and professionalism.

Placement

After completing the preparation for placement portion, students are to obtain and arrange a suitable legal Fieldwork Placement in or close to their community. All necessary documentation must be completed and submitted to the College Placement coordinator prior to attending the Fieldwork Placement. Students must ensure attendance and punctuality for the entire Fieldwork Placement period as well as demonstrate

enthusiasm, interest, initiative, and an open mind while on Fieldwork Placement. Students must stay in contact with the College Placement Coordinator through phone or email throughout the Fieldwork Placement. Students should welcome and accept constructive criticism while participating in the Fieldwork Placement and always follow instructions and adhere to the Rules of Professional Conduct.

Minimum hours for the placement course is 120 hours.

Law Clerk Placement – 3 Stages

Stage 1: Four pre-placement assignments which must be completed in 3rd semester (Job Search, Resume, Cover Letter, and Interview)

Stage 2: Seeking and securing a suitable placement host who will allow you to learn on the job for 120 hours (hours may be completed in Semester 3 or Semester 4)

Stage 3: Completing 120 hours of on-the-job training and completing placement assignments (Goals, Journal, Reflective Paper, and Thank you Letter)

ARTICULATION/TRANSFER AGREEMENTS

A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program coordinator for specific details if you are interested in pursuing such an option. Additional information can be found at [Articulation Agreements](#).

ADDITIONAL INFORMATION

N/A

PROGRAM SPECIFIC INFORMATION

N/A

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (OSSD)
- Grade 12 English (C, U)
- Or equivalent

Academic prerequisites for this program may be obtained free of charge through [Academic Upgrading](#). Applicants who do not have a high school diploma or equivalent and will have reached the age of 19 years on or before the start of the program must undergo academic testing and may be required to complete [Prior Learning Assessment & Recognition \(PLAR\)](#) process to demonstrate equivalency of admission requirements prior to admission into a program. For more details, please contact the Admissions Office at 705-235-7222 or admissions@northern.on.ca.

GRADUATION REQUIREMENTS

- 21 Program Courses
- 3 General Education Courses
- 120 Hours Placement

GRADUATION ELIGIBILITY

To graduate from this program, a student must attain a minimum of 60% or a letter grade of CR (Credit) in each course in each semester unless otherwise stated on the course outline. Students should consult departmental policies and manuals for additional detail and exceptions.

GRADUATION WINDOW

Students unable to adhere to the program duration of two years (as stated above) may take a maximum of four years to complete their credential. After this time, students must be re-admitted into the program, and follow the curriculum in place at the time of re-admission.

CONTACT INFORMATION

For questions about being admitted into the program, please contact Northern College Admissions at admissions@northern.on.ca or by phone at 705-235-3211 ext. 7222. For questions about the content of the program, contact the Program Coordinator.

Voula Zafiris, M.Ed., Program Coordinator
Tel: 705-672-3376 ext. 8838
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COURSE DESCRIPTIONS

Semester 1

LC1013 Law Office Management

This course will focus on the management of law office/department and office etiquette and enable students to identify and work with time management, file management, and client accounts. It will also introduce the student to legal terminology and citation, legal correspondence, and legal documents. The student will learn techniques to organize job searches, draft cover letters, and tailor resumes specifically for law firms.

LC1033 Legal Computing

Working as a successful Law Clerk for either a law firm, the government, or private industry, requires an individual to possess many skills, not the least of which is the ability to use a variety of software programs to properly draft, create, and format documentation. This course introduces students to many of the software programs of the MS Office Suite and acts as a guide through the proper use of each program to generate accurate, ready-for-delivery documentation.

LC1063 Introduction to Real Estate Law

This course is designed to give the students a background of real estate terminology, an overview of the steps and procedures of a residential real estate transaction and the purpose of each stage. Emphasis is placed on the law clerk's role and responsibilities in this process. Estates and interests, legal descriptions, liens, government controls, electronic registration and title searching are discussed and applied to the overall understanding of residential real estate law. Students create transfer, charge and discharge paper documents and access Teraview Web to conduct property and writ searches.

LC3093 Estate Law

This course introduces students to will clauses and interpretation, intestacy, power of attorney for property, and powers of attorney for personal care. Next: estate administration and estate litigation including common forms of proof for an estate trustee, applying for a certificate of appointment, estate administration tax, asset collection, notifying and paying creditors, accounting to beneficiaries and procedures used to challenge the validity of a will.

PL1053 Legal Communications

Legal Communications is designed to provide the law clerk student with the opportunity to improve their writing skills and to become familiar with various forms of communication required of law clerks and legal assistants. Course material will focus on improving verbal and written skills with an emphasis on spelling, grammar, listening and speaking skills. The fundamentals of writing and formatting memos and letters will also be addressed. An Academic Integrity module aims to familiarize students with plagiarism issues in an academic environment and how to avoid being a victim of academic dishonesty.

PL4023 Criminal Law

In this course students will be introduced to basic substantive law concepts and criminal procedures within the Canadian criminal justice system. The students will analyze the elements of an offence, classify offences and identify possible defences in criminal cases.

Semester 2**GN1443 Indigenous Culture and Awareness**

This general education course will provide students with an introduction to Canadian Indigenous Nations' history, sovereignty, land titles, cultural history and current critical issues. Topics addressed include the content of Indigenous rights, economic and social development, community and political processes, and business law and policies, justice & social services. Canadian Indigenous History and Relations is a general education course that has been incorporated into all programs at Northern College.

LC2033 Legal Software

This course is designed to enable students to understand and practice the computer applications that are essential in the legal environment. Emphasis is placed on legal software that is used in the majority of law offices, notably software used for family law, litigation, real estate transactions, estate law and legal research.

LC2043 Family Law

This course will provide the student with a background in the history of family law in Ontario and an overview of marriage breakdown, spousal and child support, financial disclosure, decision making responsibility and parenting time, the Family Law Rules, separation agreements and equitable property rights.

LC2083 Legal Interviewing

This course will focus on legal client interviewing. The student will understand the varying issues, needs and emotions that legal clients experience and will learn which techniques should be employed with individual clients.

PL2053 Canadian Law

In this course the students will examine some of the essential features of Canada's legal system, including the Canadian Constitution and the Charter of Rights and Freedoms.

PL2063 Legal Ethics

This course will provide students with a framework within which to analyze the legal dilemmas that lawyers face. Case studies and the Law Society of Ontario's guidelines will be used to focus on lawyer-client confidentiality and expectations, conflicts of interest, client perjury and how lawyers choose and refuse clients. This course will also examine the paralegal practice in Ontario including the paralegal governance and the ethics and professional practice a paralegal is bound by; duty to client, confidentiality and ethical advocacy.

Semester 3**AC1104 Legal Accounting**

Hands-on training in fundamental accounting concepts as applied in law firms and using the legal industry standard of PC Law legal accounting software. Students develop an understanding of general and trust accounts, including the Law Society of Upper Canada's requirements and the obligations related to trust accounts, preservation of client property and withdrawal of trust monies.

LC3001 Fieldwork Placement

Under the guidance of the Law Clerk program faculty members and their Fieldwork Placement Coordinator, students will apply and demonstrate in a real-world work setting the theories and techniques which they have

learned. A 120-hour placement. Equals 1 day/week /15-weeks. No courses on Fridays to support this. While the college provides some assistance to students with their placement search, ultimate responsibility for securing a placement lies with the student.

LC3083 Litigation Law

An overview of the civil court process in Ontario, including a civil lawsuit, procedures proper to the commencement of proceedings, client management and interviewing. An examination of the Ontario Rules of Civil Procedures and the Courts of Justice Act, and drafting of documents including pleadings, affidavits, motions, using the Ontario Court forms. The last part of the course will deal with the procedure and documents used in the process of: examination of discovery, overview of oral and documentary discovery, pre-trial and trial preparation and the trial procedure.

LC3103 Corporate Law Procedures

Students are introduced to Ontario and Canadian corporate law. Emphasis on its practical application in the law office setting. Students learn steps and procedures involved in common corporate transactions and the law clerk's role and responsibilities in the process; to prepare for shareholders' and directors' meetings; draft annual corporate resolutions, assist with corporate reorganizations; and conduct due diligence in commercial transactions. Students learn the background for analyzing corporate management, issuance of shares, annual matters, corporate changes, reorganizations, and other advanced issues. They distinguish between business and non-profit corporations and develop ability to conduct due diligence and corporate reviews.

PL1063 Torts & Contracts

In this course, students will examine intentional torts including interference with economic relations and malicious prosecution along with the unintentional torts such as negligence. This course will also introduce students to the various factors that form a contract and what affects those contracts. The sale of goods legislation and the various consumer protection provisions will also be examined.

PL3003 Provincial Offences

In this course the rights and responsibilities of parties, along with the procedural streams and classification of offences of the Provincial Offences Act will be covered. The students will learn practical skills to deal with a client who has been charged under the POA and to make the necessary preparations required for court, including the motions and applications process, the expectations in the courtroom. They will also analyze the workings of the POA trial, including evidence, witnesses, sentencing, reopening and appeals and become familiar with the common offences under the Highway Act and other common Acts.

General Education Elective

General Education Courses are selected online each semester by the student from a list provided and exposes students to a related area of study outside of their immediate academic discipline. Certain programs have predetermined electives.

Semester 4**General Education Elective**

General Education Courses are selected online each semester by the student from a list provided and exposes students to a related area of study outside of their immediate academic discipline. Certain programs have predetermined electives.

LC2063 Real Estate Law II

This course will begin with a review of the stages of a real estate transaction and the scope of practice of a law clerk. The impact of dealing with condominiums, residential tenancies, rural and new homes on a transaction will be explored. It will analyze two case studies for two agreements of purchase and sales and students will conduct title searches in Teraview Training for both scenarios. The focus will then shift to opening a purchase and sale file for the case scenarios in a real estate software program and students will create all the off-title documents that are required to complete residential real estate transactions. Students will be using the software to create all the documents required and work on both a purchase and a sale file and the Teraview Training environment to search real properties and create e-reg documents such as a transfer, charge, and a discharge. Prerequisite: LC1063 Introduction to Real Estate Law

LC3033 Debtor-Creditor Procedures

This course exposes students to the steps undertaken during the debt collection process. Topics include opening and organizing a litigation file, commencing proceedings, default judgment, and enforcement remedies at both the Superior court and Small Claims court jurisdictions. Students will create all of the necessary documents required in a litigation suit and enforcement of the judgment in both courts using the ACL software. They will also prepare a teaching lesson on one of the course topics and present it to the class.

LC7033 Landlord Tenant Law

This course will provide students an overview of the landlord and tenant process in Ontario, including both residential and commercial tenancy. An examination of landlord and tenancy law; the legal framework and how the law applies to applications and agreements; terminating agreements and processing applications under the Residential Tenancies Act. A review of the steps necessary to increase rent, reductions and rebates. A review and study of offences under the RTA, Housing Cooperatives, and an overview of the Commercial Tenancies Act and the legal obligations of a commercial landlord.

PL2023 Employment Law

This course provides fundamental and practical understanding of the key legal issues that arise between employers and non-unionized employees. The course provides students with the substantive and procedural knowledge needed to help those facing challenges in the workplace. Students address both common law and legislation and review the statutory enforcement powers available to the Ministry of Labour as well as the prosecution and defense of quasi-criminal regulatory offences in provincial offences court.

PL4003 Legal Research

This course will provide those students who have gained basic knowledge of legal communications with a detailed analysis of advanced legal research and writing techniques and styles. The student will learn to identify legal issues and determine the correct research tools, in both paper and computerized format, to analyze and understand those issues. The student will develop the ability to locate, read and analyze legislation, regulations, and case law and to draft legal memoranda.