

**TULANE UNIVERSITY
SCHOOL OF CONTINUING STUDIES
PARALEGAL STUDIES**

**LAW OFFICE MANAGEMENT
UPAR 410 - 3 Credit Hours**

(Updated May 2007)

Course Description:

Approaches to the organization and efficient operation of the law office, management problems in the law office, office structures and systems, accounting and billing procedures, hiring, scheduling, and management of non-attorney personnel, information storage and retrieval systems, forms libraries, office equipment, management of the law office library, purchasing of law office supplies, client relations.

Course Objectives:

1. Understanding of the structure and organization of law offices
2. Comprehensive and realistic view of how a law office functions
3. Development of essential skills necessary to work efficiently in a law office, including familiarity with:
 - a. Timekeeping
 - b. Billing and financial management
 - c. Docket control systems
 - d. File and records management
 - e. Law library organization and management
4. Appreciation for maintaining ethical boundaries in the context of paralegal-client interaction.

Instructor Information:

Instructor: Pamela Toney Crawford
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Office Hours: By appointment only

Instructional Method:

Lecture, case briefing and discussion, small group breakout sessions, written assignments, tests, scenarios presented for class discussion, in-class participation.

Required Text:

Fundamentals of Law Office Management: Systems, Procedures, and Ethics 2nd Ed., Pamela I. Everett

Handouts and selected articles to be provided by Instructor

****Grading and Course Outline are under redevelopment as this course has not been offered since summer term, 2000****