

Teacher Resources

Legal Administration (6735, 6736)

Instructional Scenarios

The following instructional scenarios provide classroom activities to support the major concepts included in Legal Administration.

- [Courts and Jurisdictions](#)
Duty/Concept Area: Introducing the Legal System
Students will identify federal, state, and local courts in the state of Virginia.
- [Jammed Photo Copier](#)
Duty/Concept Area: Managing Office Activities
Students will outline office policies and procedures to address the maintenance of copiers and printers.
- [Client Information](#)
Duty/Concept Area: Conducting Client Services
Students will role play the process of gathering information from a client.
- [Client Confidentiality and Social Media](#)
Duty/Concept Area: Identifying Legal and Business Ethics
Students will investigate office policies and procedures and strategies to protect client confidentiality and data security.
- [Employment Communications: Cover Letters](#)
Duty/Concept Area: Enhancing Employability Skills
Students will compose a professional cover letter.
- [Job Shadowing and Conducting Informational Interviews](#)
Duty/Concept Area: Preparing for Industry Certification
Students will conduct an informational interview with a professional in the field.
- [Testing Strategies](#)
Duty/Concept Area: Preparing for Industry Certification
Students will identify testing strategies and devise a study plan.

Texts

- *Legal Office Procedures, 7th Ed.*, Joyce Morton, Pearson Prentice Hall, ISBN: 013220956X
- *Office Procedures for the 21st Century, 8th Ed.*, Sharon Burton and Nelda Shelton, Prentice Hall, ISBN-13: 978-0135063897

References

- The Bluebook—A Uniform System of Citation, 18th, Harvard Law Review Staff, ISBN: 0614199433
- Virginia Family and Juvenile Laws and Rules Annotated, 2013 ed., ISBN: 9780769871394
- Federal Civil Judicial Procedure and Rules, 2014, ISBN: 9780314662361
- Ethics for Paralegals, Linda A. Spagnola, ISBN-13: 978-0073376981

Professional Associations

- American Bar Association Center for Professional Responsibility (https://www.americanbar.org/groups/professional_responsibility/)
- NALS—the association for legal professionals (www.nals.org)
- VALS—the Virginia association for legal professionals (www.v-a-l-s.org)

Legal Forms

- forms.lp.findlaw.com
- practice.findlaw.com
- www.lectlaw.com
- www.justice.gov
- www.uslegalforms.com

Web Resources

- American Association for Justice (www.justice.org)
- Attorney General, Office of the (www.oag.state.va.us)
- Code of Virginia (<http://leg1.state.va.us/000/src.htm>)
- Court Case Information (www.courts.state.va.us)
- CPT Codes (<https://commerce.ama-assn.org/store/>)
- Dictionary—Legal (<http://dictionary.law.com>)
- Freedom of Information Act letter generator (<https://www.ifoia.org/#!/>)
- Lawyer Information (www.findlaw.com)
- Notary Application (<https://www.commonwealth.virginia.gov/official-documents/notary-commissions/notary-application-process/>)
- Property Damage (www.nadaguides.com; www.kbb.com)
- United States Supreme Court Decisions (<http://www.supremecourt.gov/opinions/opinions.aspx>)
- Virginia Continuing Legal Education (www.vacle.org)
- Virginia General Assembly (<http://viriniageneralassembly.gov/>)
- Virginia State Corporation Commission (www.scc.virginia.gov/index.aspx)
- Virginia State Police (www.vsp.state.va.us)
- Virginia Supreme Court (www.courts.state.va.us/courts/scv/home.html)
- Workers' Compensation Commission (www.vwc.state.va.us)