

# Instructional Scenario

## Managing Records and Files



Course/Duty Area: Legal Administration/ Managing Records and Files

Scenario:

As a paralegal in the Commonwealth's Attorney's Office, you are tasked with receiving new files for further action. Your role will include issuing subpoenas and a transportation order if needed. You notice that the legal secretary who opened the files often makes typos and other mistakes on important details such as

- defendant's name
- defendant's date of birth
- specific wording and code from the criminal warrants listing the charges.

Big Question: How should the errors be addressed?

Focused Questions:

- Why must the spelling of a name or identifiers be correct?
- How should the paralegal address these errors professionally?

Student Project or Outcome:

For this scenario, the files that the paralegal and legal secretary utilize are passed to the prosecutors for case preparation and court appearances. Students will research the necessity for accuracy and the consequences of inaccuracies.

Project-Based Assessment:

Students will outline their decision-making process, choices, and considerations involved in the decision.