Your task

Ivan Kruber, the Family Law specialist has been asked to represent a client in divorce proceedings. Ivan has met with the client and prepared an Application for Divorce. Now he needs you to obtain a copy of the Marriage Certificate and to prepare a letter to the client to report the status of the matter.

Ivan has dictated a letter to the client and he has asked you to transcribe the message and type up a word processed letter following the company standards. You will need to find some additional information to insert into the letter.

You will also need to perform a search on the public records to obtain the Marriage Certificate and to record the disbursements for the matter.

To assist you with this task, the Legal Support Manager, Kim Richards, has provided you with a few hints. It is important for you to read these hints before beginning.
Some hints for you…

To accurately complete the task that Ivan Kruber has allocated, you will need to:

♦ Understand why we search the public record
♦ Understand how to plan and conduct a search of the public record
♦ Understand the legal terms used in the dictated message
♦ Ensure that the completed letter meets the standards outlined in our Office Policies and Procedures Manual.

In the past I have provided you with a Task Planning Sheet to help you plan your tasks. Now that you have been working here for a while, I would like you to start doing this yourself. Please plan the activities you need to do for this task and email me a copy of your plan. There is a book in the Library called "Planning your work schedule” that may interest you.

Ivan is keen to give you an overview of searching the public record. When you are in his office, take some time to look at the Client File, which is on his desk, as this will give you some more background on the matter.

I would like you to create a reference table of commonly used search agencies. Please telephone the other Legal Administration Assistants at the firm and work together on this activity as you will all use the reference table. I have placed a note with more details in the "Searching the Public Record and Obtaining Certificates” book on your desk.

Also, there are a number of books and manuals in the Library that you can browse through. I suggest you go through the "Achieving Team Goals" book before you contact the other Legal Administration Assistants as it should make your interaction more valuable.

When you conduct the search for the Marriage Certificate I would like you to complete a search form from the Internet and to fax or send me a hard copy.

I have asked the Librarian to bookmark some Internet Sites on the Internet Computer that I have found useful.

I would also like you to begin recording the disbursements for each matter. Please see me and I will give you some information about disbursements and how to record them.

When you are ready to undertake the task, there are a few things you should be aware of:

♦ The tape of Ivan Kruber’s dictated message is already in your audio transcribing machine.
♦ The matter number is 2000IK2601.
♦ The document should be saved as 5712 (this is the document identification number). You will need to add your initials after these four numbers.
♦ The letter should be typed up using the Centonza, Gleitman, Luong & Associate's business letter template.
♦ You will need to email the letter to Ivan Kruber for his approval and signature.
♦ Please save all of your work to disk.
♦ Complete your Timesheet and send it to me when you send the disbursements.

If you need any help with the task, remember you can email me and I will reply as soon as I can.
Kim Richards
Legal Support Manager.