

Application Procedure

In order to apply for admission to this program an applicant must complete an "Application for Admission to Ontario Colleges of Applied Arts and Technology" form and submit this form to the:

Ontario College Application Service
P.O. Box 810, Guelph, Ontario, N1H 6M4
1-888-892-2228

Application Forms and Applicant Guidebooks are available at Ontario Secondary Schools, at Ontario Colleges of Applied Arts and Technology and at the Ontario College Application Service office.

Admission to the College

Complete information concerning admission to programs at Fanshawe College may be found in the Central Admission Publication located in Registrar and Student Awards Services, Fanshawe College.

The College reserves the right to make changes in the information in this brochure without prior notice.

The College reserves the right to cancel a program, a program major or option, or a course, and to change the location and term in which programs/courses are offered because of insufficient registrations or for other budgetary reasons.

Fanshawe College

Fanshawe College is one of the largest colleges in Ontario with campuses in London, St. Thomas, Simcoe and Woodstock. Fanshawe prides itself on its modern methods and up-to-date technology that provide students with a solid education.

With over one-third of its full-time post-secondary programs combining on-the-job training with in-college study, Fanshawe is recognized as a leader in the field of co-operative education.

In addition to offering post-secondary programs in Applied Arts and Business, Health Sciences and Human Services and Technology, Fanshawe provides other educational programs such as Adult Training, Apprenticeship, and Continuing Education.

This brochure is available in alternative formats, upon request, for persons with disabilities.

For further information on admission and registration, contact:
Registrar and Student Awards Services, (519) 452-4277

For further specific program information, contact:
Business Studies Division, (519) 452-4290

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P.O. Box 7005
London, ON, N5Y 5R6 www.fanshawec.on.ca

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Fanshawe

COLLEGE

Court and Administrative Tribunal Agent



FANSHAWE
COLLEGE

*Community Driven . . .
Student Focused*

Court and Administrative Tribunal Agent

A One Year Post-Graduate Certificate Program
 Program Code: CAT1 Campus Code: LC
 September Admission

Focus on those areas of law in which an agent may represent a client either in court or before an administrative tribunal. Courses will focus on the relevant legislation and develop, within the student, the requisite advocacy skills necessary to practice in these area of the law. Topics include provincial offences, criminal summary convictions, small claims court, and the Tenant Protection Act. Throughout the program the student will be exposed to a number of issues regarding the professional conduct and their obligations both to the court and the client.

Career Opportunities

CAT11	Level 1	Hrs/Wk
LAWS520	Principles of Advocacy I	4.0
LAWS521	Legal Writing	2.0
LAWS522	Criminal Procedure and Evidence	3.0
LAWS523	Professional Conduct and Ethics	2.0
LAWS524	Legal Research	4.0
LAWS525	Small Business Management for Paralegals	2.0
LAWS526	Family Law	3.0

CAT12	Level 2	Hrs/Wk
LAWS620	Principles of Advocacy 2	3.0
LAWS621	Administrative Law	3.0
LAWS622	Tenant Protection	3.0
LAWS623	Debt Recovery and Consumer Legislation	4.0
LAWS624	Civil Procedure	4.0
LAWS625	Mentorship/Field Study	4.0

Program Eligibility Criteria Required Academic Preparation

A Law Clerk Diploma
 Or
 An equivalent qualification from another institution
 Or
 Mature Applicant with background and experience judged by the College to be equivalent to the above

Applicant Selection Criteria

Where the number of eligible applicants exceeds the available spaces in the program, the Applicant Selection Criteria will be:
 A. Preference for Permanent Residents of Ontario.
 B. Receipt of Application by February 1st.
 C. Achievement in the required academic preparation.

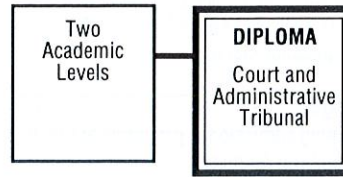
Note:

Applications received by February 1st will be guaranteed consideration. Applications received after February 1st will be considered only if places remain available in the program.

Approximate Cost (1999, '00)

Fees: Levels 1 & 2
 \$2600.30
 Books and Supplies: \$ 480.00 plus textbook costs available in the classroom from September, 1999

Program Progression



Course Descriptions

LAWS520 - Principles of Advocacy I

This course provides an introduction to foundational concepts and principles of advocacy and its importance in the area of civil and criminal litigation. Further, the course will provide a practical component in which the students practice various advocacy techniques taught in the classroom as well as the actual preparation of legal briefs and memorandums.

LAWS521 - Legal Writing

The course involves a detailed study of the promulgation of legislation originating from all three levels of government. In addition, the students will examine how judicial interpretation and the principle of state decisions affect said legislation, the rules of interpretation and the Interpretation Act.

LAWS522 - Criminal Procedure and Evidence

The student will examine and analyse the procedural elements of the criminal justice system, the substantive issues that arise in the gathering of evidence such as search and seizure warrants etc, the admissibility of the evidence and the impact that the Charter of Rights and Freedoms has made on the criminal justice system as a whole.

LAWS523 - Professional Conduct and Ethics

The student will be involved in the development of a code of conduct, taking into consideration the unique status of the paralegal. Extensive debating of the ethical issues involving the profession, the issue of paralegal-client confidentiality and how this is to be preserved.

LAWS524 - Legal Research

This course involves a practical approach to legal research with an emphasis on the use of various research tools and techniques, including caselaw searches using "quicklaw", digests, and case citators. Students will be responsible for employing these techniques in the creation of a legal brief.

LAWS525 - Small Business Management for Paralegals

This course is designed to serve as an introduction to self-employment and small business management. It will introduce concepts regarding entrepreneurship and the elements necessary to produce a successful business plan. The goal of the course is to give students a basic

understanding of the considerations involved in deciding to enter their own business and the steps involved in starting a new firm.

LAWS526 - Family Law

The student will develop a working knowledge of the approaches and remedies used in the resolution of family disputes. The goal of this course is to provide an in depth understanding of support and custody issues such that the student is able to intervene within the limitations of the paralegal profession.

LAWS620 - Principles of Advocacy 2

Building on Laws 520 Principles of Advocacy 1, Principles of Advocacy 2 focuses on the practical application of advocacy techniques mastered in the previous level including mock trials and role playing, courtroom procedures, Alternative Dispute Resolution and discussions on legal writing and its importance in the litigation process.

LAWS621 - Administrative Law

This course is designed to give the paralegal an understanding of the rules of natural justice and the laws and procedures applicable when one is dealing with an administrative tribunal rather than in the traditional court system. Persons who are not lawyers are frequently entitled to appear before such bodies, and the paralegal is ideally suited to handle such matters. Advocacy skills and procedures are also emphasized.

LAWS622 - Tenant Protection

This course will examine and discuss Ontario's new Tenant Protection Act and its effect on residential tenancy law from the perspective of both the tenant and landlord. Substantive law regarding the nature of residential tenancies, procedures for bringing and defending applications for the termination and eviction of tenants, and rent increases will also be topics for study.

LAWS623 - Debt Recovery and Consumer Legislation

The student will develop an understanding of both consumer and commercial credit with particular emphasis on the current principles of debt recovery in each of these areas. The goal of this course is to provide students with a sufficient understanding of the role and rights of both creditor and debtor to enable them to effectively advocate within this system.

LAWS624 - Civil Procedure

The student will be involved in dealing with procedural issues involved in the litigation process and well as analyze situations where there is a conflict between statutes within a given jurisdiction.

LAWS625 - Mentorship/Field Study

The student will be job shadowing a trained paralegal. Projects will be developed in consultation with the faculty member and mentor.