



# PARALEGAL CERTIFICATION COURSE 2006

Wednesday, 19 April 2006, 2.00 to 6.00pm  
 Wednesday, 26 April 2006, 2.00 to 6.00pm  
 Wednesday, 3 May 2006, 2.00 to 6.00pm  
 Wednesday, 10 May 2006, 2.00 to 6.00pm

## Course Objectives

No law practice or legal department can operate effectively without paralegals and legal support staff. In recognition of their important support role, the Law Society of Singapore and Temasek Polytechnic have developed an annual Course dealing with various aspects of Procedural & Substantive Law, Legal Communication Skills and Practice Management specifically designed for these stakeholders. Each aspect of this Course, from its content to structure to duration, has been crafted based on the valuable feedback we have received from key users of paralegal services, including Managing Partners/Directors of law practices and Heads of Legal Departments. This ensures the unsurpassed quality and relevance of this Course.

After a successful inaugural run in 2005, we are pleased present the 2006 course featuring another four ½-day Modules:

1. Basic Legal Research
2. Basic Contract Law
3. Basics of Matrimonial Proceedings
4. Basic Principles of Drafting Pleadings In A Civil Action

Each Module is conducted using a combination of lecturettes, case studies, exercises and concluding with a simple written test.

Participants who attend each Module in full and pass the written test at the end of each Module will be awarded a joint **"Certificate of Completion"** for the Module by the Law Society of Singapore and Temasek Polytechnic.

## Programme Outline

1.30 – 2.00 p.m.:	Registration & Refreshments
2.00 – 3.30 p.m.:	Workshop Part 1
3.30 – 3.45 p.m.:	Tea Break
3.45 – 5.15 p.m.:	Workshop Part 2
5.15 – 5.30 p.m.:	Q&A
5.30 – 6.00 p.m.:	Written Test

## Module Outline

### Module 1 (19 April 2006) – Basic Legal Research

This Module aims to provide participants with an overview of what legal research entails, to introduce participants to the various electronic and non-electronic based research tools as well as the process of systematic legal research.

Skill/Topic	Specific Learning Outcomes
1. Understanding basic legal research	<ol style="list-style-type: none"> <li>To understand what legal research entails</li> <li>To differentiate primary and secondary sources of legal materials</li> <li>To understand what 'blind research' entails</li> <li>To identify effective search words and phrases</li> </ol>
2. Introduction to electronic and non-electronic based research tools	<ol style="list-style-type: none"> <li>To use indexes, digests and other research tools to locate legislation and cases</li> <li>To use LAWNET to locate legislation and cases</li> </ol>
3. Introduction to the process of systematic legal research	<ol style="list-style-type: none"> <li>To identify attitudes required for legal research</li> <li>To identify preparations necessary before doing legal research</li> <li>To assess the credibility of sources</li> <li>To use case law in opinions and briefs</li> </ol>

### Module 2 (26 April 2006) – Basic Contract Law

Participants will gain an understanding of the nature of contracts and the rights and obligations of contracting parties. It will cover:

**2nd run!**

## Who Must Attend

- Paralegals & legal support staff from local law practices
- Support staff of corporate legal departments
- Support staff from foreign law practices, will-writing companies and corporate secretarial & support services providers
- Anyone who wishes to gain a greater understanding of the Singapore legal system & processes relevant to their work

**No minimum entry requirement.**

- Formation of contract – offer, acceptance, consideration, intention to create legal relations
- Privity of contract and the Contracts (Rights of Third Parties) Act
- Terms of contract – including incorporation of terms, and distinctions between conditions, warranties and innominate terms
- Discharge of contract – including performance, breach, frustration
- Remedies for breach of contract
- Vitiating factors e.g. incapacity, duress, undue-influence

### Module 3 (3 May 2006) – Basics of Matrimonial Proceedings

Participants will be given an overview of the process of divorce and its possible outcomes. The course will include:

- Grounds for divorce including adultery, unreasonable behaviour, separation
- Divorce distinguished from annulment of marriage
- Key stages of divorce proceedings
- Definition of matrimonial assets
- Drafting of divorce applications
- Documents necessary for divorce proceedings
- Considerations regarding ancillary matters, particularly arrangements as to children and division of assets.

### Module 4 (10 May 2006) – Basic Principles of Drafting Pleadings in a Civil Action

Participants will gain an overall view of pleadings and their respective purposes in a civil claim commenced by way of a Writ of Summons. It will cover:

- The nature and purpose of pleadings
- Essentials of well drafted pleadings
- How to draft a Statement of Claim – cause of action, particulars, prayers
- How to draft a Defence – implications of specific traverses and non-traverses
- Function and purpose of Counterclaims
- Appropriate situations to file a Reply.

## About the Teaching Faculty

### **Ms Lim Poh Bee (Module 1)**

Ms Lim lectures in the Temasek Business School, Temasek Polytechnic. She teaches on the Diploma for Law and Management. She obtained her LLB (Hons) from the then University of Singapore and also holds an RSA Certificate TESL and Diploma in Applied Linguistics. Besides her experience as legal counsel to Jurong Town Corporation and Singapore Airlines, she has extensive teaching experience first in Taipei, Taiwan then in Singapore. She has been teaching at Temasek Polytechnic since 1991. Her areas of special interest are Language and Communication for Legal Purposes.

### **Mr Rudhran Rudy Gunaratnam (Modules 2, 3 & 4)**

Mr Gunaratnam is Barrister-at-Law (Middle Temple) and was called to the Bar in Singapore in 1992. From 1992 to 2004, Mr Gunaratnam was active in litigation work in the Singapore courts in both civil and criminal matters. He was a legal associate and then partner with M/s Tan Rajah & Cheah and also spent 7 years practicing as a sole proprietor. In civil matters, he has handled the range of interlocutory applications, trials and appeals, and has undertaken work in property transactions and estate planning. Since January 2005 Mr Gunaratnam has been a lecturer with Temasek Polytechnic's Business School, under the Continuing Education & Training Division. In this capacity, he has been a practitioner of adult education and has received high approval ratings from different cohorts of adults he has taught in law and procedure.



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**Venue:**  
**NUS EXTENSION**  
**Park Mall, Level 12**  
**9 Penang Road**

(Registrations will begin at 1.30pm)

## REGISTRATION FORM

Name (Dr/Mr/Mrs/Miss/Mdm): \_\_\_\_\_

Name and Address of Law Firm/Law Corporation/Organisation: \_\_\_\_\_

Position in Law Firm/Law Corporation/Organisation: \_\_\_\_\_

NRIC/Passport No: \_\_\_\_\_

Tel number: \_\_\_\_\_ Fax number: \_\_\_\_\_ Email: \_\_\_\_\_

**Mode of payment:**  **GIRO**   **Cheque**   
**ALEXIS Member**  **Employee of Singapore Law Practice**  **Employee of Legal Department**  **Other**

*Please circle as appropriate. All prices are inclusive of materials, refreshments, test fee & 5% GST.*

	<b>Employees of Singapore Law Practice or ALEXIS Members</b>		<b>Others</b>	
<b>Modules</b>	<b>Normal Rates</b>	<b>Group Discounts (3 or more registrants from the same organisation)</b>	<b>Normal Rates</b>	<b>Group Discounts (3 or more registrants from the same organisation)</b>
<b>Module 1 (19 April 2006): Basic Legal Research</b>	\$126.00	\$113.40 each @10% discount	\$157.50	\$141.75 each @10% discount
<b>Module 2 (26 April 2006): Basic Contract Law</b>	\$126.00	\$113.40 each @10% discount	\$157.50	\$141.75 each @10% discount
<b>Module 3 (3 May 2006): Basic Principles of Matrimonial Proceedings</b>	\$126.00	\$113.40 each @10% discount	\$157.50	\$141.75 each @10% discount
<b>Module 4 (10 May 2006): Basic Principles of Drafting Pleadings in a Civil Action</b>	\$126.00	\$113.40 each @10% discount	\$157.50	\$141.75 each @10% discount
<b>All 4 Modules</b>	\$453.60 each @ 10% discount	\$408.24 each @ 10% discount	\$567.00 @ 10% discount	\$510.30 each @ 10% discount

Cheque payments should be made payable to "**The Law Society of Singapore**" & arrive at our office with the completed registration form on or before the closing date, **Wednesday, 12 April 2006**:

The Training & CPD Department  
 The Law Society of Singapore  
 39 South Bridge Road (S) 058673

For further enquiries, please contact  
 The Training & CPD Department at  
 Tel: (65) 6557 2747 Fax: (65) 6557 2751  
 E-mail: [cpd@lawsoc.org.sg](mailto:cpd@lawsoc.org.sg)  
 CPD Portal: [www.lawsociety.org.sg/CPD](http://www.lawsociety.org.sg/CPD)  
 Website: [www.lawsociety.org.sg](http://www.lawsociety.org.sg)

### *REGISTRATION, REFUND & CANCELLATION POLICY*

1. Registrations will be confirmed upon receipt of full payment accompanied by a duly completed registration form.
2. The Organisers reserve the right to refuse to register or admit any participant, and to cancel or postpone the course.
3. Substitute delegates are welcomed, subject to the Law Society Training Department being notified at least 2 working days before the course of the details of the substitute delegate.
4. The Organisers reserve the right to impose a cancellation fee in the event any registrant wishes to withdraw from the course after the registration closing date.
5. The Organisers will not entertain any request for a refund of fees made later than 24 hours before course commencement. However a confirmed registrant who has paid in full the course fees but does not turn up for the course will be entitled to collect a set of the materials provided.