JUPITER PRIME
Consulting • Training • Advisory
جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

Legal Secretary and Court Filing Skills Training Course

11 – 15 April 2027
Doha

jupiterprime.uk
info@jupiterprime.uk
Registered in the United Kingdom and Saudi Arabia

Legal Secretary and Court Filing Skills Training Course

Ref: 1150_43325 **Date:** 11 – 15 April 2027 **Location:** Doha **Fees:** 5500 GBP

Legal Secretary and Court Filing Skills is a 1-week training course for legal secretaries and legal assistants who prepare documents, file papers with courts and keep lawyers' diaries, producing a legal secretary desk procedures file for their office. Electronic filing portals, tighter limitation periods and higher client expectations leave little room for a missed deadline or a misformatted pleading. Jupiter Prime Training delivers legal secretary and court filing skills.

Why Legal Secretary and Court Filing Skills Matters Now

Three changes are reshaping the legal secretary's desk. Courts and tribunals increasingly accept filings only through electronic portals, each with its own format and upload rules. Clients expect quick, accurate updates on their matters by email and messaging. Firms and in-house teams face heavier scrutiny of how confidential papers are stored and shared. An office whose secretaries manage these well avoids rejected filings, struck-out claims and data breaches; one that does not risks wasted costs and complaints. The course rests on established court practice, records discipline and confidentiality principles, described in general terms.

Who Gains Most from Legal Secretary and Court Filing Skills

- Secretaries who format and assemble pleadings, contracts and correspondence for lawyers
- Assistants who file papers with courts and track acknowledgement and hearing notices
- Diary keepers responsible for limitation dates, hearings and client appointments
- Front-desk staff who receive clients, calls and documents for a legal office
- Support staff who maintain matter files and archives in law firms or in-house teams

Small law firms and in-house legal teams gain most when their whole support desk attends together and adopts one shared procedure set.

Legal Secretary and Court Filing Skills Capabilities

Exercises draw on a commercial litigation file and a property transaction so participants practise both court work and transactional support.

- Apply house styles and court formatting rules to pleadings and bundles — the supervising lawyer
- Build a filing checklist that prevents rejected or late submissions — the court registry
- Design a matter diary with limitation and hearing reminders — the fee earner
- Specify confidentiality steps for paper and electronic files — the client and the firm's partners
- Communicate clearly and courteously with clients by phone, email and in person — client relationships
- Assemble a desk procedures file that a colleague can follow during absence — the office manager

Key Legal Secretary and Court Filing Skills Terms

- Pleading — a formal written statement of a party's case filed with a court, such as a claim or defence.
- Court bundle — the indexed, paginated set of documents prepared for the judge and parties before a hearing.
- Limitation date — the last day on which a claim can be started before the right to sue is lost.
- Electronic filing portal — the court's online system for submitting documents and receiving sealed copies.
- Matter diary — the calendar of deadlines, hearings and tasks linked to each client file.
- Privileged document — a confidential communication between lawyer and client protected from disclosure.

Legal Secretary and Court Filing Skills Day by Day

Day 1: The Legal Secretary's Role and Office

- Structure of Law Firms and In-House Teams — Locating the Secretary's Responsibilities
- Legal Terminology Essentials — Reading Instructions From Lawyers Accurately
- Matter Opening Checklist — Recording Client and Conflict Details
- Professional Conduct for Support Staff — Handling Pressure and Sensitive Information
- Task Prioritisation Grid — Balancing Several Lawyers' Requests

Day 2: Legal Document Formatting and Production

- House Style Templates — Producing Consistent Letters and Agreements
- Court Formatting Rules — Headings, Numbering and Signature Blocks
- Tracked Changes and Version Control — Avoiding Errors in Final Drafts
- Bundle Preparation — Indexing, Paginating and Cross-Referencing Documents
- Proofreading Routine — Catching Names, Dates and Figures Before Signature

Day 3: Court Filing and Registry Procedures

- Filing Pathways — Choosing Between Portal, Counter and Post Submission
- Electronic Filing Portal Practice — Uploading, Paying and Receiving Sealed Copies
- Service of Documents — Recording How and When Papers Reached Parties
- Rejected Filing Causes — Correcting Common Registry Objections Quickly
- Hearing Notices and Orders — Updating Files After Court Events

Day 4: Diary, Confidentiality and Client Care

- Limitation and Deadline Diary — Setting Reminders That Protect Claims
- Records Retention and Archiving — Storing Closed Files Securely
- Confidentiality Controls — Protecting Privileged Papers and Email
- Client Reception and Telephone Handling — Creating a Professional First Impression
- Complaint Handling Steps — Responding to Dissatisfied Clients Calmly

Day 5: Practising the Desk Procedures File

- Applying Formatting Rules — Preparing a Complete Hearing Bundle
- Applying Filing Steps — Submitting a Mock Claim Through a Portal
- Applying the Deadline Diary — Building Reminders for a Live Matter
- Cover Notes for Absence — Handing Over Work Without Gaps
- Legal Secretary Desk Procedures File — Completing the Office Reference Guide

Applying Legal Secretary and Court Filing Skills After the Course

- Audit the matter diary for every open file and add missing limitation and hearing reminders.
- Share a filing checklist with the team and log every rejected submission for a month to spot patterns.

Legal Secretary and Court Filing Skills Questions FAQ

What are legal secretary and court filing skills, and why do they matter now?

They are the practical abilities to format legal documents, file papers with courts, run deadline diaries and care for clients. They matter now because filing has moved online and a single missed date can defeat a claim.

Which roles gain most from legal secretary and court filing skills?

Legal secretaries and legal assistants gain most. Receptionists, file clerks and support staff in law firms and in-house legal teams also benefit.

How does legal secretary and court filing skills training differ from a general executive assistant course?

It is built around legal work rather than general office support. Participants practise pleadings, bundles, court portals, limitation diaries and privilege, which general assistant courses do not cover.

What do you bring back from legal secretary and court filing skills training?

You bring back a legal secretary desk procedures file, with formatting templates, a filing checklist and a deadline diary layout ready for your office.

Legal Secretary and Court Filing Skills: The Way Forward

The legal secretary desk procedures file gathers formatting rules, filing steps, diary practice and client care standards in one reference. Its first use is usually agreeing how the office handles court deadlines and absences. Secretaries, assistants and supervising lawyers use it daily; after the first month, revisit the filing checklist against any rejected submissions to keep it current.