



# PARALEGAL CERTIFICATION COURSE 2007 (4<sup>th</sup> RUN!)

Thursday, 13 September 2007 2.00 to 6.00pm  
 Thursday, 20 September 2007 2.00 to 6.00pm  
 Thursday, 27 September 2007 2.00 to 6.00pm  
 Thursday, 4 October 2007 1.00 to 5.00pm  
 Thursday, 18 October 2007 2.00 to 6.00pm  
 Thursday, 25 October 2007 2.00 to 6.00pm

## Who Must Attend

- Paralegals & legal support staff from local law practices
- Support staff of corporate legal departments
- Support staff from foreign law practices, corporate secretarial & support services providers who wish to gain greater understanding of the Singapore legal system, & processes relevant to their work.

No minimum entry requirement.

## 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 a foundational certification 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.

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

(NB: Module 4 will begin and end 1 hour earlier.)

## Module Outline

### Module 1 (13 September 2007) – Basic Principles of Wills & Probate

This Module will enable participants to contextualize and apply the key statutory provisions and case law governing inheritance and intestacy of non-Muslim estates. It will cover:

- Rationale for making wills
- Formal requirements, drafting and execution of wills under Singapore law
- Inheritance of property in cases of intestacy
- Application for maintenance out of estates
- Jurisdiction of courts in estate matters

### Module 2 (20 September 2007) – Basic Principles Of Drafting

#### Pleadings In A Civil Action

This topic will enable participants to have 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.

### Module 3 (27 September 2007) – Introduction to Conveyancing

This module aims to give a brief overview of the conveyancing process. The topics that will be covered at an introductory level are:

1. Understanding the Conveyancing Process
2. The Role of the Law Firm in Sales and Purchases of Properties
3. Basic Principles of Caveats and Transfers
4. Understanding Mortgage and Central Provident Fund financing
5. Drafting a Completion Account

### Module 4 (4 October 2007) – Basic Legal Research for Law Office Staff

This module aims to:

1. provide participants with an overview of what legal research entails
2. introduce participants to the various electronic and non-electronic based research tools
3. introduce participants to the process of systematic legal research

Skill/Topic	Specific Learning Outcomes
Understanding basic legal research	<ol style="list-style-type: none"> <li>1. To understand what legal research entails</li> <li>2. To differentiate primary and secondary sources of legal materials</li> <li>3. To understand what 'blind research' entails</li> <li>4. To identify effective search words and phrases</li> </ol>

Introduction to electronic and non-electronic based research tools	<ol style="list-style-type: none"> <li>1. To use indexes, digests and other research tools to locate legislation and cases</li> <li>2. To use LAWNET to locate legislation and cases</li> </ol>
Introduction to the process of systematic legal research	<ol style="list-style-type: none"> <li>1. To identify attitudes required for legal research</li> <li>2. To identify preparations necessary before doing legal research</li> <li>3. To assess the credibility of sources</li> <li>4. To use case law in opinions and briefs</li> </ol>

### Module 5 (18 October 2007) – Basic Contract Law

The aim of this module is to provide participants with an understanding of the nature of contracts and the rights and obligations of contracting parties. It will cover:

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

### Module 6 (25 October 2007) – Matrimonial Proceedings

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

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

## About the Teaching Faculty

### Mr Rudhran Rudy Gunaratnam (Module 1)

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 training adult learners. He now also teaches full-time students.

### Mr Ch'ng Lye Beng (Module 2)

Ch'ng Lye Beng joined Temasek Polytechnic in November 2005 and teaches full-time students and adult learners in areas such as litigation-related subjects. A practicing Advocate and Solicitor of the Supreme Court of Singapore before joining Temasek Polytechnic, he was also a District Judge of the Subordinate Courts of Singapore and a Deputy Public Prosecutor with the Attorney-General's Chambers. He graduated from the National University of Singapore Law School in 1988 with LLB (Hons) before returning to his alma mater to do his LLM in 1993.

### Ms Cynthia Lim (Module 3)

Ms Lim is an advocate and solicitor of the Supreme Court of Singapore. She obtained her LLB(Hons) from the National University of Singapore and a Master of Education from the University of Melbourne. Before joining the law division of Temasek Business School, Temasek Polytechnic in 1997, she was a conveyancing partner at M/s Yeo-Leong & Peh and an Assistant Manager of Singapore Press Holdings Ltd. Besides lecturing law, Ms Lim is also involved in professional development work with the Learning Academy in Temasek Polytechnic.

### Mr Mark Chong (Modules 4 & 5)

Mark Chong is a PhD candidate in Law with the University of Sydney, who joined Temasek Polytechnic specially in adult education. He regularly teaches adults attending part-time courses in para-legal and law enforcement studies. He was a former referee of the Small Claims Tribunal and former Senior Deputy Head in the Criminal Justice Division of the Subordinate Courts. He is a Barrister-at-Law (Lincoln's Inn) as well as an advocate and solicitor (S'pore), and holds an LL.B and LL.M (Merit) from the University of London.

### Mr Andrew Chia (Module 6)

Andrew Chia has been teaching in civil litigation-related subjects since he joined Temasek Polytechnic's Law Division in 1993. He is also one of the chief architects of the Diploma in Para-Legal Studies programme run by the Polytechnic and is familiar with the needs of the para-legal industry. Andrew practiced in a general civil litigation practice for more than 10 years. Besides an LL.B (Hons) from Singapore, he also holds a Master of Science from the University of Leicester.



# PARALEGAL CERTIFICATION COURSE 2007 (4<sup>th</sup> RUN!)

Thursday, 13 September 2007 2.00 to 6.00pm  
 Thursday, 20 September 2007 2.00 to 6.00pm  
 Thursday, 27 September 2.00 to 6.00pm  
 Thursday, 4 October 2007 1.00 to 5.00pm  
 Thursday, 18 October 2.00 to 6.00pm  
 Thursday, 25 October 2.00 to 6.00pm

## Who Must Attend

- Paralegals & legal support staff from local law practices
- Support staff of corporate legal departments
- Support staff from foreign law practices, corporate secretarial & support services providers who wish to gain greater understanding of the Singapore legal system, & processes relevant to their work.

**No minimum entry requirement.**

**Venue:**  
**FTSE Room**  
**Capital Tower, Level 9**  
**168 Robinson Road Singapore 068912**

(Registrations will begin at 1.30pm.  
 Registrations for Module 4 will begin at 12.30pm.)

## 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 DDA**  **Cheque**  **Credit Card**

(Only for law practices with GIRO accounts with the Law Society)

**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 & 7% GST.

Modules	Employees of Singapore Law Practice or ALEXIS Members		Others	
	Normal Rates	Group Discounts (3 or more registrants from the same organisation)	Normal Rates	Group Discounts (3 or more registrants from the same organisation)
<b>Module 1 (13 September 2007) – Basic Principles of Wills &amp; Probate</b>	\$139.10	\$125.20 each @10% discount	\$171.20	\$154.08 each @10% discount
<b>Module 2 (20 September 2007) – Basic Principles Of Drafting Pleadings In A Civil Action</b>	\$139.10	\$125.20 each @10% discount	\$171.20	\$154.08 each @10% discount
<b>Module 3 (27 September 2007) – Introduction to Conveyancing</b>	\$139.10	\$125.20 each @10% discount	\$171.20	\$154.08 each @10% discount
<b>Module 4 (4 October 2007) – Basic Legal Research for Law Office Staff</b>	\$139.10	\$125.20 each @10% discount	\$171.20	\$154.08 each @10% discount
<b>Module 5 (18 October 2007) – Basic Contract Law</b>	\$139.10	\$125.20 each @10% discount	\$171.20	\$154.08 each @10% discount
<b>Module 6 (25 October 2007) – Matrimonial Proceedings</b>	\$139.10	\$125.20 each @10% discount	\$171.20	\$154.08 each @10% discount
<b>All 6 Modules</b>	\$751.14 each @ 10% discount	\$676.08 each @ 10% discount	\$924.48 @ 10% discount	\$832.14 each @ 10% discount

**Credit card: Mastercard/Visa No.** \_\_\_\_\_ **Card Expiry Date:** \_\_\_\_\_ (MM/YY)

**Cardholder's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

*Kindly note that an administration charge of 3% is applicable for payments made via credit card.*

**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, Thursday, 6 September 2007:**

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 (e.g. member for member, non-member for non-member), 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. 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.