



ADMINISTRATION AND SECRETARIAL | AS-018

Legal Secretary and Legal Administration

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Course content

Why Attend

Legal secretaries and administrators support lawyers and legal departments with documents, deadlines, files and client communication. Accuracy and confidentiality are essential.

This Aractech course covers the legal environment, legal terminology, document preparation and formatting, court and filing procedures, deadline and diary management, file and records management, confidentiality and legal technology. Participants complete practical legal administration tasks.

Course Methodology

- Practical exercises
- Document templates
- Case scenarios
- Group discussions
- Reviews

Course Objectives

- Understand the legal environment and terminology
- Prepare and format legal documents
- Manage deadlines and legal diaries
- Organise files and records
- Maintain confidentiality and data protection
- Use legal technology tools

Target Audience

- Legal secretaries
- Legal administrators

Course content

- Paralegal assistants
- In-house legal department staff

Course outline

Detailed course outline

Day-by-day outline for Legal Secretary and Legal Administration.

Day 1 - Legal Environment

- 09:00-09:39 | Legal systems overview
- 09:39-10:56 | Roles in legal practice
- 10:56-11:00 | Legal terminology
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Legal terminology (continued)
- 12:05-12:43 | Ethics
- 12:43-14:00 | Exercise: Terminology

Day 2 - Legal Documents

- 09:00-09:45 | Document types
- 09:45-10:30 | Formatting
- 10:30-11:00 | Precedents
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Precedents (continued)
- 11:45-12:30 | Accuracy
- 12:30-14:00 | Lab: Document preparation

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Day 3 - Deadlines and Procedures

- 09:00-09:45 | Court procedures
- 09:45-10:30 | Filing
- 10:30-11:00 | Limitation dates
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Limitation dates (continued)
- 11:45-12:30 | Diary systems
- 12:30-14:00 | Workshop: Deadline tracking

Day 4 - Files and Confidentiality

- 09:00-09:45 | File management
- 09:45-10:30 | Records retention
- 10:30-11:00 | Confidentiality
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Confidentiality (continued)
- 11:45-12:30 | Data protection
- 12:30-14:00 | Case study: Confidentiality breach

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Day 5 - Legal Technology

- 09:00-09:54 | Case management systems
- 09:54-10:48 | E-filing
- 10:48-11:00 | AI tools
- 11:00-11:30 | Coffee break
- 11:30-12:12 | AI tools (continued)
- 12:12-13:06 | Efficiency
- 13:06-14:00 | Capstone: Legal administration tasks

Seminar dates

Available seminar dates

Live dates and pricing for Legal Secretary and Legal Administration generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Munich	Classroom	€3,225
14 - 18 December 2026	Amsterdam	Classroom	€2,830
18 - 22 January 2027	Rome	Classroom	€3,460
15 - 19 February 2027	Istanbul	Classroom	€1,978
15 - 19 March 2027	Vienna	Classroom	€3,225
19 - 23 April 2027	Barcelona	Classroom	€2,815
17 - 21 May 2027	Rome	Classroom	€3,460
21 - 25 June 2027	Geneva	Classroom	€4,315
19 - 23 July 2027	Amsterdam	Classroom	€2,830
16 - 20 August 2027	Rome	Classroom	€3,460

Seminar dates

Available seminar dates

Live dates and pricing for Legal Secretary and Legal Administration generated from the course details page.

Date	Location	Format	Fee
20 - 24 September 2027	Istanbul	Classroom	€1,978
18 - 22 October 2027	Cape Town	Classroom	€1,625
15 - 19 November 2027	Barcelona	Classroom	€2,815
20 - 24 December 2027	Rome	Classroom	€3,460
9 - 13 November 2026	Online / Live	Online / Live	€1,815
14 - 18 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
15 - 19 February 2027	Online / Live	Online / Live	€1,815
15 - 19 March 2027	Online / Live	Online / Live	€1,815
19 - 23 April 2027	Online / Live	Online / Live	€1,815

Seminar dates

Available seminar dates

Live dates and pricing for Legal Secretary and Legal Administration generated from the course details page.

Date	Location	Format	Fee
17 - 21 May 2027	Online / Live	Online / Live	€1,815
21 - 25 June 2027	Online / Live	Online / Live	€1,815
19 - 23 July 2027	Online / Live	Online / Live	€1,815
16 - 20 August 2027	Online / Live	Online / Live	€1,815
20 - 24 September 2027	Online / Live	Online / Live	€1,815
18 - 22 October 2027	Online / Live	Online / Live	€1,815
15 - 19 November 2027	Online / Live	Online / Live	€1,815
20 - 24 December 2027	Online / Live	Online / Live	€1,815