

Short Course: Drafting Heads of Argument



This course is essential for all practitioners engaged in dispute resolution.

About this course

An intensive short course on how to draft effective heads of argument.

Course venue and date

Midrand: 11 April 2019 | **Duration:** 8:30 – 16:00

Register as soon as possible to secure your space.

Who should register?

- Corporate and government legal advisors
- Practising legal practitioners (attorneys and advocates)
- Candidate legal practitioners



Part of the KEY series

KEY series are the topics that have been identified as focussing on key areas affecting attorneys today and should not be missed.

Benefits of attending

- You will learn drafting technique to enable you to write heads that are persuasive.
- Understand what is required in our courts.
- Learn how to draft heads of argument that are short, sharp and to the point.
- Know what Judges expect and comply with practice directives.
- Learn how to carry out research effectively and efficiently.

Expert presenter

Ismail Hussain SC is a former judge of the High Court and Competition Appeal Court. He has been a highly popular LEAD trainer for many years. Mr Hussain is an expert in commercial drafting, opinion writing, and litigation and case management. He is a published author.

Course content

The course will cover the following:

- Plain language writing – effective legal writing
- Rules and directives pertaining to heads of argument (including requirements in the SCA and CC)
- Requirements in the opposed motion court and trials
- The benefits of writing heads
- What is meant by argument and how to draft it
- Effective research methods
- Drafting heads for appeals
- The method and desired layout
- Carrying out fact analyses and application of law
- How to apply and demonstrate a process of reasoning.
- How to proceed from rough draft to final document – the technique is explained

Registration

Registration fee categories (VAT incl.)

Practising attorneys, advocates and other staff from attorneys' firms: R1 775 per person

Non-practising legal practitioners/others: R2 270 per person

How to register

1. Complete registration form on pages 3 and 4.
2. Email your completed form, proof of payment and copy of ID/Passport to bettie@LSSALEAD.org.za.
3. Space is limited and registration is on a first-come first-serve basis. Unfortunately no space can be reserved without receipt of payment.
3. Registration closes one week prior to the commencement of the course.

For more information on this course, email Bettie Lubbe on Bettie@LSSALEAD.org.za or call (012) 441 4670 (direct) or 441 4600 (switchboard)

Please note: LSSA/LEAD reserves the right to cancel a learning activity should the number of participants not justify the costs involved.

Our bank details

Account Holder: Law Society of South Africa

Bank: First National Bank

Branch: Pretoria

Account Number: 6200 964 1079

Branch Code: 251445

Reference: HOA/surname & Initials

About the Law Society of South Africa

Attorneys and advocates in South Africa are registered with the Legal Practice Council in terms of the Legal Practice Act 28 of 2014. Since 1998, the Law Society of South Africa (LSSA) has represented the attorneys' profession. The LSSA brings together the Black Lawyers Association, the National Association of Democratic Lawyers and provincial attorneys' associations, in representing the attorneys' profession in South Africa. From March 2019, the LSSA is governed by a House of Constituents comprising 27 practising attorneys.

[Click here to view the LSSA constitution.](#)

Legal Education and Development (LEAD), the educational division of the LSSA, is responsible for the management of the course. With 30 years of experience, LEAD is well placed to understand the needs of a modern-day law practice. A wide range of high-quality courses, seminars and certificate programmes are offered which are designed to give legal practitioners the knowledge and skills to manage their practices successfully.

Other LEAD product offers

LEAD is one of the largest providers of legal and professional education in South Africa and provides access to quality learning that is relevant, accessible, and affordable. LEAD offers an extensive range of learning activities and training options.

[Click here to view more training events for professionals.](#)



REGISTRATION FORM

Drafting Heads of Argument – 11 April 2019

Complete the registration form digitally or in clear, block letters. Please email the form, proof of payment and a copy of your ID document to Bettie@LSSALEAD.org.za. Registration closes **one week prior to commencement**.

A. Participant's details

| | | | | | | | | | | | |
|--|--|--|--|-----------------------------------|--|------------------------------------|--|---------------------------------|--------|--------------------------------|--|
| Surname: | | | | | | Initials: | | | Title: | | |
| Preferred name: | | | | | | Race (for reporting purposes): | | | | | |
| ID number: | | | | | | | | | | | |
| Postal address: | | | | | | | | | Code: | | |
| Employer: | | | | | | Occupation: | | | | | |
| Tel (w): () | | | | | | Cell: () | | | | | |
| E-mail address: | | | | | | | | | | | |
| Special dietary requirements (if any): | | | | | | If disabled, nature of disability: | | | | | |
| Where did you hear about the course? | | | | | | | | | | | |
| <input type="checkbox"/> SMS | | <input type="checkbox"/> Word of mouth | | <input type="checkbox"/> Internet | | <input type="checkbox"/> Employer | | <input type="checkbox"/> E-mail | | <input type="checkbox"/> Other | |
| If other, please specify: | | | | | | | | | | | |

B. Employer details (NB: Complete this section **only** if the delegate is being sponsored by his/her Employer)

| | | | | | | | | | | | | | | |
|--|--|--|--|-----------------------------|--|---|--|--|---------------|--|--|--------------------------|--|--|
| Firm/company name: | | | | | | | | | | | | | | |
| Contact person: | | | | | | Contact person's e-mail: | | | | | | | | |
| Tel: () | | | | Contact person's job title: | | | | | | | | | | |
| Postal/docex address: | | | | | | | | | Code | | | | | |
| Do you need an invoice? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | If "yes", please provide the employer's VAT number: | | | | | | | | |
| I, _____ (name of the employer's authorised account signatory) hereby declare the above information to be correct. I accept full responsibility for fees payable to the Law Society of South Africa for the above-mentioned participant. | | | | | | | | | | | | | | |
| _____ Employer Signature | | | | | | | | | _____ Date | | | NB: Company Stamp | | |

LEAD reserves the right to cancel a learning activity should the number of participants not justify the costs involved. Registered participants will be given reasonable notice of cancellation.

PAYMENT DETAILS:

Heads of Argument Course



Surname and initials of participant:

C. Payment details

Payment by Electronic Funds Transfer (EFT): by Employer by Applicant Amount: R

Bank: First National Bank (FNB) | **Account Holder:** Law Society of South Africa | **Branch:** Pretoria
Branch Code: 251445 | **Account Number:** 62009641079 | **Account Ref:** HOA, Surname, Initials

Terms and conditions

1. A delegate who wishes to cancel must do so 7 (seven) or more working days prior to the commencement of the training. You may send a substitute in your place. A completed registration form for the substitute must be forward to LSSA/LEAD for the attention of Bettie Lubbe.
2. Cancellations must be done in writing and e-mailed to Bettie@LSSALEAD.org.za
3. You may transfer once at no additional cost to another training program with the proviso that it is not in the 7 (seven) day period as stipulated above.
4. Confirmation of the cancellation will be e-mailed to you. Should a delegate not receive a cancellation confirmation from LSSA/LEAD, it means that the cancellation request was not received. Delegates should follow up ASAP or it will result in full liability of the training amount.
5. Delegates who do not cancel and fail to attend the training will be held responsible for the full course amount.
6. LSSA/LEAD shall have the right in its sole discretion to postpone or cancel training in any programme initially advertised and offered based on insufficient demand. Should LSSA/LEAD cancel the proposed training, registered delegates will be given reasonable notice of the cancellation and all fees paid by the delegate will be refunded.
7. Registration is on a first come first serve basis. If payment is not received within 7 days of sending the registration form, the registration will unfortunately be discarded.

General declaration

1. I am familiar with the outcomes of the training specified above and fully comprehend the specifics as explained in this document.
2. I acknowledge that payment needs to be made before attendance of the training.
3. I understand that all fees must be paid to the designated LSSA bank account only. The LSSA will not accept liability if fees are paid into any other bank account.

Name of account: Law Society of South Africa | Bank: First National Bank (FNB)

Branch: Pretoria | Branch code: 251445 | Account number: 62009641079

4. I acknowledge that I have read and understood the above, and that submission of this registration form constitutes acceptance of the Terms and Conditions and hereby, sign as proof.

I, hereby agree to abide to all the above terms and conditions relating to the above.

Applicant's Signature

Date

Course and registration queries: Bettie Lubbe | E: Bettie@LSSALEAD.org.za | T: 012 441 4670/00

Legal Education and Development | LEADers in training of legal professionals and support staff