



LAW SOCIETY
OF SOUTH AFRICA

3-DAY SAQA-ALIGNED COURSE

Apply for a SASSETA-sponsored course in
CASE MANAGEMENT

NQF 7 | 3 Credits



03-05 July 2019



2019

**LEAD | Lifelong learning
towards a just society**

Legal Education and Development (L.E.A.D)

Tel: +27 (0)12 441 4600 (switchboard)

Website: www.LSSALEAD.org.za

Address: PO Box 27167 Sunnyside 0132 | Docex 227 Pretoria
Old Main Building, 145 Steve Biko Street, Sunnyside, Pretoria

*This practical skills course teaches the principles of drafting pleadings,
notices of motion and affidavits.*

Why is this training subsidised?

The purpose of the subsidised training is to equip sole practitioners and practitioners in small and medium-sized firms to develop their skills.

Benefits of attending

- ✓ Discuss SA law in the context of the Constitution.
- ✓ Explain which courts are competent to deal with constitutional issues.
- ✓ Enforce a constitutional right in the appropriate court.
- ✓ Apply SA law in the context of the Constitution and common-law principles.

Who can apply?

Legal practitioner and candidate legal practitioner of small to medium-sized law firms.

Please note

1. Closing date for applications is 21 June 2019.
2. Preference will be given to legal practitioner from small to medium-sized law firms and to women from a historically disadvantaged group.
3. Successful applicants will be notified of their attendance the week of 25 June 2019. LEAD will supply further instructions and information after this date.
4. In order to qualify for a certificate you will be expected to submit a Portfolio of Evidence.
5. This course is limited to 35 participants per region.

No show

Please note that this seminar is subsidised by the SASSETA. Should you not attend, you will be liable for the actual cost of the course, which is R3 190.

Expert presenters

Ettienne Barnard, litigation attorney and conveyancer for 26 years, is currently the Co-Chairperson of the LSSA. He has been vice president of the former Cape Law Society; a small claims court commissioner, legal trainer and drafter of seminar material for many years, corporate/project strategic management facilitator, adviser and negotiator.

Dates, city/town, times and fees

Bloemfontein: 03 - 05 July 2019

Time: 08:15 – 16:30

Fee: R200

Venue: To be advised upon receipt of the registration form and proof of payment.

How to apply

1. Complete the application form on page 4.
2. E-mail the completed form and a **clear, certified copy** of your ID to SDprojects@LSSALEAD.org.za
3. Closing date for applications: 21 June 2019.
4. LEAD will supply further instruction after this date.

Course information contact person

Phionah Luthada

Tel: +27 (0)12 441 4608 (direct)

+27 (0)12 441 4600 (switchboard)

E-mail: SDprojects@LSSALEAD.org.za

Course content

1. Litigation and technology, including
 - Electronic management of documents
 - E-discovery
 - Presenting electronic documents in court
 - Managing the litigation process
2. What is case management:
 - Application in the High Court and Magistrate's Court
 - The objects of case management and how they will be achieved
 - What is expected of legal practitioner
 - What must an attorney do and how to adapt your litigation practice
3. Compliance by legal practitioner in terms of:
 - FICA | CPA | POPI, and litigation and ethics
4. Mastering costs in a case-managed regime (with reference to the Legal Practice Act and CPA)
5. Contingency fees (a full explanation of what an attorney can charge and drafting contingency fee agreements):
 - The case law
 - Contingency fee agreements
 - Directives in the High Court
6. How to take instructions:
 - How to obtain the facts
 - Fact analysis
 - Formulating the theory of the case
7. Litigation technique under case management:
 - How the courts are applying it
 - How to conduct your cases – a full explanation from drafting pleadings to final argument
 - How to comply with practice directives
 - Case conferences and pre-trial conferences
 - Getting to trial
 - On trial – a full explanation on how to apply case management' trial strategy, witness strategy and experts
 - Argument, including how to draft heads effectively
8. Motion proceedings:
 - Drafting notices of motion
 - Effective drafting of the three sets of affidavits

THE EMPHASIS WILL BE ON SKILLS TRANSFER

Study Material – Case Management in our Courts

The study material to be used by delegates is 'Case Management in our Courts', which covers the very latest in case management. Course delegates will receive this book at the training venue. The book is an essential introduction for legal practitioner to the concept and practice of case management. It is intended to assist you with the new direction that dispute resolution has taken. It has been written by experienced practitioners who will lead you through the steps an attorney is required to take for a case to be certified as trial ready. You will learn how to apply case management techniques from the point of taking instructions to argument in a trial. Also included: The importance of using accepted best practice for resolving disputes quickly and at reasonable cost; guiding legal practitioner regarding contingency fees as well as FICA and CPA compliance. It also introduces electronic litigation to explain e-discovery and the presentation of electronic documents.

WHAT PREVIOUS DELEGATES HAVE SAID

- ✓ A must for any legal practitioners. Excellent presentation.
- ✓ I took annual leave and paid for this course myself. It was worth every cent!
- ✓ Concepts explained simply. Inspirational!
- ✓ The course is very informative and raised my confidence as a legal representative.
- ✓ An inspirational course – motivating all of us to write our own pleadings and affidavits. The presenters' passion for our profession reignited our own passions and ambitions. I am excited to start drafting my own documents.

ABOUT THE LAW SOCIETY OF SOUTH AFRICA

The Law Society of South Africa (LSSA) represents the legal practitioners' profession in South Africa. Its mission is to uphold and protect the values and principles of the Constitution, the rule of law and the independence and integrity of the legal practitioner' profession.

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 top-quality courses, seminars and certificate programmes are offered which are designed to give legal practitioners the knowledge and skills to manage their practices successfully.

APPLICATION FORM
Case Management



Complete the application form in clear, block letters. Please email the form and a certified copy of your ID document to SDprojects@LSSALEAD.org.za

Applications close on 21 June 2019

Bloemfontein 03 - 05 June 2019

Surname:	Preferred name:	Title:
Full names		Gender: <input type="checkbox"/> M <input type="checkbox"/> F
ID:		Race (for reporting purposes):
Firm:	Applicant's position:	
Firm's physical address:		
Firm's postal/docex address:		
No. of legal practitioner in firm: _____	No. of candidate legal practitioner in firm: _____	
Tel: ()	Cell:	
E-mail:		
Special dietary requirements:	If disabled, nature of disability	
_____	_____	
Applicant Signature	Date	

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