

Short course: Writing Documents for Litigation



Sharpen your drafting skills, taking into account the latest High Court directives

New revised
course for
2018



About this course

This practical skills course teaches the principles of drafting pleadings, notices of motion and affidavits. Sixty Percent of those who attended this course, started drafting on their own. Register as soon as possible to secure your space.

Benefits of attending

- Learn to draft on your own without relying on precedents.
- Know how to instruct a legal practitioner and evaluate their work.
- Effectively advise your client when engaged in litigation.
- Understand how to draft in accordance with case management procedures as introduced in our courts.
- Acquire techniques in obtaining instructions and analysing fact and law.
- You will write in a manner that is persuasive.

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 SC is an expert in commercial drafting, opinion writing, and litigation and case management. He is also published author

When and where

Cape Town: 16 & 17 August 2018

Midrand: 19 & 20 November 2018

Time: 08:30 – 16:00

Venue: To be advised after registration

Fees (VAT inclusive)

- Staff from a practising attorney's firm: R3 180
- Other professions: R4 490

Who should attend?

- Corporate, Government and in-house legal advisors.
- Attorneys
- Advocates
- Persons who need to sharpen their drafting skills.

Instruction techniques

- The course begins with an analysis of why practitioners are reluctant to draft and rely on precedents. A solution to the problem is provided.
- The course will guide you step by step in how to deal with facts, laws, and procedures. The emphasis will be on understanding concepts and practical skills transfer.
- The object is to skill you in drafting in a manner that is persuasive.
- The presentation will be interactive and participants will be encouraged to ask questions
- Participants will **actually draft throughout the two-day course**. Learn from actually applying the techniques under supervision of an experienced practitioner.

What previous delegates said

- Brilliant course! Learned a lot ... best 2 days spent.
- I took annual leave and paid for this course myself – it was worth every cent!
- Concepts explained simply, inspirational!
- An inspirational course – motivating all of us to write our own pleadings and affidavits. The presenter's passion for our profession reignited our own passions and ambitions. I am excited to start drafting my own documents.
- I will definitely draft more of my own documents. Invaluable and importantly, practical advice.
- I will now apply myself when taking instructions.
- The course is excellent. The presenter's perspective makes for critical and analytical thinking.

Bank Details

Account Holder: Law Society of South Africa

Bank: First National Bank **Branch:** Pretoria

Account Number: 6200 964 1079 **Branch Code:** 251445

Reference: WDL/surname & Initials

Topics

- Pleadings techniques
- Particulars of plaintiff's claim
- Drafting the plea
- Motion of proceedings

Course content

- Writing technique, including plain language drafting and what is expected by judges – including practical exercises using case studies
- How to write in a manner that is persuasive
- Technique in taking instructions
- How to conduct fact analysis and legal research
- How to prepare chronology documents
- Reference to High Court practice directives
- Preparing to draft particulars of claim
- How to analyse facts and the law in deciding on a cause of action
- Reference to the Uniform Rules and how to comply
- Instruction on how to draft a cause of action
- Instruction on how to draft particulars of claim, including practical exercises
- How to plead a defence effectively
- How to decide to proceed by way of motion and draft notices of motion with reference to practice directives
- Taking instructions and analysing fact for drafting a founding affidavit, and drafting a persuasive affidavit
- How to draft an answering affidavit

How do I register?

- Complete registration form on pages 3 and 4
- Email your completed form, proof of payment and copy of ID/Passport to Bettie@LSSALEAD.org.za.
- Space is limited and registration is on a first-come first-serve basis.
- Registration closes one week prior to the start 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 students not justify the costs involved.

REGISTRATION FORM Writing Documents for Litigation



Complete the registration form 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. City and course detail		
City:	Course date :	
B. Applicant's details		
Surname:	Preferred name:	Title:
Full names:	ID number:	Race:
Postal address		Code
Employer:	Occupation:	
Tel no (w): ()	Cell no:	
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:		
C. Employer details (NB: Complete this section <u>only</u> 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 applicant.		NB Company Stamp
_____ Employer 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.		

PAYMENT DETAILS: WRITING DOCUMENTS FOR LITIGATION

Surname and names of applicant:

D. 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:** (WDL Surname, Initials)

Terms and conditions

Cancellation

1. A learner who wishes to cancel must do so at least 7 (seven) working days prior to the commencement of the selected course.
2. Cancellations must be done in writing and e-mailed to Bettie@LSSALEAD.org.za or faxed to 086 743 1942.
3. Confirmation of the cancellation will be confirmed via e-mail. Should a learner not receive a cancellation confirmation from LEAD, it means that the cancellation request was not received. Learners should follow up ASAP or it will mean that he/she will be held liable for the full course amount.
4. Learners who do not cancel and fail to attend the training will be held responsible for the full course amount. The only exceptions are if the reasons for cancellation are one of the following:
 - Death of a close family member (death certificate should be submitted).
 - Severe medical condition which results in the participant no longer being able to continue with the course (medical certificate should be submitted).
5. LSSA/LEAD shall have the right in its sole discretion to postpone or cancel tuition in any programme initially advertised and offered on the basis of insufficient demand. Should the LSSA/LEAD cancel the proposed training, registered learners will be given reasonable notice of the cancellation and all fees paid by the learner will be refunded.

General declaration

1. I agree that having registered for the _____ course, I am liable for the full course fee.
2. I am familiar with the outcome of the course specified above and fully comprehend the specifics as explained in this document.
3. I acknowledge that payment needs to be made before attendance of the course.
4. I understand that the fees must be paid to the designated LSSA bank account. The LSSA will not accept liability if fees are paid into any other bank account.
5. I accept that a certificate will be issued only if I comply with the attendance and payment requirements.
6. I acknowledge that I have read and understood the above, 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