

**PONTIS COMMUNITY SERVICES**



**PCS eLearn**

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# Family Law - Legal Assistant Course

This course prepares students to provide effective administrative and document-support services in a family law practice. Students learn the structure of family courts, common family law matter types (divorce, legal separation, custody/parenting time, child and spousal support, protection orders, paternity, and post-judgment modification/enforcement), and the typical case lifecycle from intake through final orders.

Through this course, students will learn how to navigate public records, trace chains of title, identify liens and encumbrances, and prepare title abstracts and reports used in real estate closings. Special emphasis is placed on understanding deeds, mortgages, easements, restrictions, title insurance, and the ethical responsibilities of working in the real estate industry.

## COURSE SCHEDULE

Course Schedule – This is a template for administration purposes, the course scheduler can change according to time of admission, availability of courses, and number of hours taken by the student.

FLA 101 - Family Law Practice Basics & Case Intake (1 Week)

FLA 105 - Divorce/Separation Fundamentals (1 Week)

FLA 110 - Custody & Parenting Plans (1 Week)

FLA 115 - Child Support & Spousal Support Overview (1 Week)

FLA 120 - Temporary Orders, Motions, and Hearings (1 Week)

FLA 125 - Protective Orders & High-Conflict Cases (1 Week)

FLA 130 - Discovery & Evidence Organization (1 Week)

FLA 135 - Financial Issues in Divorce (1 Week)

FLA 140 - Settlement, Mediation, and Negotiation Support (1 Week)

FLA 145 - Finalizing the Case + Ethics, Professionalism, Career Skills (1 Week)

EACH WEEK WILL CONSIST OF ONE (3 HOUR) LIVE VIDEO LECTURE