

HOW TO DO LAW OFFICE STENOGRAPHY

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How to do law office stenography by Robert F. Rose

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ROBERT F. ROSE

**HOW TO DO LAW
OFFICE
STENOGRAPHY**

HOW TO DO LAW OFFICE STENOGRAPHY

By **ROBERT F. ROSE**

Author of "The Robert F. Rose Expert Shorthand Course," "How to Become a Private Secretary," "How to Construct Shorthand Phrases," "How to Become an Expert Court Reporter," etc.

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PREFACE

The compilation of a work on legal pleadings of sufficient scope to enable a stenographer intelligently to perform shorthand work in a law office, has been somewhat difficult. So broad is the subject, and so multitudinous are the pleadings, especially in common law, that to digest them in a work of this character, in such a manner as to make them at all comprehensive, is a considerable task.

As stated in Lessons Twenty and Twenty-one of the Robert F. Rose Expert Shorthand Course, many of the states have abolished the distinction between common law and equity pleadings, and have substituted what is known as "code" practise. In Wisconsin, Iowa, New York—in fact, in most of the states—the latter method prevails. It may be asked why, in this work, no forms of pleadings have been given illustrative of code pleadings. The answer is that one who has a knowledge of common law and equity pleadings will have no difficulty with the simpler code pleadings. The reverse is not true, for one who knows only the code practise may be a very poor pleader at common law.

Because of the great number of pleadings at common law, declarations are shown in the *ex contractu* actions of Assumpsit, Covenant, Debt and Detinue, and in the *ex delicto* actions of Attachment, Case, Caveat, Certiorari, Ejectment, Garnishment, Habeas Corpus, Mandamus, Quo Warranto, Scire Facias,

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Trespass and Trover. Some of these actions are statutory and do not belong to the old common law.

A declaration (also known as *Narr.*, an abbreviation of the word *narratio*), is the plaintiff's statement of a claim, being a narrative of the facts on which he relies to sustain his cause of action. The form of a declaration and the shorthand notes for it, are shown in Lesson Twenty of the course, together with the forms for demurrers, pleas, etc. The shorthand notes for the various declarations are not shown in this book, the space being utilized by practical examples of as many different causes of action as it is possible to give.

As equity pleadings all follow the same general forms, to illustrate them fully there are given the pleadings from the inception of a cause in equity to its completion in the reviewing court. These are fully illustrated by shorthand notes which may be referred to in order to confirm or correct shorthand outlines made by you.

The author feels that if proper work is done on the forms given in this book, little or no difficulty will be experienced in performing the work in a law office. Each pleading should be carefully analyzed and taken in shorthand from dictation a great many times, in order that the legal phraseology may be fully mastered.

There are two classes of stenographers who will have special interest in a work devoted to law office stenography. First, will be those who accept employment in a law office as a means of livelihood. They will find, in most instances, that the surroundings are

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pleasant, the work interesting, and the pay fairly remunerative. Second, are those stenographers who intend to use their knowledge of shorthand as a means for paying their expenses, and at the same time affording actual experience, while they are studying with the intention of making law their profession. Many who have the court reporter's office desk as their ultimate goal, first secure work in a law office in order to master the legal terminology necessary in expert court reporting work.

That many stenographers utilize their position in a law office as an aid to the study of law is evidenced by the very large percentage of lawyers who are stenographers. If you desire to use your shorthand in order to defray your expenses while obtaining a knowledge of the subject of law, a position in a law office will materially aid you in your study. In the larger cities there are night law schools at which the theory of law can be secured. In fact, it is not necessary to attend a school in order to become a lawyer. There are many excellent correspondence courses in law which give a theoretical knowledge of the subject. The requirements in most states recognize study in a law office for a prescribed length of time as sufficient to enable the student to take an examination which, if passed, admits him to practise. I am a lawyer and secured my knowledge of law while studying in my brother's office, and later in an office in Chicago. Perhaps I am prejudiced, but I believe that the blending of the practical knowledge obtained in a law office with the theoretical knowledge obtained in the books is of greater value and enables one to accomplish