

- CLASS NUMBER AND NAME:** LGN231C CIVIL LITIGATION PROCEDURES
- TOTAL CLOCK HOURS/UNITS:** 24 Hours/2 Units
- PREREQUISITES:** Completion of CMN144B-Intermediate Word and LG310A and completion or concurrent enrollment in LGN130B-Business Law II.
- TEXT AND MATERIALS:** *California Civil Litigation*. 5th ed. Susan Burnett Luten, (ISBN 9781428318458) Delmar Cengage. 2009; *Black's Law Dictionary*. 4th Ed. Brian A. Garner. West Publishing Company. 2011 (ISBN 9780314275448)
- Recommended: Yellow legal pads, flash cards, blue pens
- CLASS DESCRIPTION:** This class focuses on the role of the legal support professional in civil litigation. The course includes practical application of civil procedure rules through hands-on lab work preparing documents and forms. Students will learn and review the practical applications of calendaring and evidentiary requirements through the post-trial process. LGN231C focuses on the student learning and understanding civil case management, motions and motion practice, calendaring for trial, trial preparation, and the procedures, pleadings, and the associated various rules of procedure and court rules.
- CLASS OBJECTIVES:** To provide students with the knowledge of basic skills and procedures specifically related to the area of civil litigation. This class is part of a progression of a civil litigation courses that will prepare students to assume a position as a member of a legal support staff in a multitude of law offices and other legal environs.
- CLASS FORMAT OVERVIEW:** Class time will be utilized by lecture as well as individual and group projects assisted by the instructor. There is also a lab component to this class.
- REQUIREMENTS:** This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences. Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus diagrams, flashcards, and practice tests all when appropriate to augment learning. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.
- CLASSROOM ATTENDANCE:** It is critical to the student's success to attend class every day. The student's presence for the entire class is an important demonstration of the concept of professional demeanor and shows respect for the class. Therefore, students will only be marked present when they arrive on time and remain for the entire class session. A student must be present for 80 percent of the class, or she or he will be asked to leave the class and will receive a failing grade in the class. Students will receive a 4% final grade reduction for every hour missed. Please refer to the attendance policy signed in LGN231A.
- TESTING:** There will be a quiz every week. The quizzes will include a legal terminology component. There is no make-up quizzes in this class.

GRADING POLICIES:

Students will be evaluated as follows:

Assignments

Each assignment has a value of 50 to 100 points. Please see grading rubric. The student will turn in first and final drafts of the assignments, on deadlines assigned by the instructor. The deadlines are final. No late homework assignments will be accepted by the instructor.

Legal Folders

Students are also required to submit a folder of projects completed in proper format with an index and tabs of all legal pleadings. This folder is worth 50 points.

Quizzes

Quizzes consist of 25 questions - 15 legal terminology and 10 multiple-choice, true/false, fill-in, worth 2 points each for a total of 50 points.

No make-ups for quizzes are allowed.

Class Assignments,
Quizzes, and Folders

Grading Policy:

Weighting of grades is as follows:

100% Assignments, homework, quizzes and final

Combined grades from attendance, class participation, quizzes, , as applicable, will be graded on the following scale:

- 100 - 90% A
- 89 - 80% B
- 79 - 70% C
- 69 - 60% D
- Below 60% F

FINAL GRADE:

The final grade will be an average of the scores of all the above work including quizzes, folders, assignments, and attendance/class participation/professionalism. **Any attendance penalty will be deducted from student's final grade.**

**ANTICIPATED LEARNING
OUTCOMES:**

Upon completion of this course the student will be able to:

1. Prepare civil case management, discovery, and settlement documents in accordance with California Superior Court Local Rules regarding civil litigation.
2. Calendar documents to meet court deadlines in accordance with the Trial Court Delay Reduction Act of the State of California;
3. Understand and correctly utilize legal terminology pertaining to civil litigation;

4. Learn document formatting requirements as set forth in Code of Civil Procedure, California Rules of Court, and Sonoma Superior Court Local Rules to allow independent pleading preparation. LGN231C will focus on law and motion, case management, and trial work.
5. Understand the legal ethical principles that guide a law office administrator, a paralegal, and a legal secretary based on the Model Rules of Professional Conduct of the American Bar Association;
6. Understand filing systems as they relate to a law office;
7. Understand the importance of effective proofreading and editing and put this into practice.

Course Schedule (Part 1)
(Weeks 1 – 3 are LGN231C, Weeks 4 – 6 are LGN231D)

Week of Mod	Reading/Assignments/Quiz
One	<p>Law & Motion/Summary Judgment</p> <p><u>Reading Assignments, Lecture</u> HW: READ Chapter 21 – Law & Motion, pp. 295-325 HW: READ Chapter 22 – Summary Judgment, pp. 327-350 Prepare <i>flashcards</i> for legal terminology for review and study for the quiz <u>Take notes</u> during lecture in order to review and study for the quiz</p> <p><u>Assignments*</u> Review the facts and issues for the Murphy case starting at the bottom of p. 309 and ending on p. 312. Using Word prepare:</p> <ol style="list-style-type: none"> 1) Notice of Motion (Draft due on _____, 100 points) 2) Statement of Facts (Draft due on _____, 100 points) 3) Declaration (Due on _____, 100 points) <p style="text-align: center;">FINALS DUE ON: _____</p> <p><u>Quiz</u> End of week quiz covering Chapters 21 & 22 and legal terminology (25 questions – 15 legal terminology, 10 multiple-choice, true/false, fill-in, worth 2 points each for a total of 50 points.)</p> <p><i>Folder: You instructor will give you a manila folder for this class. All final court-filed documents created as assignments are to be kept in this folder, indexed, and tabbed. This completed folder will be turned in at the end of the mod for a grade.</i></p>
<u>Two</u>	<p>Trial-Setting Procedures</p> <p><u>HW: Read</u> Chapter 23 – Trial Setting Procedures, pp. 351-368 Chapter 24 – Arbitration and Alternative Dispute Resolution, pp. 369-387 Prepare <i>flashcards</i> for legal terminology for review and study for the quiz <u>Take notes</u> during lecture in order to review and study for the quiz</p> <p><u>Assignments*</u></p> <ol style="list-style-type: none"> 1) Case Management Statement (Draft due on _____, 100 points) 2) CCP § 998 Offer to Compromise (Draft due on _____, 100 points) 3) Notice of Settlement (Draft due on _____, 100 points) 4) Request for Dismissal (Draft due on _____, 100 points) <p style="text-align: center;">FINALS DUE ON: _____</p> <p><u>Quiz</u> End of week quiz covering Chapters 23 & 24 and legal terminology (25 questions – 15 legal terminology, 10 multiple-choice, true/false, fill-in, worth 2 points each for a total of 50 points.)</p>

Three	<p>Trial Preparation</p> <p><u>Read</u> Chapter 25 – Trial Preparation, pp. 389-408 Chapter 26 – Trial Procedures, pp. 409-428 Prepare <i>flashcards</i> for legal terminology for review and study for the quiz <u>Take notes</u> during lecture in order to review and study for the quiz</p> <p><u>Assignments*</u> Prepare: 1) Civil Subpoena (Duces Tecum) for Personal Appearance and Production of Documents and Things at Trial (Draft due on _____, 100 points) 2) Jury Instructions (Draft due on _____, 100 points)</p> <p>FINALS DUE ON: _____</p> <p><u>Quiz</u> End of week quiz covering Chapters 25 & 26 and legal terminology (25 questions – 15 legal terminology, 10 multiple-choice, true/false, fill-in, worth 2 points each for a total of 50 points.)</p>
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*Your draft will not be entered into the grade book. Only your final draft will be entered into the grade book. It is up to you to make sure that your final draft is turned in by the deadline.

The instructor reserves the right to make changes to this outline at his or her discretion and as warranted by, for example, opportunities for field trips, guest speakers, changes in the law, etc. The class objectives will be met regardless of deviation from this outline.

This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences. Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus diagrams, flashcards, and practice tests all when appropriate to augment learning. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.