

**CLASS NUMBER AND NAME:** LGN360B TECHNOLOGY IN THE LAW OFFICE II

**TOTAL CLOCK HOURS/UNITS:** 24 Hours/2 Units

**PREREQUISITES:** LGN231F - Estate Planning and Probate

**TEXT AND MATERIALS:** Cengage MindTap Course. Access card for *Using Computers in the Law Office, 7<sup>th</sup> Ed.* Cengage (There is no physical textbook for this class. The textbook is online.)

**CLASS DESCRIPTION:** This course will be taught from the perspective of a paralegal entering a new law office practice. The paralegal's role is often to evaluate and analyze law office technology to help keep the law firm on the cutting edge. This course will provide students with the information to manage a paperless office. Students will learn the criteria for selecting scanning technology and litigation management systems appropriate for their law practice. Students will review and learn to use law practice management technology, electronic document review tools, e-filing, and e-discovery resources. Students will review practical technology and common tools used every day in law firms, such as word processing software, electronic spreadsheets, databases, and e-mail. Ethical considerations, such as software piracy, misuse of software and databases, security, spoliation of evidence, claw back rules, working with in-house and contract IT, and the protection of client data will be reviewed.

**CLASS OBJECTIVES:**

1. To understand and be able to communicate the value of technology to the law office, including being able to explain basic types of software and their application to the law office;
2. To understand law practice management and litigation tools and court requirements, such as e-filing, Federal Case Management/Electronic Case Files (CM/ECF), e-discovery, scanning software, and electronic formats, necessary for creating a paperless office.
3. To have an overall knowledge of e-discovery and the ethical considerations in the use of technology such as computer and network security, metadata, spoliation of evidence, clawback rules, to have an understanding of working with in-house and contract IT, and the protection of client data.
4. To incorporate Lexis CaseMap and TimeMap into a PowerPoint presentation.
5. To have a basic understanding of Clustify, SmartDraw, and TrialDirector.

**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.

**CLASS FORMAT OVERVIEW:**

**ONE HOUR M-Th CLASS:** Class lecture, discussion, and assignment review/overview on Monday and Tuesday. Class lecture and discussion Wednesday and Thursday as well as lab time for in-class assignments and group projects.

**TWO HOUR M/W OR T/TH:** Class lecture and discussion, and assignment overview the first hour of class. Students will be provided lab time for their assignments during the second hour of class. Class projects will be reviewed weekly.

**ATTENDANCE:**

It is critical to the student's success to attend class every day. The student's presence for the entire class time 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 a minimum of 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.

It is expected that each student will be present at the beginning of the class period. Should the student arrive more than five minutes late, it will be up to the instructor to decide if the student has arrived in time to be counted as present. The instructor's decision is final.

**TESTING:**

There are pre- and post-chapter tests in Cengage Mindtap.

**GRADING POLICIES:**

No late homework assignments will be accepted by the instructor. The attached course outline provides points available and homework policies.

Weighting of grades is as follows:

100% Homework, Quizzes, Final Exams or Written Papers  
Points will be taken off for absences.

Combined grades from attendance, class participation, quizzes, final

exams or written papers, as applicable, will be graded on the following scale:

100-90%	A
89- 80%	B
79- 70%	C
69- 65%	D
Below 65%	F

**FINAL GRADE:**

The final grade is a letter grade based upon completing the assignments and quizzes. An average will be taken of all assignments and quizzes. Class attendance and participation will also be taken into consideration in calculating the final grade.

**ANTICIPATED LEARNING  
OUTCOMES:**

Upon completion of this course the student will:

1. Be able to analyze and utilize basic software and law practice management tools appropriate for different types of law office settings, including the “paperless” law office;
2. Be able to examine criteria and methods for evaluating technological options;
3. Have an understanding of e-discovery and e-filing, including Federal Case Management/Electronic Case Files (CM/ECF) and the tools to manage electronic disclosure of information;
4. Have a working knowledge of Lexis CaseMap, Clustify, PowerPoint, and SmartDraw;
5. Have an understanding of law firm technology; and
6. Be able to discuss software options with attorneys in their practice.

**LG360B TECHNOLOGY IN THE LAW OFFICE II CALENDAR**

DATE	TOPICS TO BE COVERED	ASSIGNMENT DUE DATES
Week 1	<p><b>Topics Covered:</b></p> <p>Overview of E-Discovery and Procedural Rules</p> <p>Chapter 7: Overview of Electronic Discovery, The Federal Rules of Civil Procedure and ESI</p> <ul style="list-style-type: none"> <li>➤ <u>Read</u> Overview of Electronic Discovery and The Federal Rules of Civil Procedure and ESI 7-1a-7-2g</li> <li>➤ Review the Chapter 7 Lecture Notes</li> <li>➤ <u>Quiz:</u> Analyze the Chapter 7 Case Studies and Complete the Quizzes</li> <li>➤ Flashcards: Practice Key Terms with Customizable Flashcards</li> <li>➤ <u>Quiz:</u> Test Yourself with the Chapter 7 Quiz</li> <li>➤ <u>Homework:</u> <ul style="list-style-type: none"> <li>○ Group Project: Requests for Production of Documents</li> </ul> </li> </ul>	
Week 2	<p><b>Topics Covered:</b> Producing and Receiving ESI</p> <p>Chapter 7: Producing and Receiving ESI</p> <ul style="list-style-type: none"> <li>➤ Reading Read Producing and Receiving ESI 7-3a-m; 7-4</li> <li>➤ <u>Homework:</u> Hands-On Exercises <ul style="list-style-type: none"> <li>○ Clustify (In-Class Exercises)</li> </ul> </li> <li>➤ <u>Homework:</u> Preservation Letter (Rewrite the preservation letter given to you by your instructor. Direct it to the trucking company in Leonard v. Blanca. The template letter is an older version. Be sure to add any new ESI that we should ask for from the trucking company.)</li> <li>➤ <u>Homework:</u> Using a general search engine such as www.google.com or www.yahoo.com, or a legal search engine such as www.findlaw.com, find one case related to e-discovery, either cited in an article or reproduced in full. Write a one-page summary of the case.</li> </ul>	

Week 3	<p><b>Topics Covered:</b> E-Discovery</p> <ul style="list-style-type: none"> <li>➤ In-class – Review of Summation tutorials</li> <li>➤ Homework: Hands-On Exercises: <ul style="list-style-type: none"> <li>○ Discovery FY, Lesson 1</li> <li>○ Discovery FY, Lesson 2</li> <li>○ Discovery FY, Lesson 3</li> </ul> </li> <li>➤ Homework: <ul style="list-style-type: none"> <li>○ Finish Preservation Letter (due last class of week three)</li> <li>○ Finish Case Summary (due last class of week three)</li> </ul> </li> </ul>	
Four	<p><b>Topics Covered:</b> The Electronic Courtroom and Trial Presentations, Demonstrative Evidence</p> <p>Chapter 10: The Electronic Courthouse, Automated Courtroom, and Presentation Graphics</p> <ul style="list-style-type: none"> <li>➤ Reading: Read 10-4a-f</li> <li>➤ <u>Homework:</u> SmartDraw Assignments – Prepare crime scene reconstruction (handout), prepare accident reconstruction for Howard v. Blanca case, prepare timeline for Howard v. Blanca case</li> <li>➤ Homework: <ul style="list-style-type: none"> <li>○ Complete the Hands-On Exercises--PowerPoint</li> <li>○ Begin creating PowerPoint presentation for group project using the Howard v. Blanca case.</li> </ul> </li> </ul>	
Five	<p><b>Topics Covered:</b> The Electronic Courtroom and Trial Presentations, Demonstrative Evidence</p> <p>Chapter 10: The Electronic Courthouse, Automated Courtroom, and Presentation Graphics</p> <ul style="list-style-type: none"> <li>➤ <u>Homework:</u> Hands-On Exercises: <ul style="list-style-type: none"> <li>○ TrialDirector, Lesson 1</li> <li>○ TrialDirector, Lesson 2</li> <li>○ TrialDirector, Lesson 3</li> </ul> </li> </ul>	
Five and Six	<p><b>PowerPoint Presentation Group Project</b></p> <ul style="list-style-type: none"> <li>➤ Hands-on work with CaseMap, TimeMap, TrialDirector, and PowerPoint. Extensive National Transportation Safety Board case.</li> <li>➤ Final Presentation: Arbitration of Howard v. Blanca</li> </ul>	

*The instructor reserves the right to reconfigure the above with prior notice to the class. The class objectives will be met regardless of deviation from this outline.*

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*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 .*