

CLINIC SYLLABUS

CLINIC TITLE:	SELF-HELP ACCESS CENTER (SHAC)
CLINIC NUMBER(S):	LAW E535
UNITS OR UNIT OPTIONS:	2 Units
COURSE TYPE:	Elective
PROFESSOR(S) NAME:	Professor Louise Bayles-Fightmaster
PROFESSOR CONTACT INFO:	Preferred contact method: email: LBayles@empirecollege.com
SCHEDULE:	Fall 2016, Mondays, 6:00pm – 8pm, Room #202 - training sessions run 6-9pm
PREREQUISITES:	Completion of second-year required coursework preferred and Good Academic Standing. Prefer completion of LAW R502–Community Property.
COREQUISITES:	None
TEXTS AND MATERIALS: (Identification of any materials and references used throughout the clinic.)	<i>SHAC Binder</i> (Must be purchased in the Empire College Bookstore) Additional reading or assignments may be provided by Professor.
CLINIC DESCRIPTION (from catalog):	This clinic provides the opportunity for students to work with self-represented, family law litigants. Students learn to issue spot and to select and complete the correct Judicial Counsel forms for marital dissolutions, parentage actions, child custody matters, child support, and other related subject matter. Students meet individually with parties and assist them with all forms, filing and serving of the documents they complete. Students will learn Martin Dean Essential Forms software, drafting of pleadings, local rules and court practices, and client interview skills with individuals going through emotional family law issues. A supervising attorney oversees and approves the work.
CLINIC OBJECTIVES / ANTICIPATED LEARNING OUTCOMES: (Description of what students will be expected to know and be able to do at the end of the Clinic. What skills or knowledge will be gained by the end of the Clinic.)	<ol style="list-style-type: none"> 1. Learn to use Summons, Petition, & Request For Order; Service of Process; Fee Waivers. 2. Learn processes of custody & parenting plan (visitation) actions; Family Court Services (mediation with a recommending counselor); Domestic violence; Relocation (also known as move away cases); 3. Learn how to prepare declarations and Judicial Council forms. 4. Learn child support and spousal support actions; 5. Learn calculation of support using California guidelines and California support guidelines program; 6. Learn to Prepare Income & Expense Declaration with the required supporting documents; 7. Learn about required financial disclosure documents; 8. Learn about Final Judgments; Judicial Council forms; 9. Create sample client files. 10. Students will learn Martin Dean Essential Forms software,

	<p>11. Students will learn California support program,</p> <p>12. Students will learn drafting of pleadings</p> <p>13. Students will learn local court practices.</p> <p>14. Learn to conduct a client interview and evaluate client needs</p> <p>15. Prepare documents to support case</p> <p>16. Students will learn and practice empathetic listening</p> <p>17. Learn about service methods or how to instruct parties about service of documents on opposing parties.</p> <p>18. May attend family law court hearings with supervising attorney.</p>
FORMAT OVERVIEW / METHOD OF INSTRUCTION: (Description of how the clinic will be taught, including breakdown of lecture, practicum, etc.)	Students will interact with clients and direct clients to legal and non-legal resources related to their case or issues. The students will draft legal documents under supervision of a practicing attorney. Clinic's Supervising Attorney will supervise all work done in the SHAC Clinic. Course material will be presented in a lecture-discussion method format.
EXAMS:	No exam is administered in this clinic.
GRADING / ASSESSMENT CRITERIA / CLASS POLICIES:	<p>Empire College uses the following grading system for Clinics:</p> <p><u>Pass/Fail:</u> 65 - 100 - P Pass/Credit 64 and Below - F Fail/No Credit</p> <p>To obtain a passing grade, students must:</p> <ol style="list-style-type: none"> 1. Attend 10 clinics AND 3 training sessions; 2. A minimum of 80% attendance is required. <p>Grade in this clinic is based 100% on participation and attendance.</p>
ATTENDANCE:	Regular and punctual attendance is essential for the successful completion of law school. Students should plan to attend every class. Students must attend a minimum of 80% (3 training sessions and 10 clinics) of the class sessions during each semester to be eligible to pass this class. Roll will be taken at each class.
ASSIGNMENTS:	
Week 1: 8.29.16 – 6-9pm	Classroom training – Conducting “client” interviews and evaluating client needs; Components of a family law case; Initiating action vs modifying an existing court order; Local Court Rules; When to use Summons, Petition, or Request For Order; Service of Process; Fee Waivers. Introduction to forms software.
Week 2: 9/5/16 (holiday – Empire closed)	
Week 3: 9/12/16 6-9pm	<p>Read Family Code § 3002 through and including § 3011.</p> <p>Classroom training – Custody & parenting plan (visitation) actions; Family Court Services (pre-mediation orientation, mediation session with parties, agreement vs written recommendation from the</p>

	Recommending Counselor); Substance abuse; Drug testing; Domestic violence; Relocation (also known as move away cases); Preparing declarations and Judicial Council forms.
Week 4: 9/19/16 6-9pm	Read Family Code § 4050 through and including §§ 4053, 4055, 4061 and 4062. Classroom training – Child support and spousal support issues; Preparing Income & Expense Declaration with supporting documents; Required financial disclosure documents; Final Judgments; Judicial Council forms; Create fictional dissolution and custody action.
Weeks 5 to 14: 9/26/16 – 11/28/16 clinics run – 6-8pm (yes, Empire is open Columbus day)	SHAC Clinic meets weekly; students may attend court hearings with the supervising attorney.
Week 15: Final Exam period runs 12/5 – 12/15/16	No final for this clinic. Clinic doesn't meet during exam weeks.

Syllabus subject to change.