

CLASS NUMBER AND NAME:	LGN231A INTRODUCTION TO CIVIL LITIGATION I
TOTAL CLOCK HOURS/UNITS:	24 Hours/2 Units
PREREQUISITES:	Completion of CMN144B Intermediate Word; Completion of or concurrent enrollment in LGN130B -Business Law II.
TEXT AND MATERIALS:	<i>California Civil Litigation</i> . 5 th ed. Susan Burnett Luten, (ISBN 9781428318458 Delmar Cengage. 2009; <i>Black's Law Dictionary</i> . 4 th 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 applications of the rules of civil procedure 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. The class focuses on the student learning and developing an understanding about the initial phases of a lawsuit, the relevant and applicable rules of procedure and court rules, and preparing the appropriate pleadings.
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 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.
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:	Class time will be utilized by lecture as well as individual and group projects assisted by the instructor. There is a lab component to this class.

ATTENDANCE:

It is critical to the student’s success to attend class every day. The student’s presence for the entire hour 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.

TESTING:

There will be a quiz every week. The quizzes will include a legal terminology component. There is a comprehensive final exam for this course which includes legal terminology as well as substantive and procedural material.

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 and discovery. 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-up quizzes are allowed.

Class Assignments,
Quizzes, Folders, and Final

Grading Policy:

Weighting of grades is as follows:

100% 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, final exam, folders, and assignments. **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 pleadings and discovery documents (using both pleading paper and Judicial Council Forms) using WordPerfect and Martin Dean's Essential Forms legal computer software programs and formatting requirements as set forth in Code of Civil Procedure, California Rules of Court, and Sonoma Superior Court Local Court 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;
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;
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 LGN231A, Weeks 4 – 6 are LGN231B)

Week of Mod	Reading/Assignments/Quiz
One	<p>Initiating the Lawsuit (Plaintiff)</p> <p><u>HW: Reading Assignments</u></p> <p>Chapter 7 – Introduction to Pleadings, pp. 81-86 Chapter 8 – Complaints and Cross-Complaints, pp. 87-123</p> <p>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> <p>Using the caption information on page 104 and using Martin Dean’s Essentials (Forms Software) prepare:</p> <ol style="list-style-type: none"> 1) Civil Case Cover Sheet (Draft due on _____, 50 points) 2) Summons (Draft due on _____, 50 points) 3) Complaint, p. 102, #3 (Draft due on _____ (100 points) <p>FINALS DUE ON: _____</p> <p>One draft of each assignment can be turned in for review on or before the due date for drafts.</p> <p>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.</p> <p><u>Quiz</u></p> <p>End of week quiz covering Chapters 7 & 8 and legal terminology (<i>25 questions – 15 legal terminology, 10 multiple-choice, true/false, fill-in, worth 2 points each for a total of 50 points.</i>)</p> <p><i>Folder: You instructor will give you a manila folder for this class. All pleading and discovery graded 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>

Two	<p>Defending Against the Lawsuit (Defendant) <u>HW: Read</u> Chapter 9 – Answering the Complaint, pp. 125-136 Chapter 10 – Attacking the Pleadings, pp. 137-151 Prepare <u>flashcards</u> for legal terminology for review and study for the quiz</p> <p><u>Take notes</u> during lecture in order to review and study for the quiz</p> <p><u>Assignments</u> Using WordPerfect (Legal) or Word (provided by your instructor) prepare: Answer to Complaint, Assignment 1 p. 129 (Draft due on _____, 100 points)</p> <p>FINALS DUE ON: _____</p> <p><u>Quiz</u> End of week quiz covering Chapters 9 &10 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>Pleadings – Amending the Pleadings and Calendaring <u>HW:Read</u> Chapter 11 – Amending the Pleadings, pp. 153-158 Chapter 12 – Calendaring Pleadings, pp. 159-170 Prepare <u>flashcards</u> 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> Using WordPerfect (Legal) or Word prepare: 1) Amend the Complaint in Lloyd v. Lloyd to add a cause of action for negligence (Draft due on _____ 100 points) 2) Calendaring Problems, p. 167, #1,3,5, and 7 (100 points)</p> <p>FINALS DUE ON: _____</p> <p><u>Quiz</u> End of week quiz covering Chapters 11 & 12 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>

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.

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