



CLASS NUMBER AND NAME: LGN231E FAMILY LAW

TOTAL CLOCK HOURS/UNITS: 24 Hours/2 Units

PREREQUISITES: Completion of CMN144B-Intermediate Word and completion or concurrent enrollment in LGN130B –Business Law II.

TEXT AND MATERIALS: *Family Law and Estate Planning/Probate*; Empire College Custom Textbook William Statsky/Nancy Gallo, Delmar Cengage; (ISBN 9781133442486)

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 is the first of two sections (LGN231E & F) that focuses on the role of legal support in family and estate planning/probate law offices. This course provides in-depth study of issues surrounding family law including dissolution of marriage, child custody and support, and property division.

CLASS OBJECTIVES: To provide students with the knowledge of basic skills and procedures specifically related to the area of family law and estate planning/probate. 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.

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 spent in lectures given by the instructor, and by student participation in individual projects assisted by the instructor.

ATTENDANCE It is critical to the student’s success to attend class every day. The student’s presence for the entire class period 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. **REMINDER: Students will receive a 4% deduction for every hour the student is absent from class. The attendance penalty will be deducted from the student's final grade.**

TESTING:

There will be a quiz every week except for the last week of the mod. 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. **Late test will not be given.**

GRADING POLICIES:

Students will be evaluated as follows:

Assignments

Each assignment has a value from 20 to 100 points. Please see grading rubric. The student will turn in final drafts of the assignments, on deadlines assigned by the instructor. The deadlines are final.

Legal Folders

Students are also required to submit a folder of all projects completed in proper format with an index and tabs of all assignments.

This folder is worth 50 points.

Final and Quizzes

The final is worth 100 points for the substantive/procedural section and for the vocabulary section.

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

Course grades for each module will be based on the average of the scores received on tests, homework, attendance, and other course assignments. **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, In-class Work, Final Exams or Written Papers

Absences and/or tardies will adversely affect the student's grade. Furthermore, the student will be withdrawn from the class if attendance is less than 80%.

Combined grades from attendance, class participation, quizzes, in-class work, final exams or written papers, as applicable, will be graded on the following scale:

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

FINAL GRADE:

The final grade will be an average of the scores of all the above work including quizzes, final exam, folders, in-class work, and assignments. Attendance, participation, and professional conduct will also be considered.

ANTICIPATED LEARNING OUTCOMES:

Upon completion of this course the student will:

1. Be able to review document formatting requirements and legal procedures as set forth in Code of Civil Procedure, California Rules of Court, and Sonoma County Local Court Rules regarding family and estate planning/probate law to allow the student to independently prepare legal documents;
2. Be able to prepare pleadings (Judicial Council Forms) using Martin Dean's Essentials legal forms computer program, and be able to prepare pleadings as documents. Understand and apply formatting requirements and rules of legal procedure as set forth in Code of Civil Procedure, California Rules of Court, and Sonoma County Local Court rules regarding family law;
3. Understand the importance of calendaring documents to meet court deadlines;
4. Understand and correctly utilize legal terminology;
5. Understand the legal ethical principles that guide a paralegal, a law office administrator, 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.

Writing sample prerequisite for paralegal students:

At the end of LGN231F (Probate/Estate Planning), all paralegal students will be required to produce a writing sample. This will be done in class. Students will use legal resources to write an essay that illustrates his or her ability to write well and think critically.

The instructor will review each essay and schedule time to discuss the student's strengths and weaknesses as a writer before advanced paralegal classes are taken. This is done for instructive purposes and is not part of the student's grade for this class. However, any student failing to follow these instructions will not be able to take paralegal courses in which LGN231F is a prerequisite until the writing sample and evaluation are completed. (All other prerequisite requirements also apply.)

Please note that failure to complete the writing sample and evaluation may result in an adverse effect to the length of your program. Please plan accordingly.

Changing programs at a later date: Students transferring into the paralegal program from another program after taking LGN231F will need to complete this writing sample and evaluation prerequisite on an individual basis with the legal department head or assistant legal department head.



Family Law, LGN231E
Course Schedule (Part 1)
(Weeks 1 – 3 are LGN231E, Weeks 3 – 6 are LGN231F)

Week of Mod	Reading/Assignments/Quiz
One	<p>Intro to Family Law/Divorce Grounds and Procedure</p> <p><u>HW: Read</u> Chapter 1 – Introduction to Family Law and Practice, pp. 1-11 Chapter 5 – Divorce Grounds and Procedure, pp. 87-122 (There is a lot of reading this week. Concentrate on no-fault divorce rather than fault grounds for divorce. Concentrate also on jurisdiction and the process of dissolution.) 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> See week one assignment sheet for details about our family law case. Open a case in Martin Dean’s Essentials and fill in the in-take sheet. Using Martin Dean’s Essential Forms prepare:</p> <ol style="list-style-type: none"> 1) Family Law Summons (FL-110) 2) Petition for Dissolution of Marriage (FL-100) 3) Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) (FL - 105) 4) Proof of Service of Summons (FL-115) 5) Notice and Acknowledgment of Receipt (FL-117) <p style="text-align: center;">DRAFTS DUE: _____ FINALS DUE: _____</p> <p><u>Quiz</u> End of week quiz covering Chapters 1 and 5 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: Your instructor will give you a manila folder for this class. All final court-filed documents and discovery 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 Family Law, after the final exam, for a grade (25 points)</i></p>
Two	<p>Spousal Support/Child Custody</p> <p><u>HW: Read</u> Chapter 6 – Spousal Support, Property Division, and the Separation Agreement, pp. 123-173 Chapter 7 – Child Custody, pp. 175-208 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 Martin Dean’s Essentials prepare:</p> <ol style="list-style-type: none"> 1) Declaration of Disclosure (DOD) (FL140) with Schedule of Assets and Debts 2) Income and Expense Declaration (FL-150)

	<p>3) Temporary Restraining Order (DV-100) 4) Confidential CLETS Information (CLETS-001) 5) Notice of Court Hearing (DV-109) 6) Temporary Restraining Order (DV-110)</p> <p>DRAFTS DUE: _____ FINALS DUE: _____</p> <p><u>Quiz</u> End of week quiz covering Chapters 6 & 7 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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Three	<p>Child Support</p> <p><u>HW: Read</u> Chapter 8 – Child Support, pp. 209-233 1) Respond in memo form to assignment 8.2, p. 220. Answer in detail, explaining the process of modification. FINAL DUE: _____</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> Using https://www.cse.ca.gov/ChildSupport/cse/guidelineCalculator prepare: 1) Child Support Calculations (in-class exercise) Using Martin Dean’s Essential prepare: 1) Default paperwork (In lieu of a final exam)</p> <p>FINALS DUE: _____</p> <p>No drafts of these assignments will be accepted. Instructor will meet with students individually to review and discuss their default paperwork.</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.