

CLASS NUMBER AND NAME: LGN360A TECHNOLOGY IN THE LAW OFFICE I

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, 7th 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 have a working knowledge of Lexis CaseMap and TimeMap.

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. Thirty percent of the final grade for the class will be based on attendance and participation. 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
Revised September 2017

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 attendance. An average will be taken of all assignments. 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 and TimeMap;
5. Have an understanding of law firm technology; and
6. Be able to discuss software options with attorneys in their practice.

LG360A TECHNOLOGY IN THE LAW OFFICE I CALENDAR

DATE	TOPICS TO BE COVERED	ASSIGNMENT DUE DATES
Week 1	<p>Topics Covered:</p> <p>Overview of various legal software programs, on-line research tools, and computer hardware/software</p> <p>Chapter 1: Overview of Computers in the Law Office</p> <ul style="list-style-type: none"> ➤ Reading Read "Overview of Computers in the Law Office" ➤ Review the Chapter 1 Lecture Notes ➤ <u>Quiz:</u> Analyze the Chapter 1 Case Studies and Complete the Quizzes ➤ Flashcards Practice Key Terms with Customizable Flashcards ➤ <u>Homework:</u> Assignment 1.1: Current Topics in Law Office Technology ➤ <u>Homework:</u> Assignment 1.3: Streamlining Work with New Technology, Discussion (Please note that this assignment requires student discussion online) ➤ <u>Homework:</u> Assignment 1.4: Legal Communication in a Digital World ➤ <u>Quiz:</u> Test Yourself with the Chapter 1 Quiz 	
Week 2	<p>Topics Covered: Handling and creating documents in a law office environment</p> <p>Chapter 2: Word Processing and Document Assembly</p> <ul style="list-style-type: none"> ➤ Reading Read "Word Processing and Document Assembly" ➤ <u>Homework:</u> Complete the Hands-On Exercises: Word Processing and Document Assembly ➤ <u>Homework:</u> Hands-On Exercises <ul style="list-style-type: none"> ○ Word Processing, Lesson 5 ○ Word Processing, Lesson 6 ○ Word Processing, Lesson 8 ○ Word Processing, Lesson 9 ○ Word Processing, Lesson 11 ➤ Media Software demo link for HotDocs ➤ Review the Chapter 2 Lecture Notes ➤ <u>Quiz:</u> Analyze the Chapter 2 Case Studies and Complete the Quizzes ➤ Flashcards Practice Key Terms with Customizable Flashcards 	

	<ul style="list-style-type: none"> ➤ <u>Quiz</u>: Test Yourself with the Chapter 2 Quiz 	
Week 3	<p>Topics Covered: Cloud Computing, Legal Timekeeping and Billing Software</p> <ul style="list-style-type: none"> ➤ Finish Word Hands-On Exercises from last week ➤ Chapter 6: The Cloud and Social Media ➤ Reading Read "The Cloud and Social Media" ➤ <u>Homework</u>: Complete the Hands-On Exercises Using Clio ➤ Review the Chapter 6 Lecture Notes ➤ <u>Quiz</u>: Analyze the Chapter 6 Case Studies and Complete the Quizzes ➤ Flashcards Practice Key Terms with Customizable Flashcards ➤ <u>Homework</u>: Assessment Assignment 6.1: Automated Written Communication, ➤ <u>Quiz</u>: Test Yourself with the Chapter 6 Quiz 	
Four	<p>Topics Covered: Case Organization and Management Software CaseMap, TimeMap</p> <p>Chapter 8: Litigation Support Software</p> <ul style="list-style-type: none"> ➤ Reading: Read "Litigation Support Software" ➤ Homework: Watch videos on how to use CaseMap ➤ Homework: Complete the Hands-On Exercises (CaseMap and TimeMap only): Litigation Support Software <ul style="list-style-type: none"> ○ CaseMap ○ TimeMap ➤ Review the Chapter 8 Lecture Notes ➤ Quiz: Analyze the Chapter 8 Case Studies and Complete the Quizzes ➤ Flashcards Practice Key Terms with Customizable Flashcards ➤ Homework: Assignment 8.1: What is Litigation Support Software? ➤ Quiz: Test Yourself with the Chapter 8 Quiz 	
Five and Six	<p>CaseMap</p> <p>Hands-on work with CaseMap and TimeMap. Extensive National Transportation Safety Board case.</p> <p>Save the Case ReportBook (Summary) in pdf form and email it to your instructor Save the TimeMap timeline by downloading it into a Word document and saving. Alternatively, save it as a pdf and email it to your instructor.</p>	

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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